

KANSAS DEPARTMENT FOR CHILDREN
AND FAMILIES
Family Services
DCF Administration Building
555 S. Kansas Ave., 6th Floor
Topeka, KS 66603

To: Regional Directors
Economic and Employment Services Program Administrators
Economic and Employment Services Staff
Prevention and Protection Services Administrators
Other Staff

Re: Summary of Changes for Kansas Economic and Employment Services Manual
(KEESM) Revision No. 111 effective July 1, 2023

OVERVIEW OF CHANGES

A brief overview of the major changes is provided below. Other clarifications and technical corrections are also included and described in the next section. Additional technical corrections not mentioned here are being incorporated in KEESM as needed.

Child Care – In accordance with HB 2094 that was recently passed by the Kansas Legislature, cooperation with Child Support Services (CSS) will only be reviewed when the case is reviewed for eligibility at the end of a 12-month eligibility period. This change was needed to bring Kansas into compliance with federal regulations related to 12-month eligibility for Child Care. Penalties for non-cooperation with CSS for Child Care and TANF are being separated and will be applied separately to each program.

DESCRIPTION, PURPOSE, AND DETAILS OF POLICY CHANGE

I. Child Care

a. Changes

1. **Good Cause for Failure to Cooperate – KEESM [2162](#)** is being modified to include participants in the Safe at Home program in the good cause allowance for caretakers who are victims of sexual assault and survivors of domestic violence, sexual assault, or stalking, and to allow good cause when there is an existing Child Care penalty for non-cooperation, the caretaker has reestablished cooperation with CSS and needs child care to participate in a TANF or Food Assistance work program.
2. **Failure to Cooperate – KEESM [2165](#)** is being modified to update and

separate the TANF and Child Care programs regarding failure to cooperate with Child Support Services and the resulting penalties.

3. **Termination of Child Care Plans – KEESM [7640](#)** is being modified to remove reference to failure to cooperate as an allowable reason for a Child Care plan to be terminated prior to the end of a 12 month eligibility period.

b. Clarifications

1. **Failure to Cooperate– KEESM [2165](#)** is also being modified to clarify that penalties for failure to cooperate with Child Support Services apply when the failure is regarding the absent parent of a child who is receiving child care benefits.

II. Food Assistance

a. Changes

1. **Reinstatement of Assistance** – The following is being added to KEESM [1423](#).
 - a) **KEESM [1423](#) (2)** – When a food assistance case has been closed for ABAWD months and household provides documentation that work requirements, or an exemption were being met during the countable months.

b. Clarifications

1. **Able-bodied Adults Without Dependents (ABAWD)** – These changes are being made in KEESM [2520](#).
 - a) **KEESM [2520](#) (1)** has been updated to include in-kind work and unpaid employment (volunteering) meets definition of work to meet 20 hour per week participation.
 - b) **KEESM [2520](#) (2)** has been updated to clarify that ABAWDs must be engaged in countable E&T activities to meet ABAWD participation.
2. **Persons Exempt from the ABAWD Provision** – These changes are being made in KEESM [2521](#).
 - a) **KEESM [2521](#) (3)** has been updated to clarify that person(s) who have a pending SSA disability application are exempt

from ABAWD provisions.

- b) **KEESM 2521 (7)** has been updated to clarify that persons who are applying, appealing, receiving or approved to receive unemployment are exempt from ABAWD provisions.

3. **Definitions** – These changes are being made in KEESM [2527](#).

- a) **KEESM 2527 (1)** has been updated to clarify that referrals for persons mandatory to participate in E&T program are made at initial application, recertification and when a change is reported that is subject to the simplified reporting requirements.
- b) **KEESM 2527 (1)** has been updated to reflect that once the application is signed the client is considered work registered.

4. **Status Changes** – These changes are being made to KEESM [2528](#).

- a) **KEESM 2528** has been updated to remove language that states status change includes ABAWD meeting the work requirement.
- b) **KEESM 2528 NOTE** has been updated to clarify that household has 30 days from date of closure for ABAWD months to report employment or exemption and case can be rescinded. After 30 days from closure a new application is required.
- c) **KEESM 2528 EXAMPLES** – additional example added.

5. **Food Assistance Work Related Exemptions** – These changes are being made to KEESM [3220](#).

- a) **KEESM 3220 (2)** – has been updated to clarify that persons who have a pending SSA disability application are exempt from general work requirements.
- b) **KEESM 3220 (5)** – has been updated to clarify that persons who are applying, appealing, receiving or approved to receive unemployment are exempt from general work requirements.
- c) **KEESM 3220 (10)** – has been removed.

6. **Food Assistance Loss of Exempt Status** – These changes are being made to KEESM [3220.1](#).

- a) **KEESM [3220.1](#)** – has been updated to clarify that a person who has lost exempt status due to a change in circumstances that is required to be reported will be referred to E&T at time of change. Those changes in exemption that were not required to be reported do not require a referral to E&T until next recertification.

III. TANF

- a. Changes
None
- b. Clarifications
None

IV. All Programs

a. Changes

1. **General Information** – The follow is being added to KEESM 1411.

- a) **KEESM [1411](#)** - A telephonic signature and electronic signature techniques including type signature is valid as a legal signature.

b. Clarifications

1. **General Information** – These changes are being made to KEESM [1411](#).

- a) **KEESM [1411](#)** – has been updated to clarify that submittal of a paper or online application with name, address and signature shall be considered a request for assistance.

FORMS (Explanation provided if not mentioned previously in this summary.)

APPENDIX (Explanation provided if not mentioned previously in this summary.)

[P-15](#), Application Signature Request was updated with most recent header and removed “Strong Families Make A Strong Kansas”.

MISCELLANEOUS FORMS (Explanation provided if not mentioned previously in this summary.)

EFFECTIVE DATE

All changes are effective July 1, 2023

EFFECT ON LOCAL STAFF (No significant effect if not explained below.)

MATERIALS OBSOLETE BY THIS REVISION

COORDINATION EFFORTS

This change was coordinated with staff in Economic and Employment Services (EES), Executive leadership, and the EES Program Administrators.

Sincerely,

Carla Whiteside-Hicks, PhD
Interim Economic and Employment Services Director
CWH:cw