

**State Plan for Pandemic EBT
Summer 2023
February 16, 2023**

1. State: Kansas

2. Primary Citation: Families First Coronavirus Response Act (FFCRA), as amended.

3. Executive Summary:

Please provide the following data. In addition, please include a statement indicating that you commit to informing USDA of any significant increase or decrease in these data points during the summer period covered by this initial plan (or subsequent amendment).

- a. Estimated total amount of P-EBT benefits the state will issue to school children within this amendment’s date range.¹ (Consult the appropriate table in Section 4, “Benefit Levels.”)
- b. Estimated total number of school children to which the state will issue P-EBT benefits.
- c. Tentative P-EBT issuance schedule (the date(s) on which Summer P-EBT benefits will be issued). Assuming that the public health emergency ends on May 11 as anticipated, P-EBT funds will not be available beyond the end of fiscal year 2023. **As a result, states must issue all P-EBT benefits by September 30, 2023.** This applies to P-EBT benefits for school year 2022-2023 and summer 2023. Benefits issued by the states for the summer and school year after this date may result in liability to the state.
- d. Names of state agencies involved in administering this plan.

Response:

Estimated number of school children: 113,702 children

Estimated amount issued to school children: \$13,644,240

Kansas commits to notifying USDA FNS of any significant increases or decreases in estimations that impact this plan.

¹ The Biden Administration recently announced that, at present, it intends to end the COVID-19 public health emergency declaration on May 11, 2023. In the event that the public health emergency does end on May 11, prior to the start of P-EBT’s covered summer period, states may not issue P-EBT summer benefits to children in child care in 2023.

Summer P-EBT benefits will be issued as a one-time payment to eligible children. Issuance will be staggered over a ten-day period. Direct certification batch will issue in January 2024, with reconsideration process available from February 1, 2024 – February 29, 2024. All payments will be issued no later than April 30, 2024.

The State agencies administering this plan are the Kansas Department for Children and Families (DCF) and the Kansas State Department of Education (KSDE).

4. Summer P-EBT for school children:

- Describe how the state will identify school children who attended an NSLP-participating school at the end of school year 2022-2023 who qualified to receive free or reduced price school meals under the NSLP or SBP. This group includes:
 - School children who attended a school that participated in the Community Eligibility Provision or Special Provisions 2 or 3 in school year 2022-2023.
 - Children who were directly certified for free school meals or who were certified by application for free or reduced price school meals during school year 2022-2023, or children who are determined newly eligible for free or reduced-price meals.

States may not issue summer 2023 P-EBT benefits to children who did not attend an NSLP-participating school at the end of the school year immediately preceding the summer (i.e. at the end of SY 22-23).

- Describe how the state will ensure that households with children eligible for free or reduced price school meals will have an opportunity to establish their eligibility by application through the end of SY 22-23 and into the summer of 2023 (*to the extent possible*). USDA understands that states that elect to keep their school meal application process open beyond the end of the school year will set a summer application deadline that allows the states to process these applications and issue benefits by September 30, 2023.

Response:

Kansas SFA's determined eligibility for free or reduced-price school meals for SY2022-2023. FRSL data along with attendance as of May 31, 2023 data will be used to determine eligibility for SY2022-2023 Summer P-EBT benefits for school-aged children. This would include students that graduated in SY2022-2023. Virtual and Homeschooled students for SY2022-2023 are not eligible for Summer 2023 P-EBT benefits. Children that received Child Care P-EBT for SY2022-2023, including children that attended a Pre-K NSLP-participating program will not be eligible for Summer 2023 P-EBT.

The Kansas State Department of Education (KSDE) will provide information, instructions and deadlines to Kansas School Food Authorizes (SFAs) at a Town Hall meeting on August 24th. KSDE will provide technical assistance to Kansas SFAs throughout the data collection period to make sure correct data is provided to DCF. Kansas SFAs have student qualified attendance and free or reduced-price meal data for SY22-23. SFAs will submit data to Kansas Department for Children and Families (DCF) no later than October 13, 2023. DCF will provide a template for SFAs to use to collect and submit data. SFAs will submit data (template) to DCF through encrypted email.

SFA data records submitted to Kansas DCF will be matched with data available in SNAP eligibility system (KEES) to determine eligibility for Summer 2023 P-EBT and issue a one-time payment. Children's data that matches records in KEES and are eligible will be issued Summer 2023 P-EBT benefits through the direct certification batch process. Benefits for those that can be matched will be issued tentatively in January 2024 during a ten-day period. Kansas DCF will issue to as many children as possible through direct certification data batch process, but not all children will be able to be identified and/or matched. SFA data provided must match DCF data to determine eligibility through direct certification. Children that were unable to be matched in SNAP eligibility system (KEES) will be required to apply. Applications will be available through the Self-Service Portal from February 1, 2024, through February 29, 2024. Application will be used to collect needed information from households that did not receive an automatic issuance. Information from the application will be matched to data from SFAs. Children unable to be matched to the data list will be communicated to SFAs to determine if the child was eligible for FRSL and qualified attendance. Applications will be processed as received and benefits issued by April 30, 2024.

No touch bot will be implemented to use person match logic on each child on the application against the file provided by SFAs to verify eligibility. If all children are matched, the bot will register the application and a batch will process the application, issue benefits and send all notices. If at least one child cannot be match, the Self-Service Portal will trigger an electronic request for the school to verify manually. Once verified by school, the bot will register the application and a batch will process the application, issue benefits and send all notices. Applications will be tracked, and worker intervention will be available, as needed.

