



DCF RESOURCES TOOLKIT



This is a list of all our client facing programs across all departments at DCF.

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PREVENTION AND PROTECTION SERVICES (PPS):

Family First Prevention



Serves: Children at imminent risk of removal who can remain safely at home with services and their parents and caregivers; pregnant and parenting youth in foster care.

Services: Provides an array of services, unique to every county. Mental Health services, Substance Use Disorder Treatment, Parent Skill-building, Kinship Navigator Programs

Eligibility Requirements: Families with an open PPS case.

Referral: PPS must fill out a Prevention Plan and make referral to the Family First provider.

Partners: Child Advocacy Parenting Services, Community Solutions Inc, Cornerstones of Care, DCCCA, FosterAdopt Connect, Great Circle, Kansas Children's Service League, Kansas Legal Services, Kansas Parents as Teachers Association, Project Eagle, LiveWell Northwest Kansas, Saint Francis Ministries, TFI Family Services

How to contact: Call Kansas Protection Reporting Center (KPRC) at 1-800-922-5330 or contact assigned DCF social worker. [Family First Prevention Services Act - Prevention and Protection Services \(ks.gov\)](#)

Family Preservation



Serves: Families; Pregnant women using substances

Services: Provides voluntary services alongside families to build on family strengths and reduce the risk of children being placed in foster care. Intensive in-home services; short term case management

Eligibility Requirements: Reside in Kansas; Be at risk for having children placed in foster care; Have a parent/caregiver available to protect the children; Be willing and able to participate in Family Preservation services.

Referral: Referrals are made by PPS staff. Families seeking assistance can call the Kansas Protection Reporting Center (KPRC) at 1-800-922-5330. The following information will need to be provided: family name, current address, ages of children, and circumstances placing the children at risk for foster care.

Partners: DCCCA, TFI, and Cornerstones of Care

How to contact: Call Kansas Protection Reporting Center (KPRC) at 1-800-922-5330 or contact assigned DCF social worker. [Family Preservation - Prevention and Protection Services \(ks.gov\)](#)

Adoption Assistance



Serves: Families adopting children in DCF custody with special service, support and/or resource needs.

Services: Non-recurring adoption expenses, medical services, monthly adoption subsidy payment, special service payments.

Eligibility Requirements: Determination of eligibility and discussion regarding the amount and type of assistance is the responsibility of PPS staff. The child/ren must be legally free for adoption and placed in the custody of DCF or a private licensed child placing agency; a court order must be in place indicating it is not in the best interest of the child to be returned to the parents; the court order must establish that reasonable efforts were made to place the child without assistance; the child must have one or more specific factors or conditions: physical disability; developmental disability; behavioral/emotional disability; guarded prognosis; age 6 or older; or member of a sibling group placed together.

Referral: Referrals come from PPS Grantee or Child Placing Agency.

Partners: KVC, Saint Francis Ministries, TFI, Cornerstones of Care

How to contact: Call 1-888-369-4777 or contact local DCF service center



Independent Living Program



Serves: Youth 14 to 26 years of age

Services: Provides services and supports to youth as they transition from foster care to self-sufficiency or to youth who

experienced the custody of the Kansas Department of Corrections- Juvenile Services (KDOC-JS) and Tribal Authority. May include locating safe/stable housing, obtaining a GED or high school diploma, career and post-secondary education planning, obtaining and maintaining employment, accessing community resources, budgeting and money management, and other life skills. Youth who participate in the Independent Living Program develop a Self-Sufficiency Plan with their case manager. Based upon need and eligibility, a Self-Sufficiency Plan may include the following: Aged Out Medical, Independent Living Subsidy, Basic Chafee, Start-Up Funds, Education & Training Voucher (ETV), Vehicle Repair, and the Tuition Waiver Program.

