



Spring 2023

NON-MEDICAL

TOPICS

- FAET Process Updates
 - Program Block
 - Violations
 - Tasks
 - Correspondence
- NM Correspondence Updates
- Medical - KIERA Bot
- ABAWD Refresh





FAET Updates

FAET Updates



Due to the implementation of the Mandatory Employment and Training program in October 2022, several changes are being made to KEES to support the policy and retire system workarounds.

FAET Program Block

The **Program Type** (*FAET* or *GOALS*) now displays in the **FAET Program** block.

▼ FAET - 1052

Worker/Casebank:

Cindy Burchett

Worker ID/Casebank ID:

DE4402B101

Program Status:

Pending

Program Type:

FAET

Primary Applicant/Recipient:

DANIEL JACOBS

Language:

English

Phone Number:

Application Date

01/01/2022

Name

Role

Role Reason

Status

Status Reason

DANIEL JACOBS

MEM

Pending

View Details

▼ FAET - 1850

Worker/Casebank:

Cindy Burchett

Worker ID/Casebank ID:

DE4402B101

Program Status:

Active

Program Type:

GOALS

Primary Applicant/Recipient:

Georgia Raynes

Language:

English

Phone Number:

(785)764-8910

Application Date

01/16/2023

Name

Role

Role Reason

Status

Status Reason

Georgia Raynes

MEM

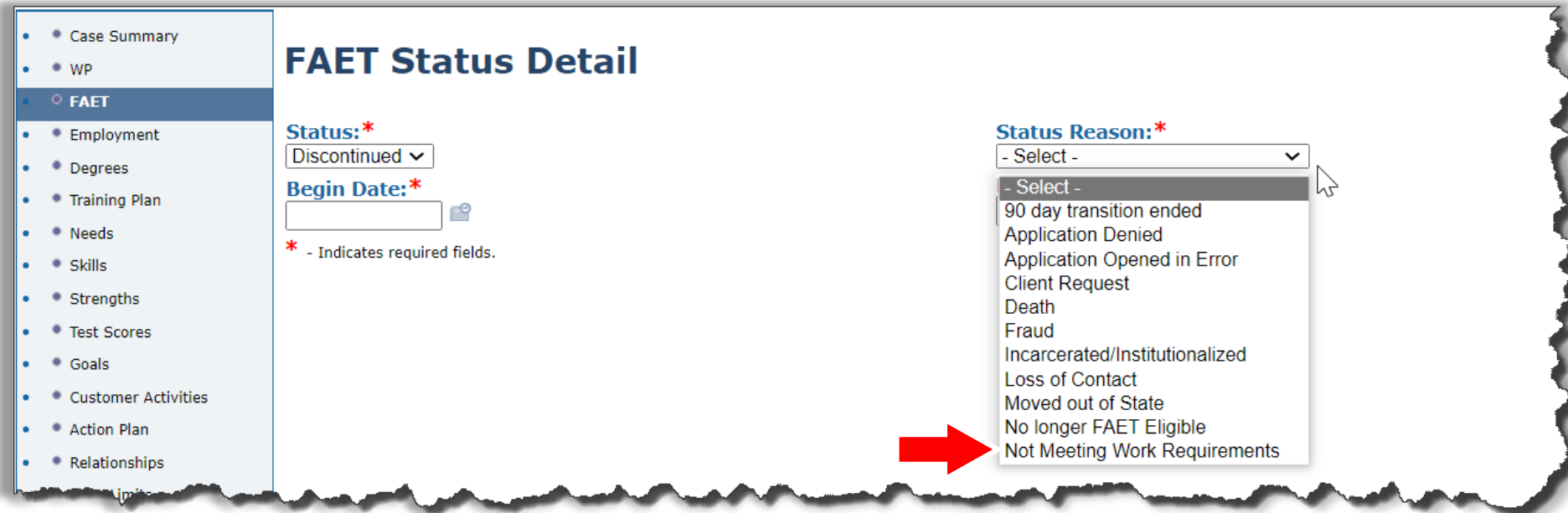
Active

Engaged

View Details

FAET Violations

A new **Status Reason** of *Not Meeting Work Requirements* has been added to the **FAET Status Detail** page.

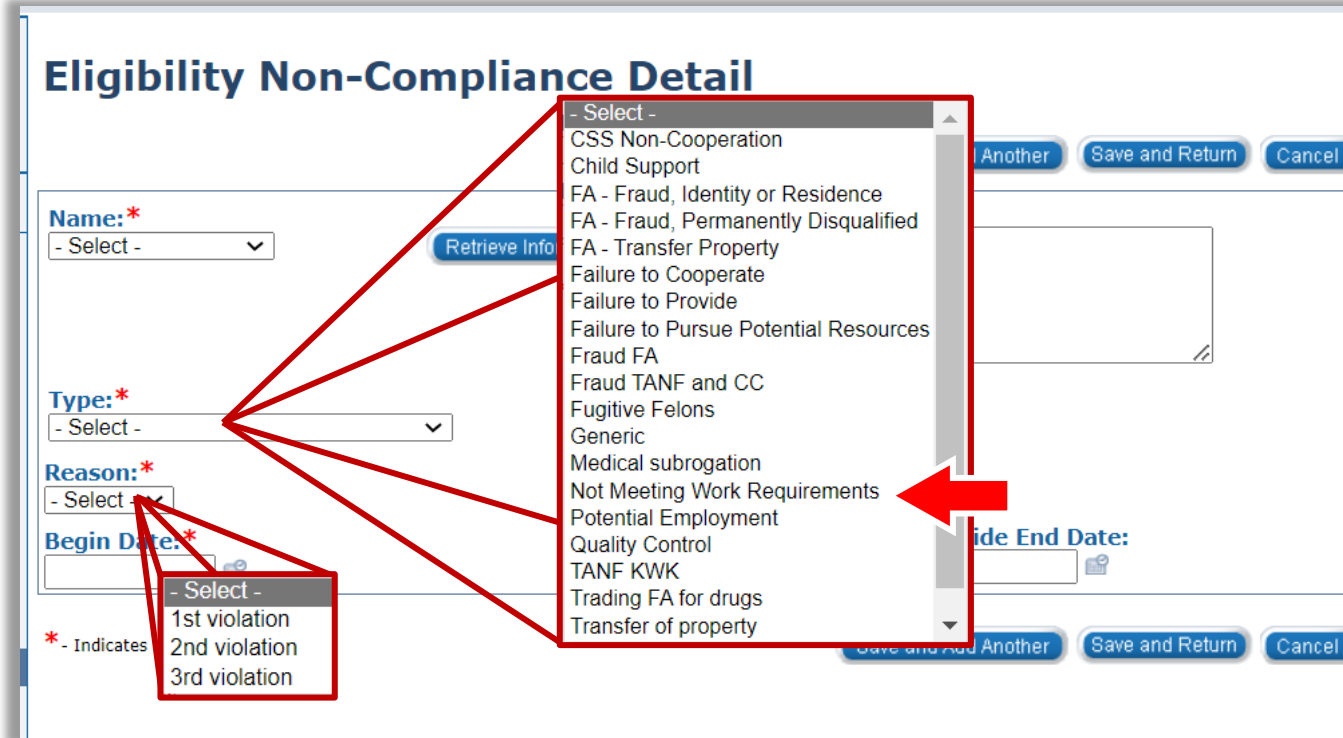


The screenshot displays the 'FAET Status Detail' page. On the left is a sidebar with a list of menu items: Case Summary, WP, FAET (highlighted), Employment, Degrees, Training Plan, Needs, Skills, Strengths, Test Scores, Goals, Customer Activities, Action Plan, and Relationships. The main content area is titled 'FAET Status Detail'. It contains two required fields: 'Status:*' with a dropdown menu showing 'Discontinued', and 'Begin Date:*' with a text input field and a calendar icon. Below these fields is a note: '* - Indicates required fields.' To the right, the 'Status Reason:*' dropdown menu is open, showing a list of options: '- Select -', '90 day transition ended', 'Application Denied', 'Application Opened in Error', 'Client Request', 'Death', 'Fraud', 'Incarcerated/Institutionalized', 'Loss of Contact', 'Moved out of State', 'No longer FAET Eligible', and 'Not Meeting Work Requirements'. A red arrow points to the 'Not Meeting Work Requirements' option.

Note: The workaround of using the **Status Reason** *No Longer FAET Eligible* to discontinue for consumer not meeting the work requirements is being retired.

FAET Violations

A new Food Assistance non-compliance **Type** has been added to the **Eligibility Non-Compliance Detail** page. *Not Meeting Work Requirements* should be used when a client fails to meet the standard FA work requirement. This is a tiered violation so a **Reason** of *1st, 2nd, or 3rd violation* must also be selected.



