

State of Kansas Department of Social and Rehabilitation Services
Don Jordan, Secretary
Integrated Service Delivery - Candy Shively, Deputy Secretary (785) 296-3271
Economic and Employment Support - Bobbi Mariani, Director (785) 296-3349
....Enriching lives today and tomorrow

MEMORANDUM

TO:	EES Program Administrators All Asst. Regional Directors	DATE:	06/18/2007
FROM:	Bobbi Mariani, Director Economic and Employment Support	RE:	Implementation Instructions - KEESM Revision 32 Effective July 1, 2007

This memo provides implementation instructions and information for the following July 1, 2007 policy changes in the Kansas Economic and Employment Support Manual (KEESM):

I. ALL PROGRAMS

Beginning **July 1, 2007** SRS and KHPA will accept benefit applications from inmates of Kansas Department of Corrections facilities prior to release. The new process applies to applications for the following benefit programs:

- Cash Assistance (Temporary Assistance for Families and General Assistance)
- Food Stamps
- Child Care
- Medical Assistance (Medicaid, MediKan, HealthWave XXI)

A. What Facilities Are Impacted?

The Pre-Release application process is applicable only to facilities managed by the Kansas Department of Corrections:

- **El Dorado Correctional Facility** (Reception and Diagnostic Unit, Central Unit, North Unit, East Unit in Toronto)
- **Ellsworth Correctional Facility**
- **Hutchinson Correctional Facility** (Central Unit, east Unit and South Unit)
- **Lansing Correctional Facility** (Central Unit, East Unit, Osawatomie Unit)
- **Larned Correctional Mental Health Facility** (Central Unit, West Unit, GARN processes in KEESM 2314 are applicable to other Larned Units)
- **Norton Correctional Facility** (Central Unit, Stockton Unit)
- **Topeka Correctional Facility**
- **Winfield Correctional Facility**
- **Wichita Work Release Facility**

B. What is a Pre-Release Application?

A Pre-Release Application is an application initiated by an inmate prior to release. Assistance and guidance is provided by the KDOC Discharge Planner assigned to the state correctional facility.

Pre-Release applications will be sent to the SRS Region where the facility is located and the application will be held until the inmate is released. SRS will process all applications within 30 days of release, in most cases.

- Each SRS region will designate a special contact person for Pre-Release Applications: The SRS Regional Pre-Release Contact
- Pre-Release applications are subject to the same eligibility guidelines and limits as other applications
- Applications will never be processed prior to release

C. What Is The Purpose of the Pre-Release Application Process?

The goal of the new process is to provide benefits to eligible individuals quickly and accurately through the assistance of the Discharge Planner. By providing public benefits quickly upon reentry, it is further hoped the rate of returning inmates will be reduced.

D. How Does the Process Work?

Step 1: 35+ Days Prior to Discharge

KDOC Discharge Planner begins assisting the inmate prepare application materials. The inmate will complete the application form and must sign the application. If the inmate has a court-appointed guardian, the guardian must sign the application.

For inmates with a disability, a disability determination will be necessary for medical assistance or General Assistance requests. A special unit in KHPA called the Presumptive Medical Disability Team (PMDT) will make the disability decision. Information provided by the Discharge Planner is crucial to a quick disability decision by the PMDT.

The Discharge Planner 's Tasks:

- Evaluate and obtain medical evidence relevant to the disability claim.
- Ensure needed medical tests and evaluations are completed to support the claim.
- Prepare accurate summaries from charts and other medical logs.
- Record your observations, as well as those of others close to the inmate, regarding the inmates day-to-day activities and limitations – such as behavior, mobility, signs and symptoms.

- Help the inmate complete the Telephone Consultation Guide (ES-3903), providing feedback to ensure critical information is included in the responses.
- Assist the inmate complete all other PMD forms:
 - ES-3904, HIPAA Compliant Authorization to Release Information
 - ES-3908, Referral to Kansas Legal Services
 - ES-3900, Tell Us If You Have A Disability

Include proof of citizenship and identity verification for all medical and General Assistance applications. A copy of a birth certificate is ideal for citizenship verification while the inmate's prison ID card is best for identity verification. See KEESM Appendix Item A-12 for all possible documents.

Step 2: About 35 days prior to Release

KDOC Discharge Planner will prepare the application and other materials to submit to SRS.