Eligibility Requirements: Youth currently in foster care or were in foster care, KDOC JS Custody, or Tribal Authority custody any time on/after their 14th birthday; youth who were adopted on/after their 16th birthday. All services eligibility is dependent on each youth's case. Eligibility for program benefits varies; in general, youth who have aged out of foster care are eligible for services until their 21st birthday, or until they turn 26 if they are enrolled in an accredited post-secondary education program.

Referral: Referrals come from PPS, foster care provider agencies, community and youth may self-refer.

Partners: KVC, Saint Francis Ministries, DCCCA, TFI, Kansas Children's Service League, Cornerstones of Care, Kansas Legal Services, Youthrive, DCCCA Inc, KYAC/RyAC.

How to contact: Contact assigned DCF Independent Living Coordinator or the regional IL mailboxes: DCF.WestIL@ks.gov; DCF.WichitaIL@ks.gov; DCF.EastIL@ks.gov; DCF.KansasCityIL@ks.gov

Adult Protective Services



Serves: Vulnerable adults aged 18 years and older who are unable to protect themselves; including individuals who

have physical, emotional or mental impairments.

Services: Includes investigations regarding allegations of Abuse, Neglect, and Financial Exploitation of vulnerable adults, referrals to community partners to offer protective services, such as emergency shelter, food, medical care, personal assistance, counseling and more. APS is required to explore the least restrictive options that support the involved adult's safety, independence, and autonomy.

Eligibility Requirements: Must be 18 years or older; must be a vulnerable adult

Referral: Report to the Kansas Protection Reporting Center (KPRC) at 1-800-922-5330

Partners: Various community partners unique to each city/county.

How to contact: Call Customer Service 1-800-922-5330 or Report to the Kansas Protection Reporting Center (KPRC) at 1-800-922-5330.



FOSTER CARE SERVICES — A DIVISION OF PPS:

Foster Care



Serves: Children ages birth to 18 years old

Services: Foster care services are for children and families in cases when a court has found the Child to be In Need of Care (CINC) and the parents are not able to meet the safety needs of their child. Kansas contracts with private agencies that are responsible for providing foster care services including case planning, placement, and life skills. DCF social workers are responsible for keeping an eye on the safety and wellbeing of the children who are in foster homes and monitor the progress they are making toward being able to return to their family home or finding another permanent home.

Eligibility requirements: Children removed from their homes by the court. Progress will be monitored by DCF staff. These are DCF Liaisons and will be assigned in each county by the alphabet.

Referral: Needs are identified by DCF staff and the court. Families and children work with Child Placement agencies.

Partners: CPS division of DCF, Saint Francis Ministries, KVC Kansas, TFI Family Services, Inc., and Cornerstones of Care

How to contact: The main point of contact will be the CPS investigator, initially; however, the best person to contact will be the Foster Care Liaison, as they will know the contracted worker assigned. (Liaison supervisor by region?)

Foster Care Licensing



Serves: Homes, facilities, and placement agencies that provide or seek to provide licensed 24/7 care for foster children.

Services: The Foster Care Licensing Division conducts initial licensure and ongoing compliance inspections, including complaint investigations when necessary. **The Foster Care Licensing Division does not place children in care.**

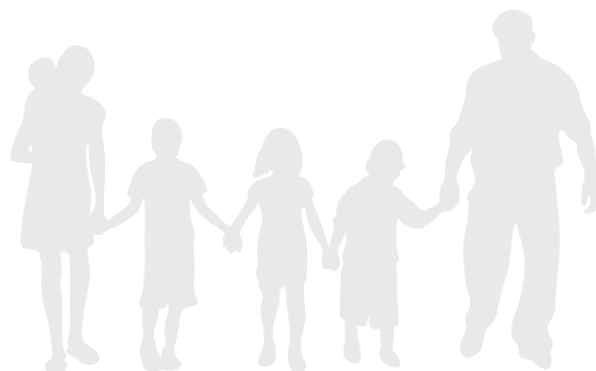
Responsible for licensing any: Family Foster Home, Group Boarding Home, Residential Center, Attendant Care Facility, Detention Center, Secure Care Center, Secure Residential Treatment Facility, Staff Secure Facility, and Child Placing Agency.