Eligibility Non-Compliance Detail

Name: *
- Select -

Type: *
- Select -

Reason: *
- Select -

Begin Date: *

End Date: *

Override End Date: *

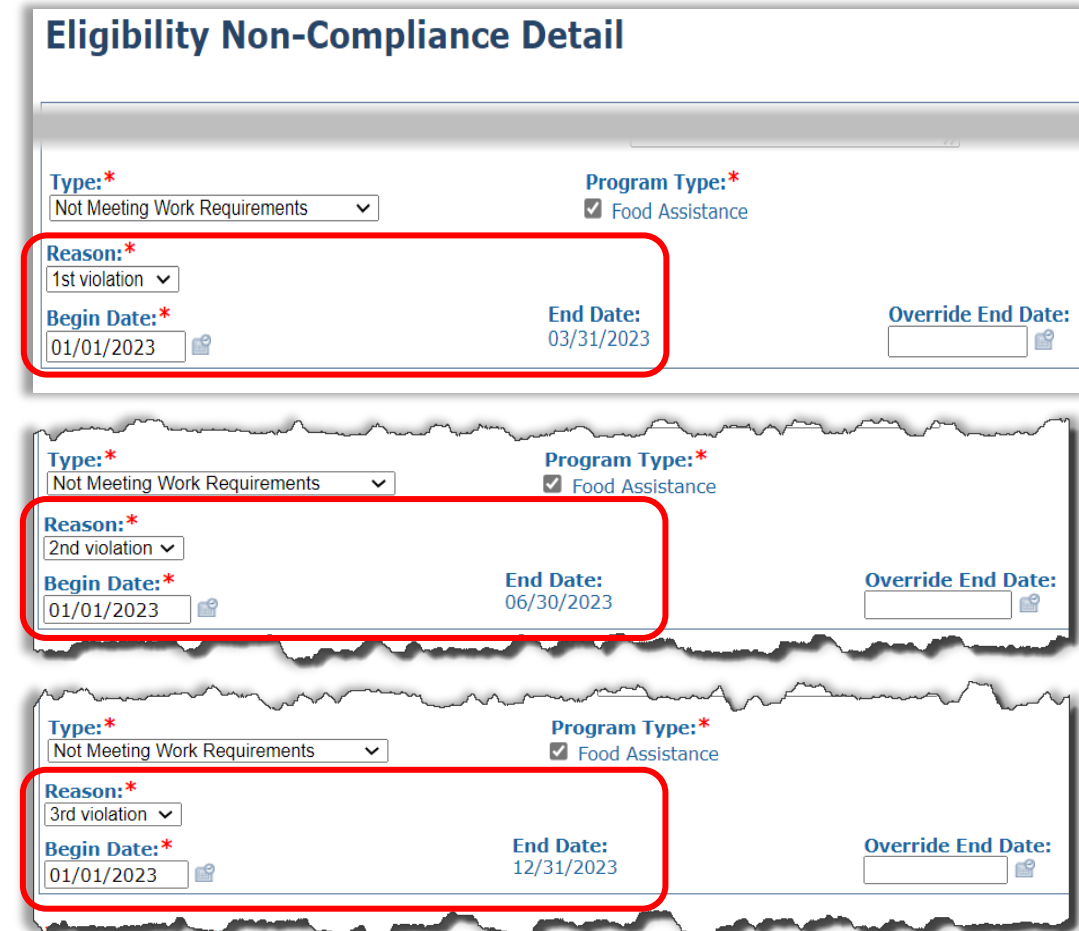
Retrieve Info

Another Save and Return Cancel

Select -
CSS Non-Cooperation
Child Support
FA - Fraud, Identity or Residence
FA - Fraud, Permanently Disqualified
FA - Transfer Property
Failure to Cooperate
Failure to Provide
Failure to Pursue Potential Resources
Fraud FA
Fraud TANF and CC
Fugitive Felons
Generic
Medical subrogation
Not Meeting Work Requirements
Potential Employment
Quality Control
TANF KWK
Trading FA for drugs
Transfer of property

* - Indicates

Select -
1st violation
2nd violation
3rd violation



Eligibility Non-Compliance Detail

Type: *
Not Meeting Work Requirements

Program Type: *
☒ Food Assistance

Reason: *
1st violation

Begin Date: *
01/01/2023

End Date: *
03/31/2023

Override End Date: *

Type: *
Not Meeting Work Requirements

Program Type: *
☒ Food Assistance

Reason: *
2nd violation

Begin Date: *
01/01/2023

End Date: *
06/30/2023

Override End Date: *

Type: *
Not Meeting Work Requirements

Program Type: *
☒ Food Assistance

Reason: *
3rd violation

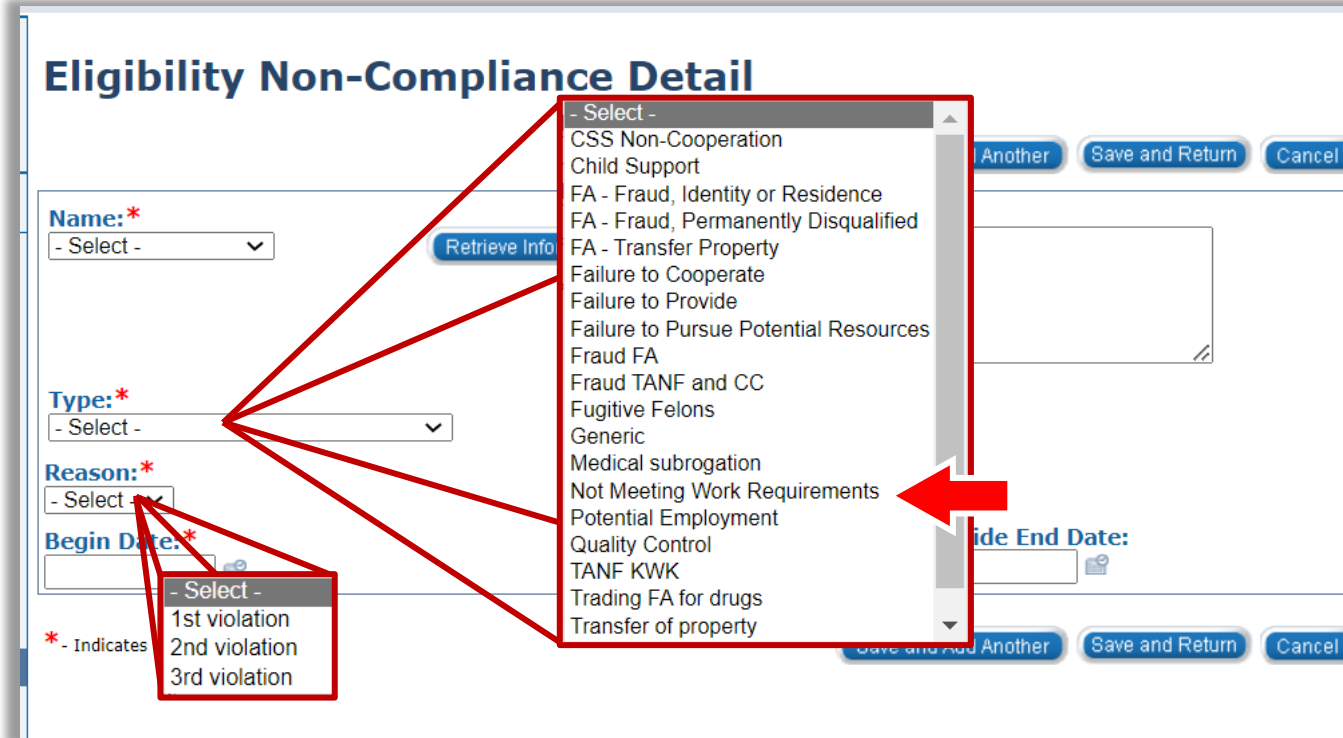
Begin Date: *
01/01/2023

End Date: *
12/31/2023

Override End Date: *

FAET Violations

This non-compliance is considered a stacked violation for Food Assistance. So if a consumer already has a *Potential Employment* violation, the new *Not Meeting Work Requirements* violation is considered their 2nd or subsequent violation and should be entered into KEES with the appropriate tiered **Reason**.



