

Approved: Al Ramirez 1-28-93
Date

MINUTES OF THE SENATE COMMITTEE ON GOVERNMENTAL ORGANIZATION

The meeting was called to order by Chairperson Alfred Ramirez at 1:30 p.m. on January 26, 1993 in Room 531-N of the Capitol.

All members were present except:

Committee staff : Julian Efird, Legislative Research Department
Carolyn Rampey, Legislative Research Department
Fred Carman, Revisor of Statutes
Jackie Breymeyer, Committee Secretary

Conferees appearing before the committee: Donna Whiteman, Secretary, SRS

Others attending: See attached list

Chairman Ramirez called the meeting to order and welcomed all present to a briefing on KanWork. During the committee's discussion of the SRS review, and in keeping with the K-GOAL requirements, there were some members of the committee who wanted to put a focus on the Kan Work program and other areas later on.

Secretary Whiteman thanked the committee and stated that if she was unable to finish her presentation, Janet Schalansky, Director of Workforce Development, would finish the presentation. Ms. Schalansky has Bachelor's degrees in Chemistry and Biology and a Master's degree in Rehabilitation Counseling. She is the person who manages the KanWork program on a day to day basis. She was formerly the area director of the Topeka area office.

Secretary had copies of her testimony distributed (Attachment 1). All the services provided by the agency are delivered through the 105 area offices. When an individual comes into to apply for AFDC an automatic transfer is done to see if they fit into one of the eligibility requirements for KanWork. The agency that operates the AFDC program is also the agency that manages and operates the federal jobs program. In 1988 the Kansas Legislature passed the KanWork act that beat the federal government in passing a jobs program. There were no federal dollars in it. It was originally passed with all general fund dollars. Later that year the federal government passed the federal jobs program with federal requirements for participation and state-wide coverage. When KanWork was first implemented in the state general fund, it was designed to reach about 35% of the population. When the federal government passed the federal program in October of 1988, KanWork was at that time all state general fund. The goal was to capture those special dollars to try to maximize the program and to have some additional dollars to do the work that needed to be done. When Kansas implemented the JOBS program in October of 1989, KanWork became the complete JOBS program for the state and replaced the WIN program, which had been another federal program.

When the agency started to implement the program at the state level, the focus was on volunteers. It was felt that there would be the most value and the most dollars. People who wanted to make a change in their lives, The program was so successful that people were moving into these counties because they wanted to participate in the program.

Along with federal programs come certain federal restrictions. They required that the state spend 55% of the dollars that we get on the KanWork program and had to be focused on the federally mandated target population. The target groups are:

- a) Families in which the custodial parent is under age 24 and has not completed high school, or is not enrolled in high school or an equivalent course;
- b) Families in which the custodial parent is under age 24 and has worked less than 6 months in the last 12 months;

CONTINUATION SHEET

MINUTES OF THE SENATE COMMITTEE ON GOVERNMENTAL ORGANIZATION, Room 531-N
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- c) Families in which the youngest child is within two years of being ineligible for assistance because of age; and
- d) Families who have received assistance for more than 36 months during the preceding 60 months period.

First priority is given to the target group population; volunteers second, and teenage parents with a high school or equivalent education and more than six months work experience in the preceding 12 months are given third priority, and AFDC-Unemployed Parent program recipients are given fourth priority.

As a result of designating the KanWork Pilot as the federal JOBS program in Kansas, the state was able to access federal matching funds. In order to continue receiving these funds, the state must continue to meet certain requirements, including participation rates and statewideness. Statewideness regulation required each state to have a comprehensive JOBS program available to at least 75% of the adult AFDC population by October 1, 1992. Kansas expanded the KanWork program to 24 counties in FY '92 and FY '93 and met this mandate.

There are more AFDC recipients in the urban areas than in the rural areas. Secretary Whiteman asked the committee to turn to 'G' of the handout, SRS Employment Preparation Facts and Information.

As far as how the program works, we submit the plan to the federal government. Every program that operates generally contains about a fifty-page plan in detail how it is implemented and the federal government makes sure that we are in compliance with federal regulations. If we spend federal dollars inappropriately, they will always ask for the money back which is an incentive to spend it right the first time.

Each client has a KanWork case manager who serves as a coordinator of services and is the primary contact and support for the client throughout the program. Many clients feel that it was their case manager who was responsible for their success in the program. The client's income and resources information is taken. An assessment is done on the individual to determine what the reading level is, if they have a GED, if they have worked in the last six months to a year; at least half the clients have less than six months work experience. In general the this population does not have a lot of work experience. Then a plan for the individual is determined based upon their assessment.

Secretary Whiteman directed attention to A.1 of the handout entitled 'Self-Sufficiency Plan'. This plan is used with each of the clients. What this does is to provide a plan of action for the client. The case manager sits down with the client after the assessment and makes a determination; if it is a non-participation status, an alcohol or drug problem or a mental problem. If it is an alcohol or drug problem, then they are referred to the proper area, because if this problem is not addressed, the chances of a job are very slim. If it is a GED situation, the person would have to finish the GED. There is an argument of whether they should be focusing on education or more on training, but the bottom line is the clients have to have certain basic skills. Either a high school diploma or a GED assures they will have the basic skills to hold a job. Education is a key component with the program. Then the client will attend the survival skills workshop. Survival skills is a program offered that basically deals with the survival skills needed to get a job. There is some parenting, some basic skills, counseling, and a little on how to deal with legal problems. A lot of clients come with a lot of debt. It is basically a two-week workshop on what it takes to survive. On a survey taken, approximately 72% were suffering from some form of mental illness, basically depression. This comes from the types of situations the clients are involved in. The good part of the study was that after involvement, the depression significantly lessened. At the bottom of A.1 is a commitment that is signed by the client so they realize what they have to do; a dependency on the agency is not being fostered, but the client has an active role and responsibility in the self-sufficiency agreement. Contact is kept with the workers throughout the program. If there is non-participation and non-cooperation, we are allowed to put sanctions on them and stop such services such as child care and reduced benefits. Everyone knows what they have to do and when they have to do it and who is responsible.

Secretary Whiteman directed attention to E.1 of the handout which showed the local area office contracts.

There are several exciting projects ongoing; one with the Department of Transportation. The Department of Transportation has been the recipient of some federal government funds for them to try to reach their compliance rate of hiring minorities and women. They are below on some of their crews in hiring women. The agency has worked with them in developing training programs for clients in order for them to meet their federal compliance in the hiring of minorities and women.