- The **ES-3100, Application for Benefits**, is completed and submitted to SRS along with all supporting documents
 - Provide address of inmate upon discharge.
 - Answer questions based on applicants living arrangement upon release – any planned roommates, other family member, anticipated rent, etc.
 - Include citizenship and identify verification for medical and GA applicant
 - Proof of any income (e.g. pension benefits)
 - Proof of any resources or assets – such as bank accounts
 - For pregnant women, pregnancy verification is required
 - Any other relevant information
 - Mark the application '**Pre-Release Application**' and include an approximate date of discharge on the application.
 - Provide a summary of client's intended living arrangement when he is discharged – include address, individuals he will be living with, etc.
- For GA and medical disability applications, the Telephone Consultation Guide is completed and sent with the application and supporting materials. It is not necessary for the discharge planner to request a Telephone Consultation appointment - The PMDT will contact the SRS Regional Pre-Release Contact if one is necessary.
 - Include any medical records, notes, summaries or observations to include in the package sent with the envelope.
 - Send an email to the Presumptive Medical Disability Unit and the SRS Regional Pre-Release Contact announcing an application is coming in.

- The Discharge Planner submits all materials to the regional SRS contact
- The Discharge Planner contacts the Social Security Administration regarding application for disability benefits.

Step 3 - About 30 Days Prior to Release

The SRS Regional Pre-Release Contacts receives the application and screens for needed information and will ensure the following tasks are completed:

- For GA and disability medical applications, a referral to the PMDT is made upon receipt of the application
 - Include an ES- 3901, Presumptive Medicaid Disability Determination Referral Form. Clearly mark on the top of this form 'Inmate Discharge Case'
 - Send all forms and information regarding the disability to the PMDT. Hint - medical records may be best sent through the USPS rather than faxing.
- Case development to prepare for final processing upon release – including income and resource information – is completed.
- For new cases, register the case in KAECSSES – the application date is the actual date the application was received.
- For individuals added to existing cases, contact the appropriate Pre-Release Contact in the area in which the case is located. The existing region, or the Clearinghouse, will add the individual to the case with the assistance of the Regional Pre-Release Contact where the facility is located.

Step 4: The Presumptive Medical Disability Team (PMDT)

This step is only for people with disabilities applying for General Assistance or Medical Assistance

- The PMDT reviews the information provided by SRS, including the material prepared by the Discharge Planner.
- If complete information is provided, a decision regarding eligibility (Tier 1, Tier II or denial) can be made in most instances and a Telephone Consultation is not required.
- If the information is not complete or further medical information is needed, the PMDT will contact the KDOC Discharge Planner and the SRS Region Pre-Release contact to schedule a Telephone Consultation with the inmate

- The Discharge Planner will coordinate with the inmate for the Telephone Consultation.
- A PMD decision will be issued within 30 days on complete pre-release cases.

Step 5: Date of Discharge – No Later Than 10 days After Discharge

Discharge Planner informs the SRS Regional Pre-Release Contact of the inmate's official discharge date.

- Provide SRS with any new information regarding address, living arrangement, employment, resources, etc.

SRS Pre-Release Contact Facilitates Application Processing.

- No later than 7 days following discharge – determine if food stamp application is entitled to expedited services and process food stamps accordingly.
- Expedite medical assistance requests for pregnant women within 10 days, if information is included.
- Determine the SRS Region or Clearinghouse responsible for application.
 - If the inmate is to be added to an existing case, the SRS Regional Pre-Release Contact will work with the Contact in the existing location and coordinate adding the inmate to the existing case. It is the responsibility of the region with the existing case to process. This includes an inmate added to a case at the HealthWave Clearinghouse - the clearinghouse will process the new individual.
 - If the inmate has a new case, the application is fully processed by the SRS region where the facility is located. It is the responsibility of the SRS Regional Pre-Release Contact to coordinate with necessary staff to ensure the special guidelines are met. Assistance is based on the standards for the Region where the inmate will reside. The SRS Regional Pre-release Contact will CARC the case and send the file to the appropriate location (SRS or HealthWave Clearinghouse).
- The newly-released inmate will be required to complete an interview with SRS for cash assistance requests. The Discharge Planner is encouraged to coordinate scheduling this with the SRS contact prior to release.

Step 6: No Later than 30 Days Following Discharge

The application will be processed based on the inmate's living situation.

- The inmate is required to contact SRS with final information regarding living arrangements and any changes to information previously provided.