Eligibility requirements: Foster families and facilities must meet all regulations to ensure health and safety of children.

Referral: Referrals are made by Child Placement Agencies for family foster homes

Partners: CPS division of DCF, Saint Francis Ministries, KVC Kansas, TFI Family Services, Inc., and Cornerstones of Care

How to contact: Email: DCF.FCL@ks.gov or call (785) 291-3032; website [Regulations - Foster Care Licensing \(ks.gov\)](#) and [Foster Care Agencies in Kansas | Foster Kansas Kids \(fosterkids.org\)](#)



Permanent Custodianship Subsidy



Serves: Families or individuals who take legal Custodianship of children in DCF custody

Services: Provide financial assistance to those who care for children who have been in DCF custody and for whom the permanency plans of reunification and adoption are not an option; maximum amount \$300.

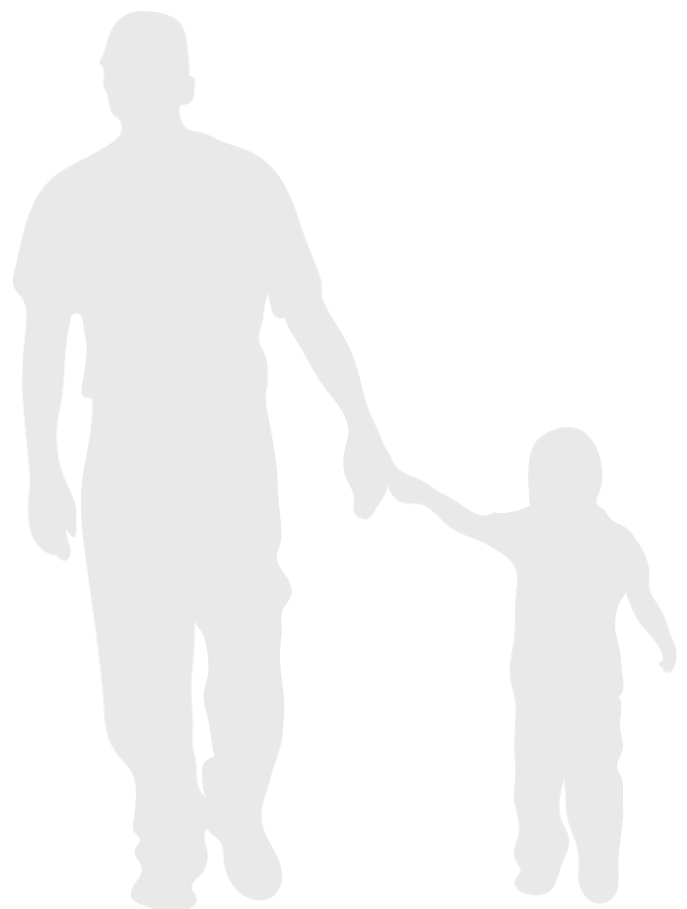
Eligibility Requirements: A child must be in DCF custody at the time that the permanent guardianship is established; age 14 or older or part of a sibling group that includes a child aged 14 or older; or the child has an approval for an exception from the Director of Permanency or designee for other extenuating circumstances making adoption not a reasonable option.

The permanent custodianship subsidy is not an entitlement program, and the child must meet all of the following criteria: be in the custody of the Secretary of DCF with or without parental rights terminated at the time permanent custodianship is established; the permanent custodian meets eligibility to receive TAF as defined by EES (KEESM 2220 - Living with a Caretaker); not receiving SSI; and a court order appointing a permanent custodian.

Referral: Referrals come from PPS

Partners: St. Francis Ministries, TFI, KVC, and Cornerstones of Care

How to contact: Contact assigned DCF social worker



CHILD SUPPORT SERVICES (CSS):



Serves: Families; Single parents; children

Services: Establish parentage and orders for child and medical support; locate non-custodial parents; enforce child and medical support orders and modify support orders, as appropriate.