Eligibility Non-Compliance Detail

Name: *
- Select -

Type: *
- Select -

Reason: *
- Select -

Begin Date: *

End Date: *

Override End Date: *

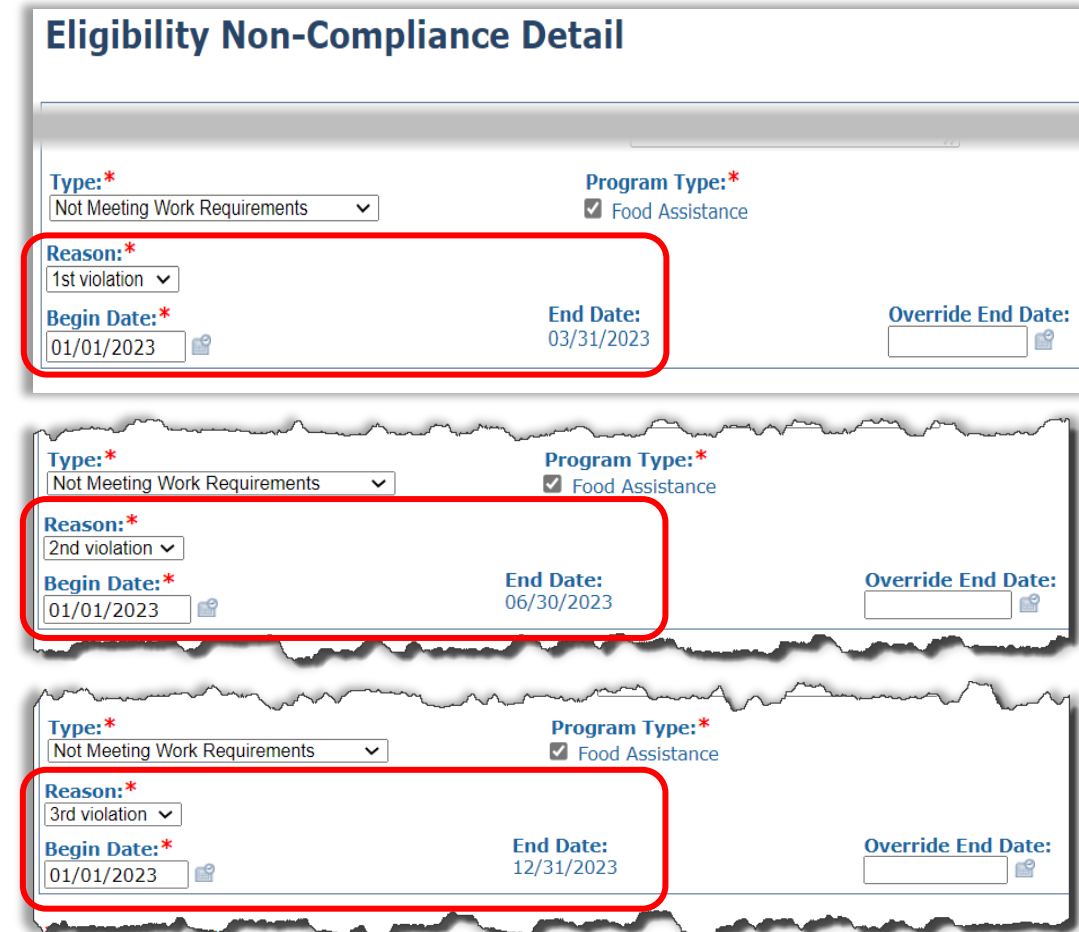
Retrieve Info

Another Save and Return Cancel

Reason options:
- Select -
CSS Non-Cooperation
Child Support
FA - Fraud, Identity or Residence
FA - Fraud, Permanently Disqualified
FA - Transfer Property
Failure to Cooperate
Failure to Provide
Failure to Pursue Potential Resources
Fraud FA
Fraud TANF and CC
Fugitive Felons
Generic
Medical subrogation
Not Meeting Work Requirements
Potential Employment
Quality Control
TANF KWK
Trading FA for drugs
Transfer of property

* - Indicates

Reason options:
- Select -
1st violation
2nd violation
3rd violation



Eligibility Non-Compliance Detail

Type: *
Not Meeting Work Requirements

Program Type: *
☒ Food Assistance

Reason: *
1st violation

Begin Date: *
01/01/2023

End Date: *
03/31/2023

Override End Date: *

Type: *
Not Meeting Work Requirements

Program Type: *
☒ Food Assistance

Reason: *
2nd violation

Begin Date: *
01/01/2023

End Date: *
06/30/2023

Override End Date: *

Type: *
Not Meeting Work Requirements

Program Type: *
☒ Food Assistance

Reason: *
3rd violation

Begin Date: *
01/01/2023

End Date: *
12/31/2023

Override End Date: *

FAET Violations

UM: [Reading the EDBC Summary](#)

- **Role** values include:
 - MEM (Member) – included in benefits and HH size
 - FRE (Financial Responsible Excluded) – excluded from HH size
 - FRI (Financial Responsible Included) – included in HH size
 - UP (Unaided Person) – excluded from benefits and HH size
 - **Role Reasons** pertain to individual eligibility and display if the consumer is **FRI**, **FRE** or **UP**. The Role Reason explains why the consumer is or is not considered in the program configuration or budgeting unit.
- NOTE:** If an unexpected **Role Reason** displays, see the [Ineligibility Status Reason Table](#) for guidance.



FAET Violations

When a Non-Compliance of *Not Meeting Work Requirements* is applied, the client becomes a *FRE* and a prorated share of their income and expenses are counted at EDBC if the Food Assistance program remains open due to other household members.

Food Assistance EDBC Summary

Begin Month

End Month

Run Date

Run Status

Accepted By

12/2022

12/2022

01/17/2023

Accepted - Saved

Zerul Kutina

EDBC Information

Non-Reporting Household Exemption: 6 Month Report

Review Due Date: 11/30/2023

Type: Regular

Multi-Month EDBC : No

Cross-Case :

Program Configuration

System Determination

EDBC Source: Online EDBC Rules

Aid Code: FA

Program Status: Active

Program Status Reason:

Note: Overridden rows are in bold.

Name	DOB	Role	Role Reason	Status	Status Reason
GIBBS, LEROY J.	05/31/1990	MEM		Active	
GIBBS, KELLY A.	08/13/2015	MEM		Active	

Reporting Configuration

Work Eligibility

Categorically Eligible: No

Eligible for Expedited Services: No

Public Assistance: No

Resource Eligibility

Benefit Month Resource:

Resource Limit:

Food Assistance EDBC Summary

Begin Month

End Month

Run Date

Run Status

Accepted By

01/2023

01/17/2023

Accepted - Saved

Zerul Kutina

EDBC Information

Non-Reporting Household Exemption: 6 Month Report

Review Due Date: 11/30/2023

Timely Notice Exception Reason: Waiver on File

Type: Regular

Multi-Month EDBC : No

Cross-Case : No

Program Configuration

System Determination

EDBC Source: Online EDBC Rules

Aid Code: FA

Program Status: Active

Program Status Reason:

Note: Overridden rows are in bold.

Name	DOB	Role	Role Reason	Status	Status Reason	Review Due	ABAWD
GIBBS, LEROY J.	05/31/1990	FRE	Not Meeting Work Requirements - 1st	Active			No
GIBBS, KELLY A.	08/13/2015	MEM		Active			No

Reporting Configuration

Work Eligibility

Categorically Eligible: No

Eligible for Expedited Services: No

Public Assistance: No

Resource Eligibility

Benefit Month Resource:

Resource Limit:

FAET Violations

As a reminder, even if the client is given a **Role** of *FRE* due to a person level penalty, like *Not Meeting Work Requirements*, the Program may close for a different reason.

Food Assistance EDBC Summary

Begin Month

End Month

Run Date

Run Status

Accepted By

02/2023

01/24/2023

Accepted - Saved

[Zerul Kutina](#)

EDBC Information

Non-Reporting Household Exemption: 6 Month Report

Timely Notice Exception Reason: Waiver on File

Type:
Regular

Multi-Month EDBC :
No

Cross-Case :
No

Program Configuration

System Determination

EDBC Source: Online EDBC Rules

Aid Code:

Program Status: Discontinued

Program Status Reason: FTP Income

Note: Overridden rows are in bold.

Name	DOB	Role	Role Reason	Status	Status Reason	Review Due	ABAWD
GIBBS, LEROY J.	05/31/1990	FRE	Not Meeting Work Requirements - 1st	Discontinued	FTP Income		No
GIBBS, KELLY A.	08/13/2015	MEM		Discontinued	FTP Income		No

Reporting Configuration

Work Eligibility

Allotment	Budget Amount
Potential Benefit	\$ 0.00
Previous Potential Benefit Allotment	\$ 0.00
Overpayment Adjustment Amount	\$ 0.00
Authorized Amount	\$ 0.00