Secretary Whiteman has told all her commissions and area directors in SRS that they have to set the example

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as a state agency and hire our own employees. As contracts are negotiated at the local office level, they look at hiring KanWork clients. Some of the best paying jobs out there are state jobs and they have the health care benefits. If the clients are capable, they should be given the opportunity to get in the workforce.

The Hutchinson SRS KanWork recently entered into an agreement with the South Central Kansas Area Agency on Aging Housing Authority to provide the Family Self-Sufficiency Program to eligible KanWork participants.

Wichita is the best example of coordination between the business community and the state agencies involved.

Secretary Whiteman turned to page 6 of the handout and stated some of the changes they would like to see in the KanWork program with regard to the developmentally disabled. She said they was also the ability in the federal law to allow people to self-declare. What that means is if an individual comes to them and they have a GED or work experience they can go out and find a job on their own. Sometimes they find a job that is minimum wage or below and it is not a long-term career choice and then they end up back on the system. There needs to be some type of penalty if they find a job and later quit, because the whole point of the program is long-term self-sufficiency.

Secretary Whiteman sat down with six former KanWork clients, women between the ages of 30 and 50 and they spoke of their fear of being without medical assistance during the transitional phase. If the transitional medical services could be extended, clients would be in a better job position to purchase the service or move to jobs offering medical insurance for them and their children.

SRS is collaborating with the Department of Human Resources to develop a clear mission and vision for KanWork.

A better job needs to be done with evaluation of programs to provide better information requested by state and federal agencies. If money is being given for services, performance data is needed for evaluation.

Transportation is another area that has to be addressed.

The monitoring and oversight capabilities of the KanWork Interagency Coordinating Council should be strengthened.

A federal waiver could be sought to eliminate conciliation. When participants are not cooperative with the self-sufficiency plan, federal regulations require a visit to and conciliation with clients. This lengthens the time prior to penalty application.

DETAMC, CESSNA, and EMERGENCY DISPATCH projects were mentioned. These successfully combine training with assured employment.

An increase in the current transportation allowance from the current maximum \$25.00 per month is necessary for clients to more actively participate in services.

Secretary Whiteman stated that work, even if it is minimum wage work, is beneficial. Work discipline is good for everybody and everybody should work.

Secretary Whiteman ended her presentation with comments on the need for more adult education. In some rural areas there is not sufficient adult education services to meet client needs. In addition to this, more resources need to be developed to effectively assess client skills and strengths.

Chairman Ramirez thanked the Secretary and told the committee to read the handout, because Wednesday's meeting was the Post Audit review of KanWork.

The meeting was adjourned.

The next meeting is scheduled for January 27, 1993.

GUEST LIST

GUEST LIST

COMMITTEE: Senate
Governmental Organization

DATE: 1-26-93

[illegible]

KANSAS DEPARTMENT OF SOCIAL AND REHABILITATION SERVICES
Testimony Before the Senate Committee on Governmental Organization
January 26, 1993
Donna Whiteman, Secretary

HISTORY OF KANWORK

The 1988 Kansas Legislature passed the KanWork Act (HB 2644) which included the necessary benefits of child care, education and training, transportation, medical, and transitional services. Its purpose was to insure job preparation, placement, and retention to help individuals on public assistance become gainfully employed. Implemented in four counties (Sedgwick, Barton, Finney, and Shawnee), the pilot program was designed to reach 35% of the public assistance population in Kansas. Shortly after the implementation of KanWork in Kansas, the Family Support Act of 1988 was approved by Congress and signed by the President in October of 1988. The Act provides for the replacement of the existing Aid to Families with Dependent Children (AFDC) program with a new Family Support Program which emphasizes work, child support, and need-based family support supplements and creates the Job Opportunities and Basic Skills Training Program (JOBS). When Kansas implemented JOBS in October, 1989, KanWork became the complete JOBS program and replaced the Work Incentive Program (WIN) in effect at the time. Kansas operates a minimal JOBS program in non-KanWork counties.

CHANGES RESULTING FROM NEW LAW

The Family Support Act called for stiffer penalties for non-compliance and redefined the exemptions from participation. Recipients of public assistance are referred to the KanWork Program as a condition of eligibility, if they are not exempt under the law. Exemption and penalty criteria vary. Recipients required to participate may lose all or part of their benefits for failure to cooperate with these programs. Persons not required to participate may volunteer to participate without penalty for failure to cooperate.

Another change due to federal requirements was movement away from targeting volunteers and toward targeting specific groups of AFDC recipients as defined by federal law. To maximize the federal funding available, the state must expend 55% of the JOBS budget on the federally-mandated target group which includes:

- a) Families in which the custodial parent is under age 24 and has not completed high school, or is not enrolled in high school or an equivalent course;
- b) Families in which the custodial parent is under age 24 and has worked less than 6 months in the last 12 months;
- c) Families in which the youngest child is within two years of being ineligible for assistance because of age; and
- d) Families who have received assistance for more than 36 months during the preceding 60 month period.

Y.O. Comm.
Attachment 1
1/26/93

PRIORITY GROUPS

First priority is given to the target group population; volunteers are second in priority. Teenage parents with a high school or equivalent education and more than six months work experience in the preceding 12 months are given third priority and AFDC-Unemployed Parent program recipients are given fourth priority.

KANWORK PILOT PROJECT

The KanWork Pilot Project allowed the state to have a head start on the federal requirements and included the same provisions of child care, medical assistance, transportation, training, education, job search and transitional services. As a result of designating the KanWork Pilot as the federal JOBS program in Kansas, the state was able to access federal matching funds. In order to continue receiving these funds, the state must continue to meet certain requirements, including participation rates and statewideness. The statewideness regulation required each state to have a comprehensive JOBS program available to at least 75% of the adult AFDC population by October 1, 1992. Kansas expanded the KanWork program to 24 counties in FY '92 and FY '93 and met this mandate.

The operation of AFDC work programs under the WIN program was a dual responsibility shared by SRS and the Department of Human Resources (DHR). Under the Family Support Act, the state IV-A agency (SRS) became solely responsible for implementing and operating the new AFDC work program, JOBS.