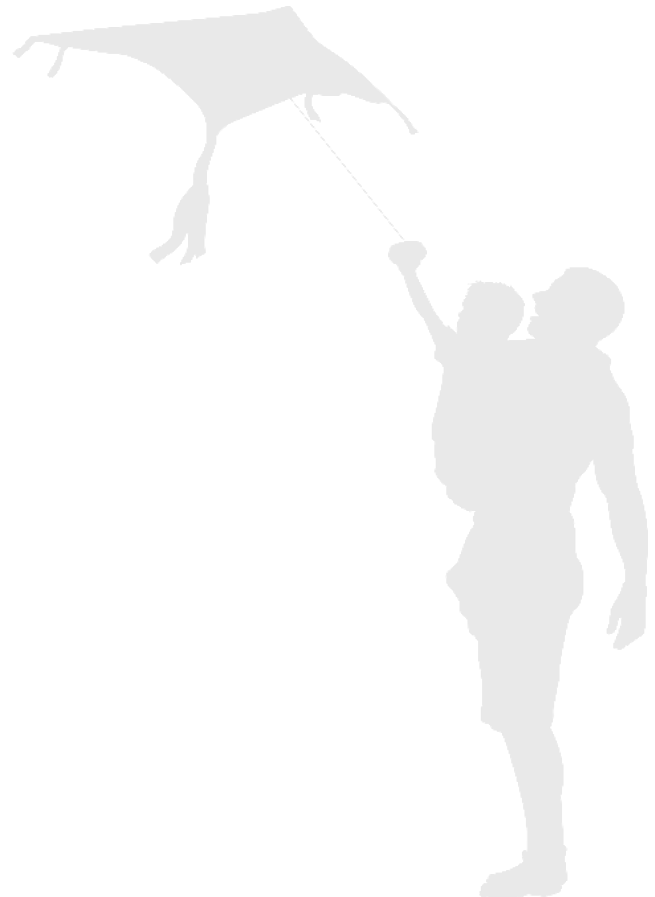
Non-custodial parents who owe arrears to the State of Kansas may qualify for the incentive program and receive credit towards their arrears by completing education/training and/or self-improvement classes. Incentives are reviewed on an individual case-by-case basis and not a guarantee.

Eligibility: No eligibility or income requirements to receive services.

Referral: Referrals come from EES when families are receiving TANF, Food Assistance, Medical, Child Care Assistance. Referrals also come from PPS when children are in Foster Care.

Partners: Maximus, Young Williams, Kansas Payment Center

How to contact: CSS Customer Service 1-888-757-2445; email DCF.CSSInfo@ks.gov.



ECONOMIC AND EMPLOYMENT SERVICES (EES):

Food Assistance



Serves: Low-income households.

Services: Electronic debit card with benefits to buy food at participating retailers. Any food purchased with

benefits is tax free.

Eligibility: Gross income limit of 130% of the federal poverty level. Special considerations for elderly and disabled households. Able bodied adults without dependents (ABAWDs) must be working or in training at least 20 hours per week. ABAWDs are required to participate with the E&T program for 30 hours per week. Other requirements as applicable.

Referral: No referral required. Applications available for all, online or paper.

Partners: Outside agencies may assist clients in the application process.

How to contact: (888) 369-4777 or email DCF.(officename)EES@ks.gov.

Ex: DCF.TopekaEES@ks.gov



Temporary Assistance for Needy Families (TANF)



Serves: Families with children 18 and under, or age 18 and working toward attainment of a high school diploma or its equivalent and pregnant women.

Relatives taking care of children within the 5th degree of relationship.

Services: Cash for household needs on an electronic debit card.

Eligibility: 24-month limit for lifetime. Standards vary according to the county. Cooperation with child support condition of eligibility. Cooperation with a Career Navigator is mandatory for adults receiving TANF assistance. See Employment Services section for more information.