- The application date in KAECSES is changed to the date of release. Benefits are determined as of that date.
- The client will receive an office notice of action regarding the decision
- A copy of the notice is available to the Discharge Planner if a valid release of information signed by the applicant/recipient is provided to SRS and KHPA. The SRS Regional Pre-Release Contact is responsible for ensuring copies of notices are provided to the Discharge Planner and to provide updated information as necessary.

II. CHILD CARE

Effective 7-1-07, Special Purpose Child Care no longer requires central office approval, but must be approved by regional child care provider enrollment staff. The July 2007 revision of form [ES-1627a](#) reflects these changes. Instructions for this process are as follows:

If staff are aware of a situation with a child eligible for subsidy where an enhanced rate may be needed, they are encouraged to put in a request. These will be reviewed on a case-by-case basis, and final approval will be given by regional child care provider enrollment staff.

A. For child care centers needing to access the enhanced Special Purpose rates, current policy/system work will apply:

1. There needs to be a "Y" in the Special Purpose Indicator field on PRR2. The appropriate Special Purpose rates (\$7.05, \$7.37) need to be entered on PRR2 by regional staff.
2. CAMA must indicate an IP plan type as entered on CHCI. And the Spec Purp Rate field on CHCP must have a "Y".
3. This Special Purpose rate can be paid for a maximum of 4 hours per day. If care is needed for more than 4 hours per day, a second plan is to be set up using the regular/special needs rate. Special Purpose rates available to centers are \$7.37/hr for children under 2.5 years and \$7.05/hr for children over 2.5 years.

B. For home providers needing to access the enhanced Special Purpose rates, the following system work will apply:

1. There needs to be a "Y" in the Enhanced Rate field on PRR2. (Regions do not need to input special purpose rates as the appropriate rates will be entered onto a table by Central Office staff).
2. The Enhanced Rate field on CHCP must be coded with a "Y" in order to trigger the enhanced Special Purpose rate for home providers.

3. This Special Purpose rate can be paid for a maximum of 4 hours per day. If care is needed for more than 4 hours per day, a second plan is to be set up using the regular/special needs rate. Special Purpose rates available to homes are \$7.37/hr for children under 18 mos and \$7.05/hr for children 18 mos and over.

It is intended that the rates be flat rates paid to providers. The Americans with Disabilities Act (ADA) prohibits providers from charging a higher rate to serve a child with a disability. Child Care and Development Fund (CCDF) regulations recognize that providers do incur a greater expense in caring for a child with a disability, so do allow higher rates through the subsidy program. Since this special approval process is required, it is expected that parents be advised that they are receiving an enhanced rate to assist them with securing child care for their special needs child.

III. SUCCESSFUL FAMILIES

- A. **Background/Summary** - Per Summary of Change item III., A., 1, Section 3220 of the KEESM has been modified. This revision implements a change in the TAF Work Program exemption for caring for a child under the age of one. There are no exemption changes in the Food Stamp E & T program. Effective July 1, 2007, the TAF Work Program exemption has been shortened from one year to six months. The six months are defined as the six consecutive months starting with the month after the child is born. This exemption can not be claimed for any case that has received TAF assistance for 48 months or more. As outlined in KEESM 3530, good cause is to be granted on a case by case basis, when child care is not available and the agency fails to provide such care.

In developing this policy several factors were considered, including earlier engagement with Work Programs, encouraging the well-being of the family, the fiscal impact to the state due to the increased child care and work program costs, and the case managers' workload. This prevention strategy is designed to enhance customer-centered involvement and planning earlier in the customers' interaction with our agency. This policy change has been reviewed by and has met the approval of the EES Program Administrators and the Implementation Planning Team.

- B. **Applications/Reviews** - The six month exemption is to be applied to all TAF applications and reviews processed on or after July 1, 2007. A [desk aid](#) has been created to assist staff with determining the first mandatory month.
- C. **Conversion of Cases** - This policy change also applies to all TAF on-going cases. To aid staff in identifying persons who have invalid CU coding on the JOPR screen, a report was issued on April 23rd and again on June 9th. Also, starting in August, a monthly report will be produced that lists CU individuals whose six month exemption is due that month or in the following two months. A message from Help Desk will be sent out at the time of the report's first production.

A mass notice ([X023](#)) will be sent on or around June 28th to all TAF cases who

have a child under the age of one year informing customers of the policy change. A worker notice ([A824](#)) has also been created for local use beginning July 1, 2007.