Delivery Method:*

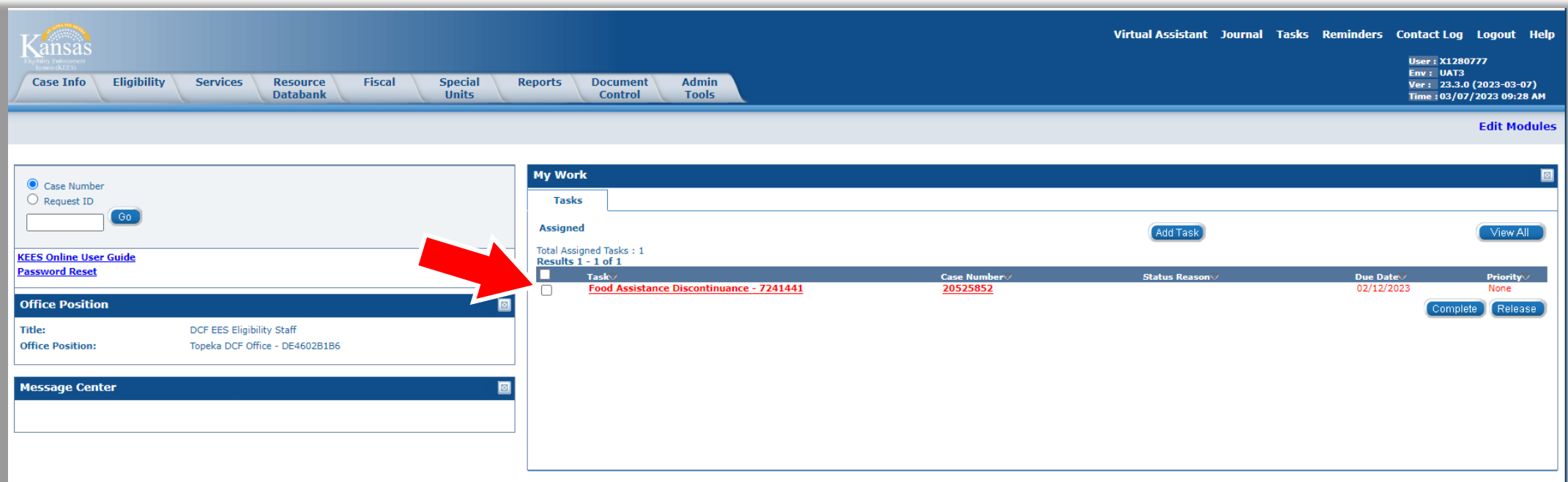
Mail

Immediacy Indicator:*

Tasks

Tasks that are generated for a specific program (ie. WP, FAET or PPS) will be automatically assigned to the Worker associated with that program block. Several tasks have been updated to include this logic to make finding tasks for your assigned cases easier as these display in the **Work Portlet** on the **KEES Home Page**.

*Note: There are still tasks that are not assigned to a specific program so staff should still search the designated queues via **Task Inventory**.*



The screenshot displays the KEES Home Page interface. The top navigation bar includes links for Virtual Assistant, Journal, Tasks, Reminders, Contact Log, Logout, and Help. Below this, a secondary navigation bar lists various modules: Case Info, Eligibility, Services, Resource Databank, Fiscal, Special Units, Reports, Document Control, and Admin Tools. On the right side of the header, user information is shown: User: X1280777, Env: UAT3, Ver: 23.3.0 (2023-03-07), and Time: 03/07/2023 09:28 AM. An 'Edit Modules' link is also present.

The main content area is divided into two sections. On the left, there is a search area with radio buttons for 'Case Number' (selected) and 'Request ID', followed by a text input field and a 'Go' button. Below this are links for 'KEES Online User Guide' and 'Password Reset'. Further down are sections for 'Office Position' (showing Title: DCF EES Eligibility Staff and Office Position: Topeka DCF Office - DE4602B1B6) and 'Message Center'.

On the right, the 'My Work' portlet is visible. It has a 'Tasks' tab and an 'Assigned' sub-tab. A red arrow points from the 'Assigned' sub-tab to the task list. The task list shows 'Total Assigned Tasks : 1' and 'Results 1 - 1 of 1'. The task is 'Food Assistance Discontinuance - 7241441' with Case Number '20525852', Due Date '02/12/2023', and Priority 'None'. There are 'Complete' and 'Release' buttons for this task.

Task	Case Number	Status Reason	Due Date	Priority
Food Assistance Discontinuance - 7241441	20525852		02/12/2023	None

FAET Tasks

When a Work Eligible ABAWD is an *Active* member on a FA program, KEES generates a *FAET Referral* task for the **FAET Queue**. This task lets employment services know that a FAET program block should be registered for the client.

No

Program Configuration

System Determination
EDBC Source: Online EDBC Rules
Aid Code: FA
Program Status: Active
Program Status Reason:

Note: Overridden rows are in bold.

Name	DOB	Role	Role Reason	Status	Status Reason	Review Due	ABAWD
REDHEAD, REGINALD	08/13/2000	MEM		Active			Yes
REDHEAD, RUBY	10/15/1998	MEM		Active			Yes

Reporting Configuration

Work Eligibility

Name	Work Eligible	Exclusion Reason
REDHEAD, REGINALD	Yes	
REDHEAD, RUBY	Yes	

Categorically Eligible: No
Public Assistance: No

Resource Eligibility
Benefit Month Resource: \$ 0.00

Task Details

Case #: 20525859
Name: REGINALD REDHEAD
Status: New
Status Reason: *
Priority: None
Priority Date: 01/05/2023

Created Date: 01/05/2023
Created Time: 3:33 PM
Due Date: * 01/15/2023
Review Due:
Received Date: 01/05/2023
Region: DCF East
Location: Topeka DCF Office
Worker Assigned:
Completion Date:
Task #: 7159706
Queue: FAET
Task: FAET Referral
CaseBank:
Created By: 1053645
Contact Type:
Work Time: 00:00
Wait Time: 450:27
eApp Source:
Task Details: RUBY REDHEAD - 0010606807 is an ABAWD and Work Eligible.
Hyperlink:
20525859
Comments:
* Indicates required fields

FAET Tasks

When a Work Eligible ABAWD has been an *Active* member on a FA program for more than 15 days with no FAET program block registered for them, the *Work Eligible-No FAET Program* task is generated for the **FAET Queue**. This is a reminder for FAET staff that a program block should be registered for the client.

Task Inventory

Open Tasks

Closed Tasks

Region:

DCF Central Office

DCF East

DCF Kansas City

DCF Outstationed

DCF West

DCF Wichita

KDHE Central Office

KDHE Clearinghouse

KDHE Outstationed

Location:

Atchison DCF Office

Chanute DCF Office

Colby DCF Office

Columbus DCF Office

Concordia DCF Office

Curtis State Office Building

Dodge City DCF Office

El Dorado DCF Office

Emporia DCF Office

Fort Scott DCF Office

Garden City DCF Office

Goodland DCF Office

Great Bend DCF Office

Greensburg DCF Office

CaseBanks:

Administrative

Administrative-CH

Alert

Blue

Central Office Fiscal

Concerns

Contact Updates

DCF Central Office

DCF-Outstationed

E&D Eligibility

Estate Recovery

FAET

FCCC

Fiscal

Queue:

Administrative

Administrative-CH

Alert

Blue

Central Office Fiscal

Concerns

Contact Updates

DCF Central Office

DCF-Outstationed

E&D Eligibility

Estate Recovery

FAET

FCCC

Fiscal

Task:

Urgent ES-3160 HCBS Services

Urgent ES-3161 HCBS Changes and Updates

Urgent MS-2126 Facility Admission/Discharge

VLP Step 2 Response Received

VLP Step 3 Response Received

Verification Not Received

Verifications

Verifications - State

Verify Health Insurance Premium Change

WH Desk Review Due

WH Premium Paid after Denial/Closure

WH Premiums

WH-Review Registration

WP Status Changed

Work Eligible - No FAET Program

Priority:

Accelerated

Expedited

Expedited 18 Hour

Expedited 48 Hour

KDHE-Passive Review

Status:

New

Assigned

Completed

Rejected

Status Reason:

DCF-Complete

DCF-No Show

DCF-Pending

KDHE-Being Worked

KDHE-New Information

Contact Type:

Lobby

Non-Lobby

Case Number:

Case Name:

Date Range:

From:

To:

Date Type:

App Id:

Assigned to Me:

E-App Source:

Search Results Summary

Priority	Priority Date	Contact Type	Task	Rec'd Date	Completion Date	Status	Status Reason	Due Date	Queue	Wait Time	Work Time	Worker	Location	CaseBanks	Review Due	Case Number
None	02/07/2023		Work Eligible - No FAET P - 7252452	02/07/2023		New		02/17/2023 FAET	304:45	00:00			Topeka DCF Office			205259
None	02/07/2023		Work Eligible - No FAET P - 7252456	02/07/2023		New		02/17/2023 FAET	304:45	00:00			Topeka DCF Office			205259
None	02/07/2023		Work Eligible - No FAET P - 7252456	02/07/2023		New		02/17/2023 FAET	304:45	00:00			Topeka DCF Office			20525859

Task Details

Case #:

20525859

Name:

REGINALD REDHEAD

Status:

New

Status Reason:

- Select -

Priority:

None

Priority Date:

02/07/2023

Created Date:

02/07/2023

Created Time:

10:53 AM

Due Date:

02/17/2023

Review Due:

Received Date:

02/07/2023

Region:

DCF East

Location:

Topeka DCF Office

Worker Assigned:

Completion Date:

Task #:

7252460

Queue:

FAET

Task:

Work Eligible - No FAET Program

CaseBank:

Created By:

adminWS

Contact Type:

Work Time:

00:00

Wait Time:

304:49

eApp Source:

Task Details:

Open an FAET program for REGINALD REDHEAD - 0010606806.

