We have approved your application for TANF received on **\*MM/DD/YYYY\*** for the following people:

**\*NAME(S)\***

Your benefit amount is **\*$AMOUNT\*** effective **\*BEGINNING DATE OF AID MM/YYYY\*.** **\*Your first month’s benefits were prorated from the date of your application\***. You will receive benefits through **\*REVIEW DUE MONTH MM/DD/YYYY\*.**

There is a 24 month lifetime limit to receive Temporary Assistance for Needy Families. Your case may close prior to the end of your review period if you have reached your 24 months of TANF assistance.

As of **\*APPROVAL DATE MM/DD/YYYY\*** any child support you get must be submitted to DCF Child Support Services.

DCF will tell you if your benefit changes.

**\*NAME(S)\*** have been approved for TANF starting **\*BEGINNING DATE OF AID MM/DD/YYYY\***.

**\*NAME(S)\*** must look for work or take part in activities to help get ready for work. DCF has services to help. A worker at your local DCF office will explain these services. If **\*NAME(S)\*** does not look for work or attend assigned activities, DCF will close your cash benefits and reduce any Food Assistance benefits you may be receiving.

You must tell us about certain changes within 10 days of when the change occurs. You may report changes by contacting the DCF office. DCF wants you to get the correct amount of benefits. Please help us by remembering to report changes to your DCF office when they happen.

The following are types of changes you must tell us about:

* Changes in the source of earned income or when the amount of earned income being counted goes up or down by more than $100 per month. DCF is currently counting **\*$AMOUNT\*** of earned income.
* Changes in the source of unearned income or when the amount of unearned income being counted goes up or down by more than $50 per month. DCF is currently counting **\*$AMOUNT\*** of unearned income.
* If anyone moves in or out of your home.
* If you move, your new address and phone number.
* If your household's total cash, savings, checking, or other resources goes over $2,000.
* If anyone in your home gets married, divorced, or separated.

Don’t get stuck with an overpayment-report all changes.

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

HOW TO GET YOUR BENEFITS: Benefits are issued electronically on the Kansas Benefits card. If you already have an active Kansas Benefits card, your benefits will be added to the card. You do not need to change your PIN number for your card.

If you no longer have your card, call Customer Service (1-800-997-6666) to request a replacement card. All Kansas Benefits cards are mailed. You cannot get a card at the local DCF office.

If you did not previously have a Kansas Benefits card, DCF has mailed a card to you with instructions on how to activate the card. To ensure you receive your Kansas Benefits card, be sure to always report your current mailing address to your local DCF office.

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 **\*OFFICE NAME\*** Service Center at 1- 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](http://www.dcfapp.kees.ks.gov/) to learn more.