CURRENT OPERATIONS

KanWork now provides comprehensive services in 24 Kansas counties. (Attachment G, SRS Employment Preparation Facts and Information: Counties Initially Offering KanWork; Phase I KanWork Expansion (5/1/92) and Phase II KanWork Expansion (1/93)

Some KanWork services are provided directly by the SRS KanWork staff. These services include an initial assessment and completion of an individualized self-Sufficiency Plan formulated with and signed by the client and the sharing of information about opportunities available through KanWork. The Plan is developed based upon the individual's situation and takes into consideration the participant's specific barriers to employment. The plan addresses appropriate steps to be taken in the employment seeking effort and identifies responsibility for those steps. Plans toward self-sufficiency should build upon the participant's strengths and should clearly document the Employment Goal. (See Attachments A.1 through A.3, for a completed Self-Sufficiency Plan).

KanWork staff also conduct Job Club workshops designed to sharpen job search skills; Survival Skills workshops are conducted and provide group support and information about the following:

Assertiveness	Self-Advocacy
Personal Health	Legal Rights
Nutrition	Crisis Management
Parenting	Community Resources
Money Management	Employment

CASE MANAGEMENT

Each client has a KanWork case manager who serves as a coordinator of services and the primary point of contact and support for the client throughout the program. Many clients have attributed their success in KanWork to the support of case managers.

KanWork case managers make many referrals to other agencies and providers for many client services. Referrals are made to services which assist in removing barriers to program participation, as well as to appropriate training and specialized assessments. Referrals include but are not limited to:

Vocational Training	Assisted Job Search
Literacy	Vocational Counseling
Adult Basic Education	Local Job Market Information
General Education Development (GED)	On-the-Job Training
Specialized Assessments (learning disabilities, drug and alcohol addiction, functional skills)	Direct Job Placement
Personal/Family Counseling	Child Care
Emergency Assistance	Addictions Counseling
	Housing
	Transportation

STATE COORDINATION

Close coordination with other agencies is essential to the success of KanWork. Both local area office staff and central office staff coordinate closely with community and state agencies to maximize resources, prevent duplication of services, and ensure comprehensive quality services for KanWork clients. SRS is coordinating with the Department of Human Resources and the Kansas State Board of Education to use and promote the Kansas Competency System as an educational assessment system that can be used and understood as a common frame of reference by adult education centers and local and state agencies. SRS coordinates with Job Training Partnership Act (JTPA) Private Industry Councils in the development of contracts and in the delivery of some services. SRS and JTPA have held several joint meetings to prevent possible duplication of services and to determine how services can be coordinated to better serve KanWork/JTPA participants. Coordination provides improved services and establishes guidelines for providing services to clients who are eligible for both programs.

LOCAL COORDINATION

At the local level, SRS KanWork makes referrals to and coordinates with:

Adult Education Centers	Job Service Centers
Community Colleges	DHR KanWork (Barton, Finney, Sedgwick, Shawnee)
Area Vocational Technical Schools	JTPA
Mental Health Facilities	Local Community Service Organizations
Transportation Companies	
Universities	

Recent innovations include having an SRS KanWork staff person on-site part-time at places where clients receive services from providers. For example, Topeka is exploring the possibility of having a KanWork staff member conduct on-site Survival Skills workshops at the adult education sites for the benefit of clients enrolled in GED and other adult education programs. Wichita has a KanWork staff member available part-time at the adult education center to learn of absences immediately and to answer questions from clients and center staff. Exploring absences immediately and providing services to remedy problematic situations such as loss of child care or other crisis, greatly enhance the chances of absent students returning to class and completing studies.

The Hutchinson SRS KanWork recently entered into an agreement with the South Central Kansas Area Agency on Aging Housing Authority to provide the Family Self-Sufficiency Program to eligible KanWork participants. This program establishes an escrow account for each eligible family. Following employment of each participant, an escrow account is credited a portion of the increase of rent paid that otherwise would result from increases in earned income during the time the family is in the program. The amount in a participating family's account in excess of any amount owed the Public Housing Authority may be paid to the eligible participant after the participant completes the KanWork Self-sufficiency Plan and certifies that no immediate family member any longer receives any public assistance for housing.

BUSINESS AND INDUSTRY PARTNERSHIPS

For KanWork to be truly successful, business and industry must be involved. Pilot projects are under way with business and industry for the training and hiring of KanWork participants. One project involves the Diversified Educational, Training & Manufacturing Company (DETAMC) of Wichita, a minority-owned for-profit company; SRS KanWork and the Job Training Partnership Act (JTPA). SRS KanWork refers clients to the project. The company provides thirteen weeks of basic academic education and work skills training and then moves clients to on-the-job training. After six months of on-the-job training

with wages paid by JTPA, the company hires the trainees or places them in entry-level jobs with other companies. Wichita also has the Wichita/Sedgwick County Emergency Dispatch (911) Project which provides eleven weeks of intensive technical training with opportunity for full-time permanent employment following training. SRS KanWork refers clients; JTPA pays for the on-the-job training wages.

STATE EMPLOYMENT

A project involving employment in the public sector places and tracks KanWork participants in State Civil Service positions. The procedure sometimes involves temporarily downgrading a position to qualify it as a direct entry position. Direct entry positions do not require a test, and open competition allows any candidate to apply without having to meet regular state hiring requirements. This Employment Preparation Services initiative is designed to put responsibility on SRS staff to request the referral of KanWork participants to compete for vacant civil service positions. The hiring of KanWork participants within SRS not only helps them become self-sufficient, but also establishes a model for other agencies and the private sector.

Each area office has a designee who identifies qualified KanWork participants interested in the position, reviews state applications of interested participants, and refers qualified participants to the hiring agency. From that point, Kanwork clients compete with other applicants. When a KanWork participant is hired into a downgraded position, the position may be upgraded after the client obtains the necessary experience/skills to meet the qualifications of the original position. To date, this fiscal year, the SRS management areas report 183 participants who have been referred to the program, 104 interviewed for positions, and 33 hired.

In another project, Kansas Department of Transportation (KDOT) provides newly obtained federal funding to recruit women KanWork clients for a three-day orientation workshop directly related to non-traditional highway construction occupations. SRS KanWork provides staffing, training space, and referrals to contractors. In addition to teaching women clients how to gain and retain employment in highway construction, the project also offers a short training course for KDOT contractors on the benefits of hiring women, provides training of trainers for SRS KanWork staff so they can conduct workshops locally, and assists KDOT in reaching the craft goal of having 6.9 percent women in highway construction.

