



# Applications

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### Kansas

#### Applications

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**Filing and Processing Applications**  
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**Filing and Processing Applications**

All persons have a right to file an application for cash assistance.

Right provided for in regulation

The same application for cash assistance is used throughout the state.

The statewide application is a joint application for:

- Food Stamps
- Medicaid
- Child care
- State "general assistance"
- State medical assistance
- Burial assistance

State policy sets standards of timeliness for processing applications:

Applications must be acted upon within 45 days.

The agency is required to issue a written decision on applications.

**Pre-Application Requirements**

The state does not impose requirements that must be met before a family can submit an application for cash assistance.

**Pending Application Requirements**

The state imposes pending application requirements that a family must meet while its cash assistance application is pending. Failure to meet these requirements results in denial of the application.

The pending application requirements are:

- Conduct job search

The following applicants are exempt from pending application requirements:

- Non-applicant non-parent caretaker; individual with child under 12 months; individual with a disability that prevents job search; individual returning to welfare assistance who have been off for a brief period (at case manager discretion)

**Personal Responsibility Contracts**

Applicants and recipients are not required to sign a personal responsibility contract.

**Employability Plans**

Applicants must sign an employability plan, i.e. a plan that covers only work requirements for the individual, after eligibility is determined.

An individual develops an employability plan with:

- TANF eligibility worker at the TANF office
- Another worker at the TANF office

The following people must sign an employability plan:

- Head of household
- Both parents in "two-parent" families
- Minor parent who is not head of household

The following applicants and recipients are exempt from developing and/or signing an employability plan:

- Individual exempt from work requirements
- Individual with a child under age 12 months
- Non-parent caretaker not receiving assistance

Employability plans include a state or county agreement to provide services, and the services are listed.

A sanction is imposed if an applicant or recipient refuses to sign an employability plan. The sanction is the same as the sanction for non-compliance with work requirements.

## Formal Diversion Programs

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The state does not operate a formal cash diversion program.

## Emergency Assistance

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The state provides emergency assistance to families that are receiving TANF cash assistance as follows:

- Eviction prevention
- Short-term rental assistance
- Prevent utility shutoff or restore service
- Emergency housing assistance
- Temporary shelter for homeless families
- Shelter care; foster care; group residential care; child care; counseling; therapy; emergency house repairs; household furniture, appliances and supplies; emergency clothing; any other social services necessary to alleviate the emergent situation and maintain child at risk in the home

The state provides emergency assistance to families that are eligible for but not receiving TANF cash assistance as follows:

- Eviction prevention
- Short-term rental assistance
- Prevent utility shutoff or restore service
- Emergency housing assistance
- Temporary shelter for homeless families
- Shelter care; foster care; group residential care; child care; counseling; therapy; emergency house repairs; household furniture, appliances and supplies; emergency clothing; any other social services necessary to alleviate the emergent situation and maintain child at risk in the home

The state provides emergency assistance to families that are not eligible for TANF cash assistance as follows:

- Eviction prevention
- Short-term rental assistance
- Prevent utility shutoff or restore service
- Emergency housing assistance
- Temporary shelter for homeless families
- Shelter care; foster care; group residential care; child care; counseling; therapy; emergency house repairs; household furniture, appliances and supplies; emergency clothing; any other social services necessary to alleviate the emergent situation and maintain child at risk in the home

*Note: Information on exemptions from work requirements and sanctions for noncompliance with work requirements will be available in the Work and Sanction Provisions sections later this year.*