Hyperlink

20525859

Comments:

Check Spelling

Claim

Complete

Save and Continue

Cancel

FAET Tasks

The **FAET Participation Requirement** batch runs mid-month to check if clients are meeting the 30 hour per week participation threshold. It looks at both the Activity Progress Detail and Income Amount Detail pages to check for client participation. A *Not Meeting Work Requirements* task is generated for any client not at the threshold.

Task Details				
Case #: 20525840				
Name: ANTHONY DINOZZO				
<div><div>Complete</div><div>Release</div><div>Save and Continue</div><div>Cancel</div></div>				
Status: Assigned	Status Reason:* - Select -	Priority: None	Priority Date: 02/10/2023	
Created Date: 02/10/2023	Created Time: 9:47 AM	Due Date:* 02/20/2023	Review Due:	
Received Date: 02/10/2023	Region: DCF East	Location: Parsons DCF Office	Worker Assigned: Cindy Burchett	
Completion Date:				
Task #: 7274328	Queue: FAET	Task: Not Meeting Work Requirements	CaseBank:	Created By: adminWS
Contact Type:		Work Time:	Wait Time: 238:02	eApp Source:
Task Details: ANTHONY DINOZZO - 0010606772 is not meeting the minimum hours per week participation requirement.				
Hyperlink				
Comments:				
<div><div>* - Indicates required fields</div><div><div>Check Spelling</div><div>Complete</div><div>Release</div><div>Save and Continue</div><div>Cancel</div></div></div>				

When this task is received, staff should research the case to determine if the client is in fact not meeting the 30 hour work requirement.

Note: This task will continue to generate each month the client doesn't meet the 30 hour work requirement even if the task generated in the previous month and FAET program block is still active.

FAET Tasks

Example:

A Not Meeting Work Requirements was generated on this case however upon review of the case we see the client is meeting work requirements.

The task generated because there was one week where the client's participation hours were under the 30hr threshold.

Activity Progress Detail

View Excused Absence

Edit

Close

Name

ANTHONY DINOZZO

Activity Detail

Activity Name:

Generic Service

Provider:

WP Generic Provider

Category:

Generic Provider

Address:

915 SW HARRISON ST
TOPEKA, KS 66612-1505

Start Date:

01/12/2023

End Date:

03/30/2023

Hours:

Mon, Wed, Fri
8:00 AM - 6:00 PM (30 hours/week)

Review Date:

01/31/2023

Status

Status Reason

Status Begin Date

Status End Date

Participating

Attending

01/12/2023

Activity Progress History

Search Results Summary

Results 1 - 4 of 4

Month

Total Hours/ Month

Week

Mon

Tue

Wed

Thu

Fri

Sat

Sun

Weekly Total

▼ 01/09/2023 - 01/15/2023

Attendance:

10.00

01/10

01/11

10.00

01/12

01/13

10.00

01/14

01/15

30.00

Absent Hours:

Absence Reason:

Excused Absences:

Performance:

Making Satisfactory Progress

Comments:

▼ 01/16/2023 - 01/22/2023

Attendance:

10.00

01/17

01/18

10.00

01/19

01/20

8.00

01/21

01/22

28.00

Absent Hours:

Absence Reason:

Excused Absences:

Performance:

Making Satisfactory Progress

Comments:

▼ 01/23/2023 - 01/29/2023

Attendance:

10.00

01/24

01/25

10.00

01/26

01/27

10.00

01/28

01/29

30.00

Absent Hours:

Absence Reason:

Excused Absences:

Performance:

Making Satisfactory Progress

Comments:

▼ 01/30/2023 - 02/05/2023

Attendance:

10.00

01/31

02/01

10.00

02/02

02/03

10.00

02/04

02/05

30.00

Absent Hours:

Absence Reason:

Excused Absences:

Performance:

Making Satisfactory Progress

Comments:

View Excused Absence

Edit

Close

FAET Tasks

The *Food Assistance Discontinuance Task* is generated any time a client becomes a *FRE* or is *Discontinued* on the **Food Assistance** program and they have an active **FAET** program block.

Program Configuration

System Determination

EDBC Source: Online EDBC Rules

Aid Code: FA

Program Status: Active

Program Status Reason:

Note: Overridden rows are in bold.

Name	DOB	Role	Role Reason	Status	Status Reason	Review Due	ABAWD
Raynes, Austin M.	11/04/2010	MEM		Active			No
Raynes, Summer M.	05/11/2012	MEM		Active			No
Raynes, Georgia M.	03/01/1986	FRE	Not Meeting Work Requirements - 1st	Active			No
Raynes, Andi	09/24/2018	MEM		Active			No

Override Program Configuration

Reporting Configuration

Task Details

Case #: 02321399

Name: Georgia M Raynes

Complete Release Save and Continue Cancel

Status: Assigned Status Reason: * - Select - Priority: None Priority Date: 02/07/2023

Created Date: 02/07/2023 Created Time: 7:58 AM Due Date: * 02/17/2023 Review Due:

Received Date: 02/07/2023 Region: DCF East Location: Parsons DCF Office Worker Assigned: Cindy Burchett

Completion Date:

Task #: 7263111 Queue: FAET Task: Food Assistance Discontinuance CaseBank: Created By: 1053817

Contact Type: Work Time: 308:26 Wait Time: 00:00 eApp Source:

Task Details:

Georgia Raynes Food Assistance status changed. The reason is Not Meeting Work Requirements - 1st. The program status is Active

Hyperlink

Comments:

* - Indicates required fields

Check Spelling Complete Release Save and Continue Cancel

FAET Correspondence



We have added a new form to KEES for the updated FAET Good Cause Process. In addition to this new form we have made some minor language and formatting updates to several other forms.

In the next slides we highlight some of the prevalent changes...

FAET Correspondence

The new **Request for Good Cause (W504)** form is generated and sent to the client from the Non-Compliance Coordinator when it is found the client is not meeting work requirements.

With the addition of this form, Non-Compliance Coordinators no longer need to use the standard copy and paste text workaround.

Parsons DCF Office
300 N. 17th St.
Parsons, KS 67357



Raya J Daniels
810 N GRAND ST
PITTSBURG, KS 66762-4143

Notice Date: 01/23/2023
Case Name: Raya J Daniels
Case Number: 02235620
Program: FAET

Request for Good Cause

You are receiving food assistance benefits and you are required to attend your assigned Employment and Training activities as scheduled. You did not attend your scheduled appointment or activity. We do not have proof that you have participated in the program for 30 hours per week.

As an Able Bodied Adult Without Dependents (ABAWD), you must meet 30 hours of participation in the Employment and Training program and/or employment activities per week in order to get food assistance.

You must provide a good reason for not following these rules by 02/02/2023. Good reasons for not following these rules include issues you can't control such as getting sick, not having childcare for a child younger than age 6, or not having a way to get to the program. These are some examples of good reasons but not all of them.

We will not send you another letter requesting a good reason for not following these rules.

What happens if you do not follow these rules or give a good reason for not following them?

If you fail to follow these rules without a good reason, you may lose your food assistance benefits.

- The first time you do not follow these rules and you don't have a good reason, you can't get food assistance benefits for 3 months.
- The second time you do not follow these rules, you can't get food assistance benefits for 6 months.
- The third and subsequent time(s), you can't get food assistance benefits for 12 months.

This is in accordance with the Kansas Economic and Employment Services Manual.

FAET Correspondence

Language and formatting updates have been made to the **Work Requirement Notification** forms (F851, F852, F853, F854, F855, F856, F857).

The most notable update is that the Job Search and Training Rules section has been updated to reflect FAET is now mandatory for Work Eligible ABAWDS.

Kirby Patterson
631 W 13TH ST
CONCORDIA KS 66901-4025

Notice Date: 02/06/2023
Case Name: Kirby Patterson
Case Number: 20526541
Program: Food Assistance

Food Assistance Work Rules

You Must Follow These Rules to Receive Food Assistance Benefits

Dear Kirby Patterson, Amber Patterson:

This letter is to tell you about work rules for the Food Assistance Program. **If you don't follow these rules, your Food Assistance benefits may decrease or end.** Different people in your household may need to follow different work rules. This letter tells each of you what you need to do.

What do you need to do?

Kirby Patterson, you must follow the requirements in the **Basic Work Rules** section, and you may follow the requirements in the **Job Search and Training Rules** section.

Amber Patterson, you must follow the requirements in the **Basic Work Rules** section, you may follow the requirements in the **Job Search and Training Rules** section, and you must follow the requirements in the **Time and Attendance Rules** section.

And you must follow these work rules before you can get Food Assistance benefits again.

Job Search and Training Rules

Kirby Patterson, Amber Patterson, you must follow the **Job Search and Training Rules**. This is a mandatory program. Keep reading to find out what to do.

What do you need to do?

You **must** participate in Employment and Training Services. This program can make it easier for you to find or keep a job.

You **must** follow these rules to keep your Food Assistance benefits

1. Go to a program orientation. You will receive a letter with the appointment date, time and location. If you cannot make it to the orientation at this time or date, you must call the number on the appointment letter or 1-888-369-4777 within 24 hours to reschedule your appointment.
2. Work with your career navigator to determine the right activities for you.
3. Complete the activities of the program each month (we will tell you what to do).