Please see attachments B, C, and D for flow charts of participant services, attachment E for a listing of current contracts, and attachment F for case examples.

CHANGES SRS WOULD LIKE TO SEE IN THE KANWORK PROGRAM

From our experience in operating the pilot program in the original four counties, we have identified changes and enhancements that should improve services. We have also considered information gained from the Wichita State University (WSU) evaluation, Legislative Post Audit, SRS Audit, and technical assistance visits in proposing the changes.

- * We need to develop a fast track process for those clients who have skills but are temporarily on assistance due to family circumstances. By quickly assessing these persons and determining they are ready to seek employment, we can refer them quickly to agencies that will help them find jobs.
- * There are some individuals who would prefer to self-declare they are ready to seek work that we can immediately refer for employment services. We also find that some, due to learning disability, will not ever be able to pass a GED examination that we should divert to other services such as a work experience program or to employment services to seek employment even at minimum wage jobs.
- * We need to provide transitional medical assistance longer than one year. In many beginning level jobs, medical insurance is not provided or provided at such a high cost that is not affordable. If we could extend transitional medical services to at least two years, clients would have raises during the period which may enable them to purchase the service or with work experience gained, may move them to jobs offering medical insurance for them and their children. A federal waiver or state only medical program would have to be developed to implement this option.
- * We need to offer more lucrative income disregards in our assistance program to make employment more attractive. A federal waiver would be required to implement.
- * SRS, in conjunction with participating agencies and organizations, must define the roles and responsibilities of all.
- * SRS, in collaboration with DHR, must develop a clear mission and vision for KanWork, with defined outcomes, and agreed upon by the Governor, Legislature, and participating agencies.
- * A management information system that will accurately evaluate the programs, provide information requested by State and Federal agencies, and provide clear evidence of desired outcomes must be developed.
- * Job readiness indicators that more accurately determine a participant's employability status must be developed.

- * The monitoring and oversight capabilities of the KanWork Interagency Coordinating Council should be strengthened.
- * When participants are not cooperative with the self-sufficiency plan, federal regulations require a visit to and conciliation with clients. This lengthens the time prior to penalty application. A federal waiver could be sought to eliminate conciliation.
- * We need to strengthen the link between education, training and employment. By using, as a model, the DETAMC, CESSNA, and EMERGENCY DISPATCH projects that successfully combine training with assured employment, we can enhance private sector involvement and create new opportunities for KanWork participants. We are also considering an alternative work experience program with the private sector for those businesses who cannot afford to pay for on-the-job training experiences. This would require federal approval.
- * If we could provide assistance in the relocation of clients to places where they can find work in their field of training, this would encourage clients to take jobs they could not otherwise afford to accept.
- * An increase in the current transportation allowance from the current maximum of \$25.00 per month is necessary for clients to more actively participate in our services. In addition, if we could pay for clients to attend an interview outside of their home area, we could assist them in obtaining jobs they would not otherwise consider.
- * We need to target our program toward those participants who can make the most expeditious use of JOBS services. We have proposed a pilot project to target most of our time and resource toward those high-functioning individuals with moderate barriers to employment who are within a year of becoming self-sufficient but are not immediately job ready. If this is successful, the concept would be expanded to other KanWork counties.
- * We have found that the workload of staff has exceeded the caseload numbers needed to be effective. A Southport Institute for Policy Analysis survey suggests a caseload size of 82 AFDC families for each case manager. Only two states, Hawaii and Vermont, think their current caseloads, 70 families and 30 families respectively, are not adversely affecting the quality of service provided by the JOBS program. According to an October 1992 survey of KanWork counties in Kansas, caseloads range from 113 to 129. By targeting the bulk of our efforts on those participants who we believe can be successful in removing themselves from cash assistance, the program can become more effective. This will mean larger waiting lists, minimal time with other lower functioning individuals, but a higher level of services being provided to those we believe can most benefit from training.
- * We believe a job has benefit even though it may not pay enough to get someone completely off of assistance. Many clients will not earn enough to

remain free of assistance until they have been at a job for some time. For most of our rural areas any job above minimum wage is exceptional. But a job even at minimum wage may help to break the welfare cycle and serve as an example to children that working is the norm. We should support these movements toward self-sufficiency by subsidizing the participant through enhanced income disregards and other incentives to remain employed. Some participants have the capacity to enter college or vocational training which will lead to substantial employment and remove them from cash assistance. This will usually require a long term investment in their education.

EDUCATION COORDINATION

- * In order to meet the challenge of providing adult education to more participants than was originally anticipated, there needs to be enhancement of interagency coordination for the provision of relevant education services to meet the needs of participants and their families, and increased funding for these additional services must be secured.
- * In coordination with education, we need to develop resources to more effectively assess client skills and strengths and also be able to identify learning disabilities and other weaknesses that may hinder clients from achieving their employment goals.
- * We find that in some rural areas there are not sufficient adult education services to meet our needs. We would strongly support Legislative action to more adequately fund local Adult Education Centers. In addition, the funding for Adult Education is on a per pupil basis and usually a time delay of nearly two years before any funds are received by the local education agencies for increased services.
- * Staff believe that an education counselor at the adult learning center could help keep participants in basic education classes. With the problems many participants have had previously with the education system, participants become easily frustrated. A counselor immediately available at the learning center could assist in resolving those concerns so that no time would be lost before the case manager is notified, as happens in some situations. Further coordination with JTPA and Education would be necessary to provide this service.
- * SRS workers assist participants by removing barriers to participation in component activities. They serve as brokers between many of the participating agencies to assist the client in maintaining motivation and self-confidence. By SRS acting as intermediary between JTPA, Education, and the other agencies, clients are better able to focus on working towards self-sufficiency without the problems of dealing with so many different agencies. We expect to continue this role.