At June rollover TAF cases will be deauthorized for the benefit month of August when there is a CU code on JOPR and the youngest child is age 7 months. In addition, a report listing cases using the CU code on JOPR and where the youngest child is over the age of six months will be sent on or around June 29th. Staff are to meet with each newly mandatory Work Program customer and explain their rights and responsibilities. Customers will need to attend Orientation, update their Work Readiness Screening, and develop a Self-Sufficiency plan, which includes any assignments to appropriate work program activity or activities. This is to occur prior to the July rollover on July 27th, 2007 to ensure uninterrupted benefits.

- D. **Ongoing Cases** - At each month's rollover, TAF cases will deauthorize when the youngest child will be 7 months old at the beginning of the corresponding benefit month. When the case deauthorizes, a worker alert is created. Whenever possible, the customer is to complete Orientation, review the Work Readiness Screening and develop the Self-Sufficiency Plan before the benefits are authorized. The customer is also to resolve child care, transportation and other barriers prior to the first mandatory month. The customer is to receive advance notice on what work program activities are assigned in order to resolve any barriers.

The following examples illustrate this policy:

Example 1 - Carrie applies for assistance on July 26th, 2007. Her daughter, Amanda, was born on May 30, 2007. The case is approved August 14th, with the 'CU' reason code used beginning with the month of application. The first mandatory month will be December 2007. October rollover deauthorizes the case for the December benefit month. The worker meets with Carrie on November 8nd and explains the work program. An appointment is set for the following week to complete Orientation, Assessments and develop a Self-Sufficiency Plan. The worker sends Carrie written confirmation of the appointment. Carrie later calls and needs assistance with child care and transportation. The worker issues the needed payments and Carrie completes the requirements. Carrie and the worker decide she is best suited for work experience at the local SRS office. Carrie is notified to resolve child care and transportation barriers and to obtain appropriate clothing and notify her worker of any additional supports needed prior to the start date of December 3rd. The worker authorizes Carrie's December benefits on November 14th. If Carrie does not appear at the work site, then the worker is to determine if a work penalty is appropriate, following the work penalty protocol outlined in KEESM 3500.

Example 2 - Abbie applies for assistance on September 7th, 2007. Her son, Jake, was born on July 3, 2007. The first mandatory month will be February 2008. The case is approved September 27th, with the 'CU' reason code used beginning with the month of application. December rollover deauthorizes the case for the February benefit month. The worker meets with Abbie on January 4th and

explains the work program. Abbie understands and agrees to cooperate. An Orientation appointment is set for January 9. The worker sends a notice to Abbie confirming the appointment. Abbie later calls and needs assistance with child care and transportation. The worker issues the needed payments. Abbie calls the worker on January 9 and states that her baby-sitter did not show. After Abbie and her worker discuss the options, a child care center is selected and arrangements are made for a second appointment on January 23rd. February benefits are authorized. Abbie does not show for the appointment and does not call. Following the Work Program penalty protocol outlined in KEESM 3500, the worker determines that a work penalty is appropriate. A Work Program penalty is applied for the benefit month of March, giving timely and adequate notice.

- E. **System Changes** - The JOPR and AFPD screens are being modified to support this policy change.
1. JOPR is changing to only allow adults in one-parent households to use the CU reason code. An adult is defined as a person at least 18 years of age or an emancipated minor (coded 'y' in the Emancipation Minor field). The adult must be coded 'IN' on SEPA. For new cases, the system will not accept the CU reason code when there is no child on the case that meets the child exemption.
 2. The system is being changed to deauthorize the TAF program and create an alert when the youngest child turns seven months old and there is a CU reason code on JOPR. The system will automatically delete the alert when the CU coding is changed.
 3. AFPD will not allow the TAF program to be authorized if JOPR contains the CU coding for a child over six months of age. Also, the system will not allow authorization of the TAF program when there is a household type other than 1P with a CU reason code on JOPR.
 4. In addition, the federal TANF report is being modified to prevent submission of a case when the case has already claimed the CU exemption for 12 months on the TANF report.

Attachments:

- A. [Pre-Release Responsibility Chart Inmate](#)
- B. [Pre-Release Contact Information](#)

[KEESM Home](#) | [Table of Contents](#) | [Index](#) | [EES Home](#) |

Page Last Updated: April 1, 2008