Does everyone need to follow these Job Search and Training Rules?

You **may not** have to follow these rules if you:

- Are temporarily laid off from your work, or
- Are a domestic violence survivor.

Reminder: Check the "Does everyone need to follow these work rules?" section of this letter for other reasons that may apply to you.

Call us at 1-888-369-4777 as soon as possible if you think one of these might describe you. If we find that it does, you **will not** need to follow the Job Search and Training Rules.

What if you have costs from being in the program?

We may pay for your costs to participate in this program. These costs may include:

- Transportation
- Childcare
- Personal safety items or equipment
- Other reasonable required costs, such as tools, books, and uniforms

If we can't pay your costs, **we must excuse you**, and you will not need to follow the Job Search and Training Rules.

If you think you have costs we need to pay, **call us at 1-888-369-4777 as soon as possible.**

What happens if you do not follow these Job Search and Training Rules?

If you fail to follow these rules without a good reason, **you may lose your Food Assistance benefits.**

- The first time you do not follow these rules and you don't have a good reason, you can't get Food Assistance benefits for 3 months.
- The second time you do not follow these rules, you can't get Food Assistance benefits for 6 months.
- The third and subsequent time(s), you can't get Food Assistance benefits for 12 months.

What if you have a good reason for not following these Job Search and Training Rules?

Call us as soon as possible at 1-888-369-4777 if you think you have a good reason. **You should also tell your job search and training provider.** Good reasons for not following these rules include issues you can't control such as getting sick, not having childcare for a child younger than age 6, or not having a way to get to the program. You can also tell us if the program is not right for you. These are some examples of good reasons but not all of them.

Reminder: Check the "Does everyone need to follow these work rules?" section of this letter for other reasons you may not have to follow any work rules.

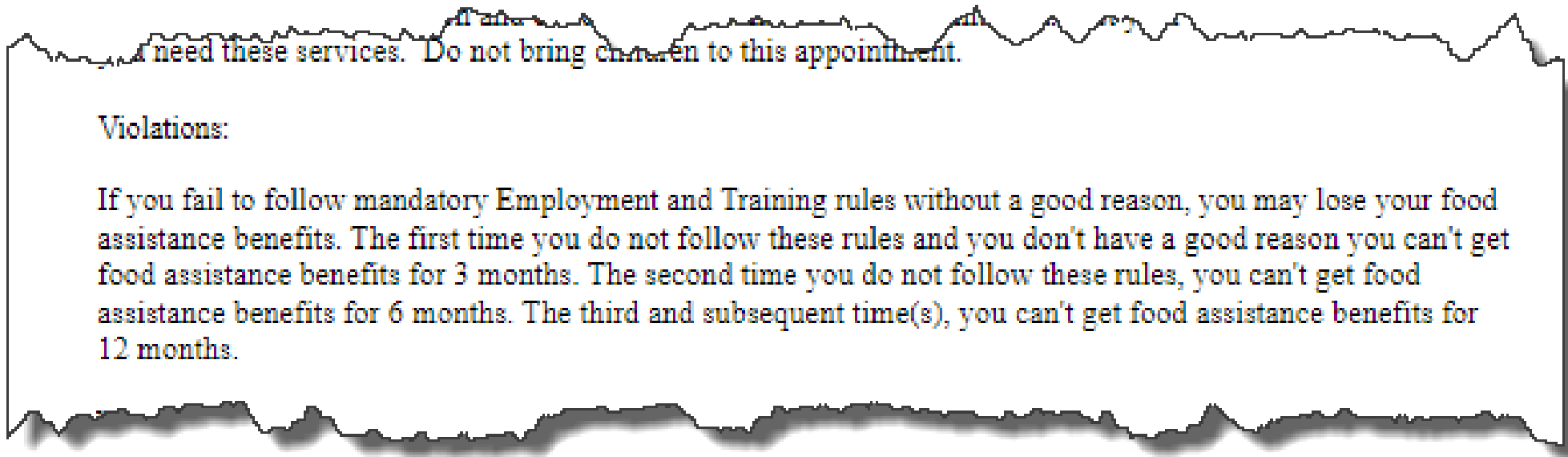
If we find that you have a good reason, you may still be able to get Food Assistance benefits.

F852 Page 3 of 7

FAET Correspondence

The following forms have been updated to include additional FAET Violation Language for FAET ABAWDS (ie. Program Type is FAET not GOALS):

- **Appointment Letter (W001)**
- **Review of Activities Appointment (W002)**
- **Assessment Notice (W358)**



I need these services. Do not bring children to this appointment.

Violations:

If you fail to follow mandatory Employment and Training rules without a good reason, you may lose your food assistance benefits. The first time you do not follow these rules and you don't have a good reason you can't get food assistance benefits for 3 months. The second time you do not follow these rules, you can't get food assistance benefits for 6 months. The third and subsequent time(s), you can't get food assistance benefits for 12 months.

FAET Correspondence

W001

W002

W358

Parsons DCF Office
300 N. 17th St.
Parsons, KS 67357



Notice Date: 02/02/2023
Case Name: Jim Renolds
Case Number: 02321329
Program: FAET

Jim Renolds
445 NE EMMETT ST
TOPEKA, KS 66616-1206

Appointment Letter

Appointment Date:
Appointment Time:

Appointment Location:
Parsons DCF Office
300 N. 17th St.
Parsons, KS 67357

Career Navigator Contact Information:
Cindy Burchett
6208206320
cindy.burchett@ks.gov

This is to notify you of an Employment Services appointment to:

- ☐ Attend an Orientation to explain employment services program requirements and support services
- ☐ Meet to set up your employment services program plan
- ☐ Contact your career navigator prior to discuss your activity assignment or support services

Please contact your career navigator prior to your appointment if you cannot attend or need to reschedule.

Violations:

If you fail to follow mandatory Employment and Training rules without a good reason, you may lose your food assistance benefits. The first time you do not follow these rules and you don't have a good reason you can't get food assistance benefits for 3 months. The second time you do not follow these rules, you can't get food assistance benefits for 6 months. The third and subsequent time(s), you can't get food assistance benefits for 12 months.

NOTE:

Please read the last page of this letter. It has important information. It tells about your right to a fair hearing.

If you have questions, call: Parsons DCF Office at (888) 369-4777 between the hours of 8 am and 5 pm Monday through Friday.

W001

Page 1 of 3

Print

Save and Print Locally

Save and Print Centrally

Parsons DCF Office
300 N. 17th St.
Parsons, KS 67357



Notice Date: 02/02/2023
Case Name: Jim Renolds
Case Number: 02321329
Program: FAET

Jim Renolds
445 NE EMMETT ST
TOPEKA, KS 66616-1206

REVIEW OF ACTIVITIES APPOINTMENT

Appointment Date:
Appointment Time:

Appointment Location:
Parsons DCF Office
300 N. 17th St.
Parsons, KS 67357

Career Navigator Contact Information:
Cindy Burchett
6208206320
cindy.burchett@ks.gov

This is to notify you of a required appointment to review the progress you have made in your employment service program activities. You must call your career navigator prior to your appointment if you cannot attend or need to reschedule.

Please plan for transportation and child care in advance of the appointment. Let your career navigator know if you need these services. Do not bring children to this appointment.

Violations:

If you fail to follow mandatory Employment and Training rules without a good reason, you may lose your food assistance benefits. The first time you do not follow these rules and you don't have a good reason you can't get food assistance benefits for 3 months. The second time you do not follow these rules, you can't get food assistance benefits for 6 months. The third and subsequent time(s), you can't get food assistance benefits for 12 months.

NOTE:

Please read the last page of this letter. It has important information. It tells about your right to a fair hearing.

If you have questions, call Parsons DCF Office at (888) 369-4777 between the hours of 8 am and 5 pm Monday through Friday.

W002

Page 1 of 3

Print

Save and Print Locally

Save and Print Centrally

Parsons DCF Office
300 N. 17th St.
Parsons, KS 67357



Notice Date: 02/02/2023
Case Name: Jim Renolds
Case Number: 02321329
Program: FAET

Jim Renolds
445 NE EMMETT ST
TOPEKA, KS 66616-1206

ASSESSMENT NOTICE

More information is needed about you to help determine the next steps in your career path. The following assessment appointment has been scheduled for you to assist in gathering more information. The results will be reviewed with you at your next appointment with your career navigator.

Assessment Date:
Assessment Time:

Assessment Location:

Parsons DCF Office
300 N. 17th St.
Parsons, KS 67357

Type of Assessment:

Career Navigator Contact Information:
Cindy Burchett
6208206320
cindy.burchett@ks.gov

In order for you to be eligible to receive support services, you must attend your appointments and complete your assessments.

You must call your career navigator prior to your appointment if you cannot attend or need to reschedule.

Please plan for transportation and child care in advance of the appointment. Let your career navigator know if you need these services. Do not bring children to this appointment.