State of Kansas
Department of Social and
Rehabilitation Services

Attachment A.1
Self-Sufficiency Plan

EP-4305
Rev. 7-92

1-9

1. NAME Jane Doe	2. SOCIAL SECURITY NUMBER -----	3. CASE NUMBER -----	TYPE OF PLAN	INITIAL REVISION #	X
4. CASEHEAD Same	5. OCCUPATIONAL GOAL LPN				
6. PLAN OF ACTION	TASKS TO BE ACCOMPLISHED	PERSON(S) RESPONSIBLE	TARGET DATE	COMPLETED DATE	
Non-Participation Status	Complete drug treat-	Jane	1/31/92		
	ment plan.				
Education	Enroll in GED classes	Jane	2/1/92 - 6/92		
	at the Adult Learning				
	Center - attend 20 hrs				
	per week then take GED				
	test - turn in time-				
	sheets.				
Survival Skills	Attend February	Jane	2/92		
	workshops - 12 hrs/wk.				
Job Skills Training	Enroll in VoTech LPN	Jane	7/92-8/93		
	program - 40 hrs/wk.				
I HAVE AN ACTIVE ROLE IN COMPLETING THE SELF-SUFFICIENCY AGREEMENT. I WILL KEEP IN CONTACT WITH THE EPS WORKER THROUGHOUT THE PROGRAM. I HAVE BEEN MADE AWARE THAT FAILURE TO PARTICIPATE MAY AFFECT MY FOOD STAMPS AND/OR CASH ASSISTANCE CASE.			I HAVE AN ACTIVE ROLE IN COMPLETING THIS SELF-SUFFICIENCY AGREEMENT AND I AGREE TO PROVIDE ALL AVAILABLE AND NECESSARY SERVICES AS INDICATED FOR ENTRY INTO EMPLOYMENT, FUNDS PERMITTING.		
Jane Doe	12-22-92	EPS Worker	12-22-92		
PARTICIPANT'S SIGNATURE	DATE	EPS WORKER	DATE		
DISTRIBUTION: WHITE, CASE FILE; YELLOW, CLIENT THIS FORM SUPERSEDES ALL PREVIOUS EDITIONS.					

Attachment A.1

State of Kansas
Department of Social and
Rehabilitation Services

Attachment A.2
Self-Sufficiency Plan

EP-4305
Rev. 7-92

TYPE
OF
PLAN

INITIAL	X
REVISION #	

1. NAME Jane Doe	2. SOCIAL SECURITY NUMBER -----	3. CASE NUMBER -----		
4. CASEHEAD Same	5. OCCUPATIONAL GOAL LPN			
6. PLAN OF ACTION	TASKS TO BE ACCOMPLISHED	PERSON(S) RESPONSIBLE	TARGET DATE	COMPLETED DATE
Job Skills Training (Con't)	Attend classes	Jane		
	beginning 8/92.			
Job Club	Attend 2 week workshop	Jane	9/93	
	20 hrs/wk.			
Job Search/	Search for Employment	Jane	9/93-11/93	
Referral to DHR	8 weeks - 20 hrs/wk	EPS Worker/ DHR KanWork		
Transportation	Review need for each	EPS Worker		
	component for GED and			
	Survival Skills - 6mth		2/92-6/92	
Child Care	Will authorize payment	EPS Worker		
	and review at 6 months		2/92-6/92	
Employment - Self	find and accept suit-	Jane/EPS Worker	11/93	
I HAVE AN ACTIVE ROLE IN COMPLETING THE SELF-SUFFICIENCY AGREEMENT. I WILL KEEP IN CONTACT WITH THE EPS WORKER THROUGHOUT THE PROGRAM. I HAVE BEEN MADE AWARE THAT FAILURE TO PARTICIPATE MAY AFFECT MY FOOD STAMPS AND/OR CASH ASSISTANCE CASE.		I HAVE AN ACTIVE ROLE IN COMPLETING THIS SELF-SUFFICIENCY AGREEMENT AND I AGREE TO PROVIDE ALL AVAILABLE AND NECESSARY SERVICES AS INDICATED FOR ENTRY INTO EMPLOYMENT, FUNDS PERMITTING.		
Jane Doe	12-22-92	EPS Worker	12-22-92	
PARTICIPANT'S SIGNATURE	DATE	EPS WORKER	DATE	
DISTRIBUTION: WHITE, CASE FILE; YELLOW, CLIENT THIS FORM SUPERSEDES ALL PREVIOUS EDITIONS.				