Referral: No referral required. Applications open to the public, online or paper available.

Partners: Career Navigators and those they contract with for services. See Employment Services section.

How to contact: (888) 369-4777 or email

DCF.(officename)EES@ks.gov. Ex:

DCF.TopekaEES@ks.gov

Child Care Assistance



Serves: Families with children, usually ages 12 and under.

Services: Electronic funds paid directly to DCF enrolled providers to cover the cost of child care.

Eligibility: Income limit of 250% of the federal poverty level. Adults must be employed a certain number of hours a week, and/or in education or training. Cooperation with child support condition of eligibility.

Referral: No referral required. Applications open to the public, online or paper available.

Partners: Child Care Aware provides resources and referrals to available providers.

How to contact: (888) 369-4777 or email

DCF.(officename)EES@ks.gov. Ex:

DCF.TopekaEES@ks.gov

Foster Care Child Care



Serves: Children in Foster Care

Services: DCF Foster Care Child Care (FCCC) assistance is provided for children in foster care to cover the cost of regular child care and enrollment feeds. Electronic funds are paid directly to DCF enrolled providers to cover the cost of child care.

Eligibility Requirements: Children in foster care living in Kansas ages birth through 13, or 13-18 years old with a special need. Responsible adult must have a qualifying need, such as work or education.

Referral: Referrals come through an application provided through the case management provider. No referral required. Applications available for all, online or paper.

Partners: Saint Francis Ministries, KVC Kansas, TFI Family Services, Inc., and Cornerstones of Care

How to contact: (785) 368-8594 or email DCF.FosterCareCC@ks.gov

Low Income Energy Assistance Program (LIEAP)



Serves: Households that are responsible for paying their own energy bills.

Services: Funds paid directly to utility providers for energy costs.

Eligibility: Households below 150% of the federal poverty level. Must include everyone living in the household.

Referral: Applications open to the public during LIEAP season which runs January through the end of March.

Partners: Typically, payments are made directly to utility companies.

How to contact: Call 1 (800) 432-0043

Emergency Water Assistance Program



Serves: Households that are responsible for paying their own water and/or wastewater bills.

Services: Funds to pay past due and/or disconnected drinking water and/or wastewater bills.

Eligibility: Program will end when funds are exhausted. Income limits at 150% of the Federal Poverty Level. Must include everyone living in the household.

Referral: Applications open to the public available online and in DCF offices.

Partners: Public water utility vendors for requested documentation.

How to contact: Email

DCF.WaterApplication@ks.gov or Mail or fax to your local DCF office.



EMPLOYMENT SERVICES:

TANF Work Programs



Serves: Adults who are receiving TANF benefits or in TANF Transitional Services.

Services: Intensive case management including extensive career assessments, career planning, career etiquette, financial literacy, educational opportunities, training opportunities, internships, job placements, employment retention, child care assistance, funds for work and education related expenses.

Eligibility: Adults who are current TANF recipients. Must cooperate and remain engaged with designated Career Navigator. Must cooperate with Child Support Services.

Referral: Referrals come from EES and the KEES system to the Career Navigators.

Partners: Can partner with Vocational Rehabilitation services if applicable. Local provider agreements for intensive employment services.

How to contact: (888) 369-4777 or email DCF.(officename)EES@ks.gov.

Ex: DCF.TopekaEES@ks.gov

GOALS



Serves: Adults with families who are receiving Food Assistance.

Services: Intensive case management.

Funds paid directly to vendors for needs related to employment and training. Services include education, job skills training, vocational education, contracted employment services, Child Care Assistance, vehicle repairs, tuition and books, tools and uniforms, glasses, and dentures. Other services may be available.

Eligibility: Voluntary program for adults with children receiving Food Assistance. Must meet all eligibility requirements of Food Assistance. Must maintain communication with GOALS Career Navigator. Some services may be time limited.

Referral: Referrals come from EES and the KEES system to the Career Navigators.

Partners: Local provider agreements for intensive employment services.

