

KANSAS BENEFITS CARD REPAYMENT PROCEDURES

Clients can use their Kansas Benefits Card benefits to repay all or a portion of a food assistance, child care and/or cash overpayment(s).

1. When a client wishes to make a repayment with their Kansas Benefits card benefits he or she will complete and sign the Client's Responsibility portion of the EBT Benefit Repayment Agreement.
2. The EES Worker will complete the Local Responsibility portion of the EBT Benefit Repayment Agreement. The form allows repayments on two claims. Use additional forms for more claims. **Food Assistance EBT benefits can only be applied to Food Assistance recovery accounts. Cash EBT benefits can only be applied to Cash assistance recovery accounts. For food assistance, the repayment can only be applied to the identical benefit type – regular SNAP balance can only be used repay regular SNAP claims, and a P-EBT balance can only be used to repay P-EBT claims. Child Care EBT benefits can only be applied to Child Care recovery accounts.** *Do not* use Rehabilitation Services (RS) child care benefits (EBT26411) to repay claims.
3. After the first two portions of the form are completed, email the completed form to the Administrative Office EBT Unit, DCF.EBTMAIL@ks.gov and retain a copy for the case imaging file.
4. The Administrative Office EBT unit will forward the form and the EBT Repayment report to Central Receivables Unit for the payment to be accounted for in their records.