Attachment A.2

1-10

State of Kansas
Department of Social and
Rehabilitation Services

Attachment A.3
Self-Sufficiency Plan

EP-4305
Rev. 7-92

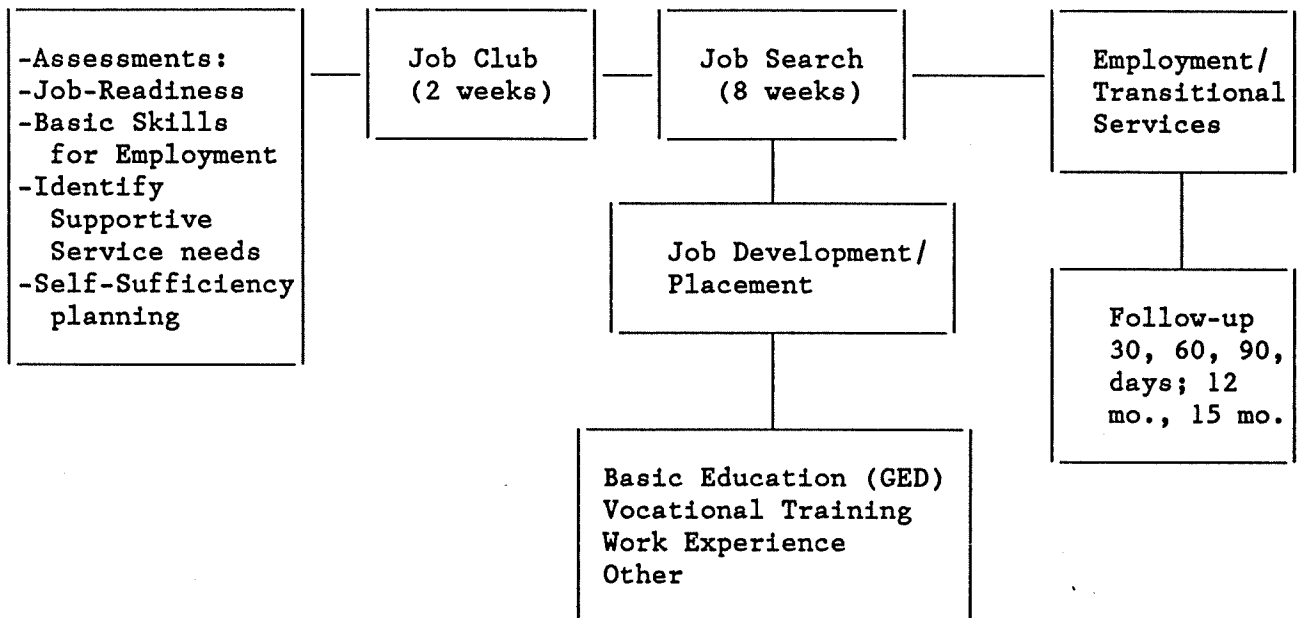
1. NAME Jane Doe	2. SOCIAL SECURITY NUMBER -----	3. CASE NUMBER -----	TYPE OF PLAN	INITIAL REVISION #	X
4. CASEHEAD Same	5. OCCUPATIONAL GOAL LPN				
6. PLAN OF ACTION	TASKS TO BE ACCOMPLISHED	PERSON(S) RESPONSIBLE	TARGET DATE	COMPLETED DATE	
Employment / Self-Sufficiency	able employment.	Jane/EPS Worker	11/93		
Transitional Services	Assess need for trans-	EPS Worker	11/93		
	portation child care				
	or special employment				
	allowances.				
Follow-up	Personal contact at	EPS Worker			
	30, 60, and 90 days				
	following employment				
	to offer services to				
	promote employment				
	retention.				
I HAVE AN ACTIVE ROLE IN COMPLETING THE SELF-SUFFICIENCY AGREEMENT. I WILL KEEP IN CONTACT WITH THE EPS WORKER THROUGHOUT THE PROGRAM. I HAVE BEEN MADE AWARE THAT FAILURE TO PARTICIPATE MAY AFFECT MY FOOD STAMPS AND/OR CASH ASSISTANCE CASE.			I HAVE AN ACTIVE ROLE IN COMPLETING THIS SELF-SUFFICIENCY AGREEMENT AND I AGREE TO PROVIDE ALL AVAILABLE AND NECESSARY SERVICES AS INDICATED FOR ENTRY INTO EMPLOYMENT, FUNDS PERMITTING.		
Jane Doe	12-22-92	EPS Worker	12-22-92		
PARTICIPANT'S SIGNATURE	DATE	EPS WORKER	DATE		
DISTRIBUTION: WHITE, CASE FILE; YELLOW, CLIENT THIS FORM SUPERSEDES ALL PREVIOUS EDITIONS.					

Attachment A.3

Attachment B

KanWork Program
Track I

I. Determined Immediately Employable
or
Self-Declared Employable



- * These individuals are identified at the initial assessment as ready to enter the Work Force, self declared employable, or those individuals who have completed other component activity (i.e., education, vocational training) and are now considered available to enter the Work Force.
- * They participate in Job Club, administered by SRS.
- * If the participant is not employed at the completion of Job Club, the participant will be assigned to Supervised Job Search which is administered by either SRS KanWork or DHR KanWork (where available).
- * Job development and placement services are available through DHR KanWork, JTPA, and other available community resources.
- * Employment follow-up is provided by SRS/DHR at 30 days, 60 days, 90 days, 12 months, and 15 months.
- * The following support services and transitional support services are available to individuals as they participate in components and lose cash eligibility due to employment.

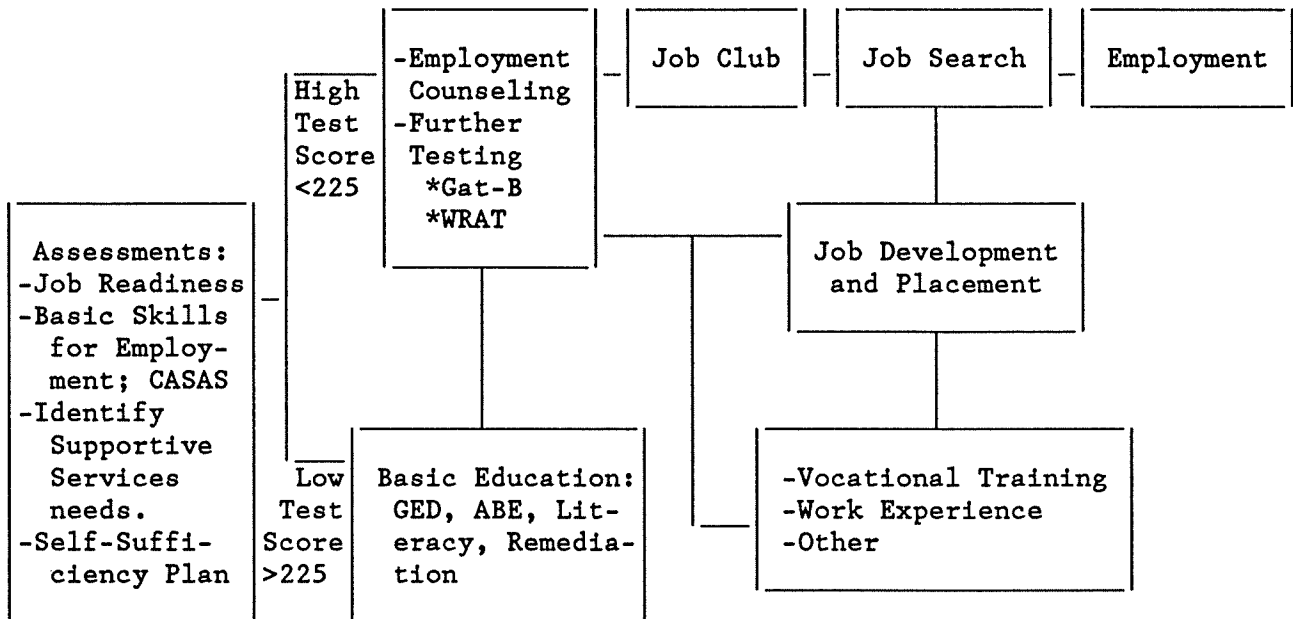
Child Care Assistance
Transportation Assistance
Family Mentor Services
Special Services Allowance

Transitional Medical
Transitional Child Care
Transitional Transportation
Special Employment Allowance