How to contact: (888) 369-4777 or email DCF.(officename)EES@ks.gov.

Ex: DCF.TopekaEES@ks.gov

SNAP Employment and Training



Serves: Adults without dependents who are receiving Food Assistance. ABAWDs who are not meeting 30 hours per week work requirement or exempt are mandatory to participate.

Services: Education, job skills training, vocational education, education activity costs, transportation, contracted employment services, vehicle repairs, tools and uniforms, glasses, dentures, and rent. Other services may be available.

Eligibility: Must meet all eligibility requirements of Food Assistance. Must maintain communication with Career Navigator and participate 30 hours per week.

Referral: EES makes referrals to the E&T program at time of Food Assistance approval.

Partners: Local provider agreements for intensive employment services.

How to contact: (888) 369-4777 or email DCF.(officename)EES@ks.gov.

Ex: DCF.TopekaEES@ks.gov



REHABILITATION SERVICES:

Pre-ETS (Pre-Employment Transition Services)



Serves: Teen and young adult students with disabilities.

Services: Job exploration, counseling, self-advocacy, workplace readiness training, career counseling, and work-based learning experiences.

Eligibility: Students with disabilities ages 14-21. Must be participating in a secondary, post-secondary, or other recognized education program.

Referral: Referrals are preferred but not required. A student's name and contact can be provided. Anyone including The Local Education Agency may refer students. Applications available on the DCF website.

Partners: School special education programs and LEAs.

How to Contact: Rehabilitation Services toll-free Customer Service Line: 1-866-213-9079.

Vocational Rehabilitation



Serves: Adults and youth with disabilities

Services: Job exploration, counseling, self-advocacy, workplace readiness training, career counseling, work-based learning experiences, and individualized plans of employment

Eligibility: Adults with a physical or mental disability which results in a substantial barrier to employment and requires VR services to get a job.

Referral: Referrals not required. Applications available on the DCF website.

Partners: Service providers, secondary & post-secondary educational institutions, consumer & advocacy agencies, community partnerships, and local businesses/industries

How to Contact: Rehabilitation Services toll-free Customer Service Line: 1-866-213-9079

The Business Enterprise Program



Serves: Legally blind adults

Services: Job opportunities in food service and vending operations in public and government facilities.

Eligibility: Must be legally blind.

Referral: Call for more information.

Partners: Public and government facilities

How to Contact: Call 785-368-7471 or toll-free 1-866-213-9079

The Older Blind Independent Living Program



Serves: Legally blind adults aged 55 or older

Services: Variety of services designed to assist in independent living; including skills training, orientation and mobility, assistive devices, and techniques for household organization.

Eligibility: Must be legally blind and age 55 or older.

Referral: Contact local agencies for more information.

Partners: Local agencies providing services vary according to county.

How to Contact: Click on your county on the page [Independent Living Services for Blind or Visually Impaired Seniors \(age 55+\) - Services \(ks.gov\)](#)

Centers for Independent Living (CILs)



Serves: Individuals with disabilities

Services: Information and referral, individual and systems advocacy, peer support, and independent living skills training and services to support deinstitutionalization

Eligibility: Individuals with disabilities. See local agencies for more information.

Referral: Contact local agencies for more information.

Partners: Local agencies providing services vary according to community.

How to Contact: Click on your county on the page [Centers for Independent Living - Services \(ks.gov\)](#)

Kansas Commission for the Deaf and Hard of Hearing (KCDHH)



Serves: Individuals who are deaf or hard of hearing

Services: Information, referrals, quality assurance screenings for sign language interpreters, advocacy, and resources

Eligibility: Varies according to services and resources.

Referral: Contact local agencies for more information.

Partners: Agencies and organizations throughout Kansas.

How to Contact: Phone (785) 368-8034 or visit the website [Commission for the Deaf and Hard of Hearing \(ks.gov\)](http://Commission for the Deaf and Hard of Hearing (ks.gov))