Violations:

If you fail to follow mandatory Employment and Training rules without a good reason, you may lose your food assistance benefits. The first time you do not follow these rules and you don't have a good reason you can't get food assistance benefits for 3 months. The second time you do not follow these rules, you can't get food assistance benefits for 6 months. The third and subsequent time(s), you can't get food assistance benefits for 12 months.

Note:

Please read the last page of this letter. It has important information. It tells about your right to a fair hearing.

If you have questions call Parsons DCF Office at (888) 369-4777 between the hours of 8 am and 5 pm Monday through Friday.

W358

Page 1 of 3

Print

Save and Print Locally

Save and Print Centrally

FAET Correspondence

FA NOA snippets have been updated to include language if a client is discontinued (or made FRE) due to a Not Meeting Work Requirements violation.

Topeka DCF Office
500 SW VAN BUREN ST
TOPEKA, KS 66603-3335



Notice Date: 02/13/2023
Case Name: Georgia M Raynes
Case Number: 02321399
Program: Food Assistance

Georgia M Raynes
445 NE EMMETT ST
TOPEKA, KS 66616-1206

We are changing your Food Assistance benefits effective 04/01/2023 for the following individuals:

Austin M. Raynes
Summer M. Raynes
Georgia M. Raynes
Andi Raynes

Your benefit amount is \$457.00 effective 04/2023.

You will continue to get this amount until we tell you otherwise. If your household situation changes, this amount may change. We will tell you if this amount changes. We will also tell you when it is time to reapply.

This change has occurred because:

An adult on the case did not follow mandatory employment and training rules.

This change occurred because your income and/or allowable expenses changed.

Austin M. Raynes will continue to receive Food Assistance benefits.

Summer M. Raynes will continue to receive Food Assistance benefits.

Food Assistance for Georgia M. Raynes will close as of 03/31/2023.

Georgia M. Raynes, without good cause, failed to meet 30 hours per week participation to meet mandatory employment and training work requirements to receive food assistance. You cannot receive food assistance for 3 months. You will not receive food assistance again until 07/01/2023. If the entire food assistance case closes, you must reapply.

Andi Raynes will continue to receive Food Assistance benefits.

This action is based on the Kansas Economic and Employment Services Manual.

Please read the last page of this letter. It has important information. It tells you about your right to a fair hearing.

If you have questions, call Topeka DCF Office at (888) 369-4777 between the hours of 8 am and 5 pm Monday through Friday.

You can apply for assistance and view information about your case online. Visit www.dcfapp.kees.ks.gov to learn more.

Non-Medical Correspondence Updates



Correspondence Updates

Over the last few releases, we have updated several forms to improve the awareness of the Standard Medical Deduction (SMD). Language and formatting changes have previously been made to the IR, 12 Month Report forms and FA Approval NOAs.

With this release we have updated the **DCF Review Form (ES-3100R)** and the **Medical Expense Verification Request (V007)**

Correspondence Updates

Topeka DCF Office
500 SW VAN BUREN ST
TOPEKA, KS 66603-3335

Georgia M Raynes
445 NE EMMETT ST
TOPEKA, KS 66616-1206

Notice Date: 01/09/2023
Case Name: Georgia M Raynes
Case Number: 02321399
Program: Food Assistance

DCF Review Form

If you want your benefits to continue, you must complete a review form and return it no later than 01/26/2023.

Your benefits will stop on 01/31/2023 for Food Assistance

How can you give us the information we need?
You may complete and return a review form in any of the following ways:

- Online:
Go to www.dcfapp.kees.ks.gov. Fill out and submit the review form online. You will need to create a login and password the first time you use the online site.
- Use the paper form enclosed. Answer the questions on the review form. Then, you must sign and date it. You can return it to us:
By mail or in person:
You can mail or drop off copies of your information to:

Topeka DCF Office
500 SW VAN BUREN ST
TOPEKA, KS 66603-3335

By email:
You can email your review form to DCF.TopekaEES@ks.gov
By fax:
You can fax your review form to (785) 296-5666

If an interview is required, you will be notified of a time and date. A phone interview may be scheduled. You have the option to complete a face to face interview.

This action is based on the Kansas Economic and Employment Services Manual.

Please make sure the following is included when returning the review form:

Changes to the **DCF Review Form (ES-3100R)** include swapping the order of the first 2 sentences, updating the due date to Notice Date + 15 and updates to the Medical Expense Section

Medical Expenses - Complete this section only if requesting Food Assistance
Are you or any of your household members age 60 or older or disabled and have medical costs that total more than 35 per month? ☐ No ☐ Yes If yes, you may qualify for an allowance expense to increase your food assistance benefits.

ES-3100R Page 10 of 22

[Print](#) [Save and Print Locally](#) [Save and Print Centrally](#)

Type of Medical Expense	Monthly Amount	Who Has the Expense
Dentures/Glasses/Hearing Aids		
Insurance Co-Payments		
Insurance/Medicare Premiums		
Hospital		
Prescription Drugs		
Medical Transportation Costs		
Other Medical Expenses		


Note: All changes have been made to both English and Spanish versions of the correspondence

Correspondence Updates

Formatting and language updates have been made to the **Medical Expense Verification Request (V007)** form

Note: All changes have been made to both English and Spanish versions of the correspondence

Topeka DCF Office
500 SW VAN BUREN ST
TOPEKA, KS 66603-3335



ALEXANDRIA L JACKSON
2301 SE BELLVIEW AVE
TOPEKA, KS 66605-3201

Notice Date: 01/20/2023
Case Name: ALEXANDRIA L JACKSON
Case Number: 20245374
Program: Food Assistance

Medical Expense Verification Request

If you provide proof of out-of-pocket medical costs for anyone in the household that is disabled or over the age of 60, then your household food assistance benefit amount may increase. The medical cost must be one that is current and has been paid or is due to be paid.

What can you do?
Provide the information listed below. If you do not provide proof of the medical costs by 01/30/2023 we will not allow your household's medical costs when determining the amount of your food assistance benefits.

What do we need?
We need proof of medical costs from to
We need proof of medical costs for

If your household's monthly medical costs are equal to or less than 175.00, you only need to provide proof of one monthly medical expense that is 35.00 or more.

If your household's monthly medical costs are more than 175.00, proof of all medical expenses must be provided.

Examples of acceptable proof are:

- Insurance or Medicare premium statement
- Prescription receipts from pharmacy
- Bill statement (doctor, dental, in-home care, eyeglasses, durable medical equipment and related supplies)
- Receipts for over-the-counter medications and/or medical supplies prescribed by a doctor (proof of prescription from the doctor will be needed)

V007 Page 1 of 2

[Print](#) [Save and Print Locally](#) [Save and Print Centrally](#)

In order to determine if an expense is allowable, the proof you give us needs to include the following:

- Provider name
- Date of service
- Description of service
- Total amount of the cost
- Proof of payment from insurance and/or provider write off (if applicable)
- The total amount you were required to pay

If a payment agreement was established, proof of the date that agreement was made is also required.
How can you give us the information we need?

- Online:

You can upload your information at www.dcfapp.kees.ks.gov

- By mail or in person:

You can mail or drop off copies of your information to:
Topeka DCF Office
500 SW VAN BUREN ST
TOPEKA, KS 66603-3335

- By email:

You can email your information to DCF.TopekaEES@ks.gov

- By fax:

You can fax your information to (785) 296-5666

If you have questions call: Topeka DCF Office at (888) 369-4777 between the hours of 8 am and 5 pm Monday through Friday.

Other:

V007

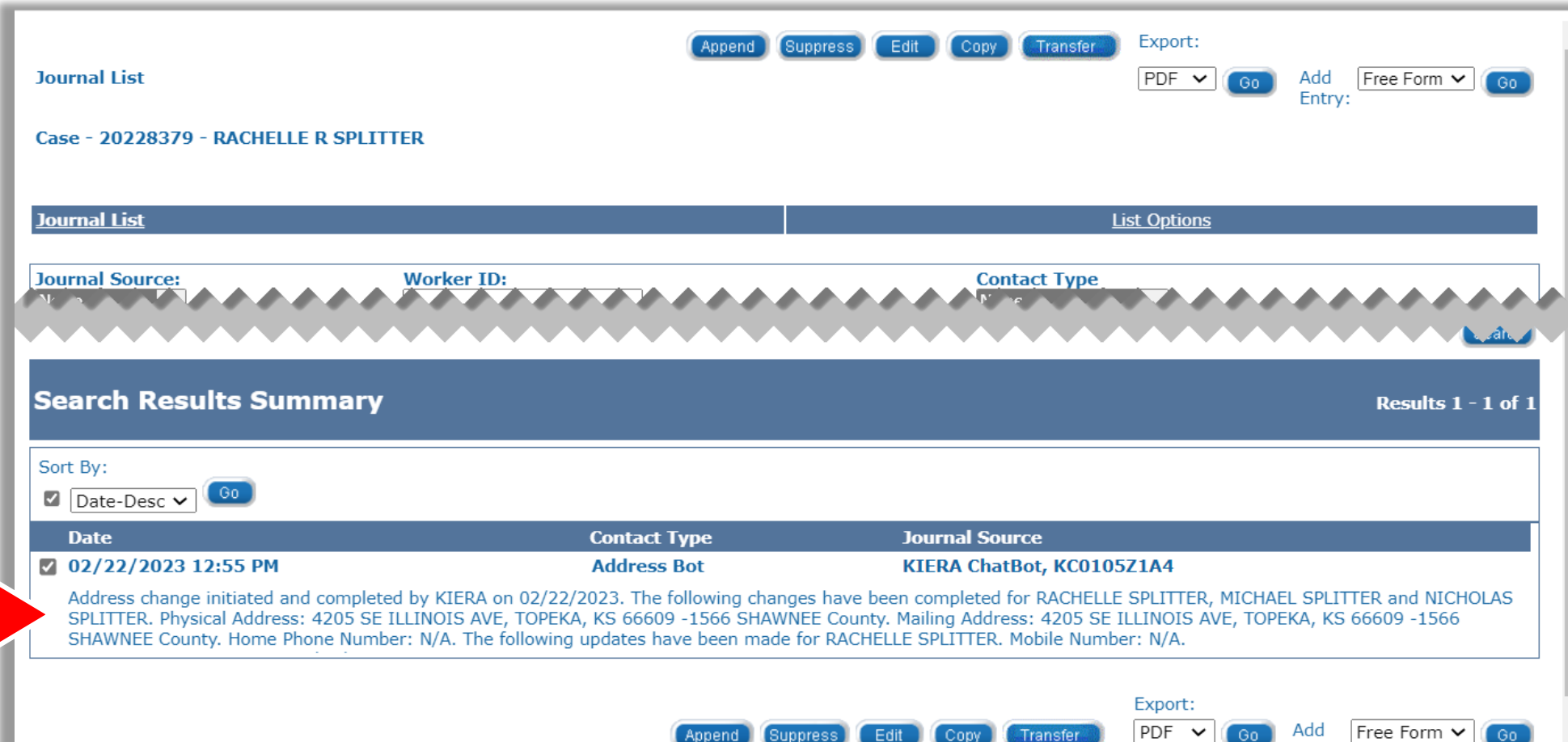
Page 2 of 2

[Print](#) [Save and Print Locally](#) [Save and Print Centrally](#)

Medical - KIERA Bot

Medical - KIERA Bot

Updates have been made to the Medical KIERA (Kansas Integrated Eligibility Reporting Assistant) Bot to create journal entries for any Medical and/or Non-Medical where the bot has changed a case person's address.



The screenshot displays the KIERA Bot interface. At the top, there are buttons for 'Append', 'Suppress', 'Edit', 'Copy', and 'Transfer'. Below these is the 'Journal List' section, which includes a search bar and a 'List Options' button. The search results show a single entry for 'Case - 20228379 - RACHELLE R SPLITTER'. The entry details include 'Journal Source: KIERA ChatBot, KC0105Z1A4', 'Worker ID: 02/22/2023 12:55 PM', and 'Contact Type: Address Bot'. A red arrow points to the entry details, which state: 'Address change initiated and completed by KIERA on 02/22/2023. The following changes have been completed for RACHELLE SPLITTER, MICHAEL SPLITTER and NICHOLAS SPLITTER. Physical Address: 4205 SE ILLINOIS AVE, TOPEKA, KS 66609 -1566 SHAWNEE County. Mailing Address: 4205 SE ILLINOIS AVE, TOPEKA, KS 66609 -1566 SHAWNEE County. Home Phone Number: N/A. The following updates have been made for RACHELLE SPLITTER. Mobile Number: N/A.'

Journal List

Append Suppress Edit Copy Transfer Export: PDF Go Add Entry: Free Form Go

Case - 20228379 - RACHELLE R SPLITTER

Journal List List Options

Journal Source: Worker ID: Contact Type: Search

Search Results Summary Results 1 - 1 of 1

Sort By: ☒ Date-Desc Go

Date	Contact Type	Journal Source
<input checked="" type="checkbox"/> 02/22/2023 12:55 PM	Address Bot	KIERA ChatBot, KC0105Z1A4

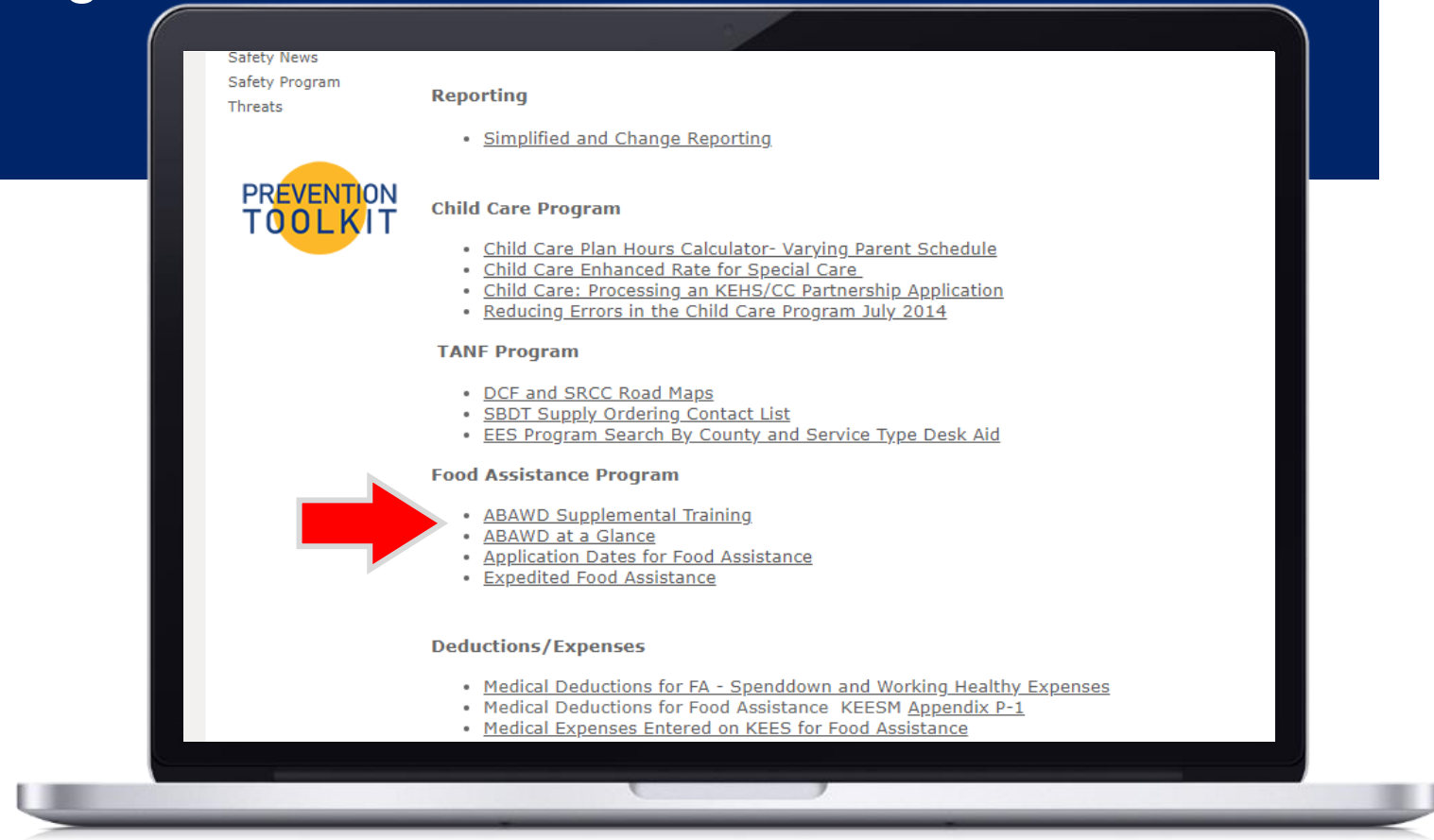
Address change initiated and completed by KIERA on 02/22/2023. The following changes have been completed for RACHELLE SPLITTER, MICHAEL SPLITTER and NICHOLAS SPLITTER. Physical Address: 4205 SE ILLINOIS AVE, TOPEKA, KS 66609 -1566 SHAWNEE County. Mailing Address: 4205 SE ILLINOIS AVE, TOPEKA, KS 66609 -1566 SHAWNEE County. Home Phone Number: N/A. The following updates have been made for RACHELLE SPLITTER. Mobile Number: N/A.

Append Suppress Edit Copy Transfer Export: PDF Go Add Free Form Go

ABAWD Refresh

ABAWD Supplemental Training

The ABAWD Supplemental Training can be found in Training by Topic on the DCF Intranet





Questions?

If you have questions related to this training, please email the KEES Training Team at Training@KEES.ks.gov