Attachment C

KanWork Program
Track II

II. Education/Training



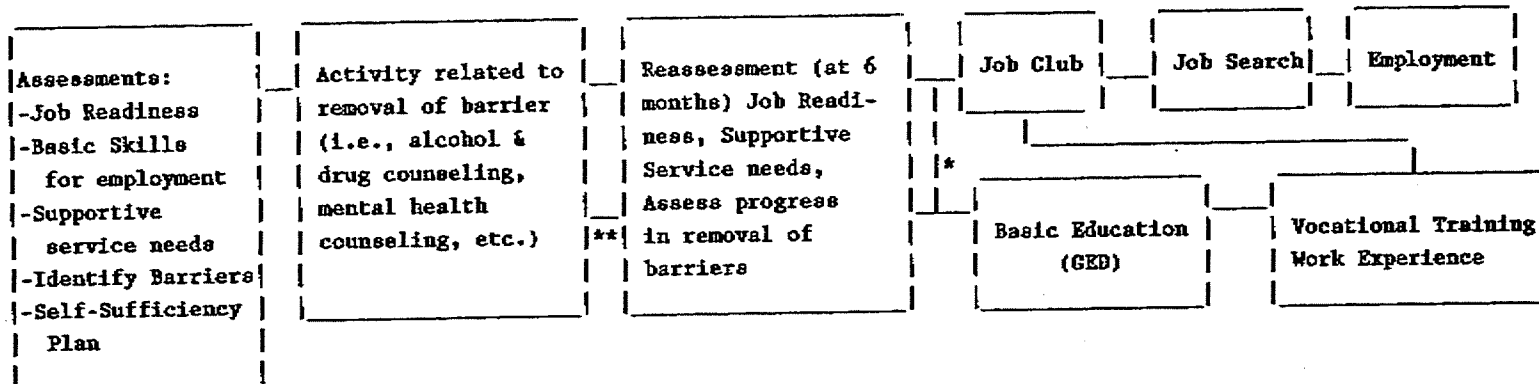
- * These individuals are identified at the initial assessment as needing education and/or training before they could be considered ready to enter the Work Force. Depending upon the individual's basic skills test scores and the presence of a current work skill, the participant will be referred for Basic Education and/or Employment Counseling.
- * Employment Counseling is provided by DHR KanWork, JTPA, Job Service Centers, Rehabilitation staff, or may be purchased or provided free by other community resources.
- * Following Employment Counseling and/or Basic education, participants may be referred to components such as vocational (post-secondary or vocational) or work experience. The participants next participate in Job Club.
- * Following the completion of Job Club, the unemployed participants are assigned to Supervised Job Search (administered by SRS KanWork or DHR/KanWork).
- * Job Development and Placement services are available through DHR KanWork, JTPA, and other available community resources.
- * Support Services are available to participants as they participate in components and transitional support services are available to participants who lose cash eligibility due to employment (See Track I).

Attachment D

KanWork Program
Track III

1-1-1

NON-PARTICIPATION STATUS



- * If barrier has been removed.
 ** If barrier still exists.

Situations which would warrant placing an individual in a non-participation status include the following:

- * Alcohol and/or drug problem,
- * Acute mental health problems,
- * Acute physical health problems,
- * Temporary legal problems (examples including housing, battered person, arrests, evictions, utility cut-offs, wage garnishment, juvenile court involvement),
- * Natural disasters (flood, fire, tornado, etc.),
- * Child care problems (lack of providers, children with special needs)
- * Transportation problems (lack of public transport, car problems)

In certain instances, barriers to active participation will be identified during an assessment interview (initial or ongoing). When this occurs, it is possible to place these individuals in non-participation status. The non-participation status period should not exceed 6 months unless there is thorough documentation to substantiate the extension. During the non-participation period, the individual must be working toward removing the barriers to participation. Those steps need to be established in the Self-Sufficiency Plan. Payments may be issued for Support Services for individuals in Non-Participation Status who require these Supportive Services in order to remove barriers to participation.

At the end of the non-participation period, the individual must be reassessed.

Attachment E.1

KANSAS JOBS CONTRACTS
STATE FISCAL YEAR 1993Local Area Office Contracts:

Barton County Community College Great Bend, Kansas GED, ABE, ESL, Literacy	\$ 15,000
The CAB Great Bend, Kansas Transportation	\$ 4,000
Garden City Community College Garden City, Kansas GED, ABE, ESL, Literacy, Job Readiness	No Maximum* \$2.75 per student hr.
South Central Kansas Area Agency on Aging Public Housing Authority Hutchinson, Kansas Coordination agreement to provide escrow accounts for KanWork participants in public housing who successfully complete their Kan- Work Self-Sufficiency Plans for employment.	No Cost
Let's Help Topeka, Kansas GED, ABE, ESL, Literacy	\$ 37,000
USD #501 Topeka, Kansas GED, ABE, ESL, Literacy, Remediation	\$ 40,016
Dunbar (USD 259) Wichita, Kansas GED, ABE, ESL, Literacy	\$312,000
Alcoholism Family Counseling Center Wichita, Kansas Counseling to remove addiction barriers to self-sufficiency.	No Maximum* \$17 per counseling hr
Wichita Area Vocational Technical School Wichita, Kansas Micro Computer Screening Assessments (MESA) Used only when JTPA funds are not available.	\$ 7,000
Wichita Indochinese Center Wichita, Kansas ESL	\$110,880

Attachment E.2

Wichita Metropolitan Transit Authority Wichita, Kansas SRS is trading use of computer software for bus tickets for KanWork clients.	No Cost
Fort Scott Community College Fort Scott, Kansas Kansas Competency Functional Basic Skills Remediation	No Maximum* \$200 per 100-hr. session per client
Labette Community College Parsons, Kansas Kansas Competency Functional Basic Skills Remediation	No Maximum* \$294.30 per 90-hr. session per client
Lawrence Public Schools Continuing Education Services Lawrence, Kansas GED, ABE, Literacy	No Maximum* \$3.00 per student hr.
Southeast Area Vocational Technical School Columbus, Kansas Kansas Competency Functional Basic Skills Remediation	No Maximum* \$270 per 90-hr. session per client
<u>State Central Office Contracts:</u>	
Kansas Department of Human Resources Job-Readiness Services; OJT; Job Development, Placement, and Individual Job Search; Employment Follow-Up Services 7-1-92 -- 6-30-93	\$843,742
Kansas Vocational Rehabilitation Center Salina, Kansas One-Day Psychometric Testing	No Maximum* \$201.70 per assessment
Kickapoo Tribe of Kansas Horton, Kansas Coordination agreement. Provides figures which determine Kickapoo Tribe's share of Federal JOBS funds to operate the Kickapoo JOBS program. Coordination to prevent duplication of services and expenditures.	Coordination
University of Kansas Development and Training Services related to KanWork	\$ 62,648

* Agreements with no maximum dollar amount are handled like provider agreements and paid on a client-specific basis. SRS pays a flat amount per client per service.

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SRS Employment Preparation Services

Federal law requires that all states offer two employment preparation programs:

- **More Opportunities for Education and Training (MOST)**, mandated by the United States Department of Agriculture, targets food stamp recipients. The MOST program is available in 10 counties. Only in these counties are MOST services available to EPS clients.
- **Job Opportunities and Basic Skills (JOBS)** program, created by the federal Family Support Act, serves recipients of Aid to Families with Dependent Children (AFDC).

The complete JOBS program in Kansas is KanWork.

- Able-bodied AFDC recipients with children age three and over are served through JOBS/KanWork.
- According to state legislation, General Assistance recipients are also eligible for KanWork services, funded by State General Funds.
- Transitional services for newly employed individuals are available only through the JOBS program. These services include:
 - Medical
 - Transportation
 - Child care
 - Special employment allowance

All non-KanWork counties are called JOBS Balance of State (JOBS-BOS).

- Minimal JOBS services are available in these counties.

- Services available through JOBS-BOS include:

- Information and referral services
- Education
- Training
- One optional component

- Most of the JOBS-BOS counties offer the SRS Mobile Job Club as the optional component.

The federal Office of Refugee Resettlement (ORR) provides funds for education and training.

- These funds are administered by SRS and granted to community social service agencies for this purpose.

All of these programs are administered through the SRS Employment Preparation Services (EPS) Program.

- The SRS EPS program offers clients evaluation for eligibility and services, job preparation activities, education, training, support services and transitional services after employment.

The SRS EPS program emphasizes the importance of education and training in assisting individuals to reach self-sufficiency.

- EPS staff assists clients in developing training plans for occupations that have a positive employment outlook.
- Since component services such as transportation and child care are common to both the JOBS and MOST programs, SRS EPS strives to operate these two programs as consistently as possible.

1-17

SRS Employment Preparation Facts and Information

Counties	Phase II	Limited JOBS	Osage
Initially Offering	KanWork	Expansion	Pottawatomie
KanWork	Expansion (1/93)	Allen	Pratt
Barton	Atchison	Anderson	Rice
Finney	Cherokee	Bourbon	Sherman
Sedgwick	Cowley	Brown	Sumner
Shawnee	Crawford	Chautauqua	Thomas
	Geary	Coffey	
Phase I KanWork	Harvey	Dickinson	Counties
Expansion	Labette	Doniphan	Receiving MOST
(5/1/92)	Lyon	Ellis	Services
Butler	Miami	Franklin	Douglas
Douglas	Montgomery	Grant	Franklin
Ford	Reno	Greenwood	Geary
Johnson	Riley	Harper	Montgomery
Leavenworth	Saline	Jackson	Reno
Seward		Kingman	Riley
Wyandotte		Linn	Saline
		Marion	Sedgwick
		Marshall	Shawnee
		McPherson	Wyandotte
		Neosho	

JOBS/KanWork Program Activity* FY 1992

Clients screened/assessed	6,382
Clients placed in education plans	2,729
Clients placed in training plans	2,387
Clients completing education/ training	1,309
Clients entering employment	1,816
Clients receiving transitional services	1,269
Cases closed due to employment	1,068
Cases reduced due to employment	908
Avg. starting wage/KanWork	\$5.28/hr.
*Includes JOBS Balance of State	

MOST Program Activity FY 1992

Referrals	8,145
Clients completing prog. activitie	945
No. Verified Employments	510



DEPARTMENT OF HEALTH & HUMAN SERVICES

Administration for Children and Families
Region VIIKD7C2/Williams
FA-38Room 384, Federal Office Building
601 East 12th Street
Kansas City, Missouri 64106

January 22, 1993

Ms. Donna Lee Whiteman, Secretary
Social and Rehabilitation Services
Docking State Office Building
Topeka, Kansas 66612

Dear Ms. Whiteman:

This is in response to the questions raised about the JOBS program requirements for statewideness. These questions were raised by Paula Gibson in her conversation, on January 19, 1993, with Thelma Williams of my office.

The first question concerns the penalty for failing to have a statewide JOBS program as required by 45CFR 250.11. This provision stipulates that, not later than October 1, 1992, the state must make the JOBS program available on a statewide basis. A program is statewide, if a full JOBS program, as defined in 45CFR 250.11(a) ff, is available in each political subdivision of the state. If the state determines that it is not feasible to provide the program on a statewide basis, the state must request and be granted a waiver of this requirement by the Secretary in accord with 45CFR 250.11(c).

Failure to meet the requirements of 45CFR 250.11, without having received an approved waiver by the Secretary, will present an issue in compliance and could jeopardize Kansas' full limit of entitlement for JOBS. Also, 45CFR 250.20(a) requires the operation of a JOBS program under a JOBS plan approved by the Secretary as a condition for participation in the AFDC program. Therefore, failure to meet the JOBS statewideness requirements would present a compliance issue under the AFDC program and could jeopardize funding for this program. All of these actions would be subject to the Departmental Appeals process.

Ms. Gibson also requested information about states that do not have a statewide JOBS program. There are four states with approved waivers to operate less than a statewide JOBS program. These states are:

Idaho -- serves 70% of its AFDC program with a complete JOBS program but uses the full limit of its entitlement;

New Mexico -- serves 85% of its AFDC program with a complete JOBS program;

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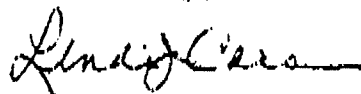
Texas -- serves 90% of its AFDC program with a complete JOBS program; and

New Jersey -- received a waiver as part of a general welfare reform.

As indicated by the above, waivers for operation of JOBS on less than statewide basis are approved only in very narrow circumstances.

Should you have additional questions, please contact Thelma Williams, Children and Families Program Specialist, at (816) 426-7081.

Sincerely,



Linda J. Carson
Regional Administrator
Administration for Children
and Families

*include hand-out of BOS &
~~the~~ JOBS*