Kansas DCF will be responsible for issuance of P-EBT benefits, as well as issuance of Kansas Benefit Cards, replacement cards, notices to clients and provision of customer service and support. DCF will issue SY22-23 Summer P-EBT retroactively and will consider beginning of the school year to be August 01, 2022 through end of school year May 31, 2023. Kansas State Department of Education (KSDE), in collaboration with LEAs, is responsible for eligibility determination through the direct certification process, the NSLP application process and attendance data.

The U.S. standard benefit of \$120 will be issued to all eligible school children.

5. Benefit Levels

Summer 2023 P-EBT Benefit

Please note that this new benefit from the Consolidated Appropriations Act, 2023 has changed from the level for Summer 2022 P-EBT benefits.

Summer 2023 P-EBT Benefit	
Contiguous U.S.	\$120
Alaska	188
Hawaii, Guam, Virgin Islands, Puerto Rico, American Samoa, Commonwealth of the Northern Mariana Islands	139

6. Implementation Timeline, EBT Processing, and Benefit Issuance

Please provide an implementation timeline for summer 2023 with estimated dates for major milestones in your plan.

- States should develop their timeline cooperatively, including input from its EBT processor and all state agencies involved in implementing P-EBT. Instead of using specific dates, describe important milestones and realistic durations between them. USDA suggests that states build their timelines from the date USDA approves the state's plan (Day #0).
- The timeline must include the state's tentative issuance dates. In past years, most states issued in phases, and on a rolling basis thereafter. For example: issuance to SNAP households Day #10, to non-SNAP households on Day #15, and to newly identified cases from Day #16 onward. This is a best practice, which we encourage states to continue.
- If the PHE ends on or before September 30, 2023, states must issue all P-EBT benefits by September 30, 2023.
- Examples of other possible milestones include, but are not limited to:
 - State Education agency provides student data to SNAP state agency (Day #5)
 - P-EBT hotline becomes active (Day #9)
 - Public notice campaign begins (Day #10), etc.

Please also address each of the following:

- Will the state issue P-EBT benefits on a unique P-EBT card design? If so, who will receive these cards, non-SNAP households only? Or also SNAP households?
- How will the state distinguish P-EBT from SNAP and D-SNAP issuances? USDA strongly encourages the use of a sub-benefit type, even if your state did not do so in P-EBT issuances for previous school years. This will greatly facilitate the states' ability to report and USDA to maintain accountability for P-EBT.

- What will be your draw/spend priority for P-EBT, SNAP, and D-SNAP? USDA suggests making P-EBT first on your draw/spend priority.
- How will the state handle expungement of P-EBT benefits? USDA recommends that states follow the same expungement rules that the state currently follows for SNAP.
- How will you and your EBT processor handle returned P-EBT cards? How will you handle the need to issue replacement cards in these cases?
- Will you issue *new* P-EBT cards to existing P-EBT households?
 - If so, who will receive these cards? Non-SNAP households only? Or also SNAP households?
 - If not, how will you handle cases where the P-EBT household no longer has their P-EBT card?

Response:

In Kansas the goal is to start to issue SY22-23 Summer P-EBT in January 2024 with all payments issued by April 30, 2024. This is a high-level estimate for a timeline and may change.

- July/August 2023 – Finalize and obtain approval for Summer 2023 P-EBT plan with FNS.
- August 24, 2023 – Kansas SFAs will be notified and provided instructions regarding data for Summer P-EBT and deadlines.
- September/October 2023 – Kansas SFAs will provide list of eligible students to DCF no later than October 13, 2023.
- December 2023 – Change Request will be released in KEES
- January 2024 – Direct certify batch/issuance will occur
- February 2024 – P-EBT application available on Self-Service Portal
- March/April 2024 – Clean up and issue all benefits by April 30, 2024.

DCF will use the regular Kansas Benefit Card for P-EBT benefits. DCF will not issue new Kansas Benefits Cards to P-EBT households unless the household does not have an active Kansas Benefits Card. A card will be sent to the household if one has never been issued in the past. Kansas will follow the same distribution model utilized in the previous P-EBT program. All EBT accounts are established in the name of the head of household. All P-EBT households will receive P-EBT benefits on a Kansas Benefits Card. If a household needs a replacement card the client will call FIS at Customer Service for a replacement card, and it will be re-issued. All replacement cards will be sent from FIS via the mail. Undeliverable cards will be returned to FIS who will in-turn provide DCF with this information. P-EBT benefits will follow the same expungement rules that the state follows for SNAP. The draw priority will be P-EBT, SNAP, and D-SNAP. P-EBT will draw first priority

7. Customer Service

To complete Section 7, we encourage states to use language from their previously approved SY 22-23 plans, if applicable.

- How will the state resolve disputes or issuance errors (incorrect benefit amount, denied benefits, etc.)? Based on the large number of such inquiries received by USDA, the states, and EBT processors, USDA suggests a phone number (hotline) staffed by personnel empowered to research and address such cases.
- Please describe how the state will serve groups with potential access problems, for example: homeless children, foster children, children without social security numbers, children and caregivers with limited English proficiency, households without internet access, and people living with disabilities.
- Describe the state's public information campaign. That is, the information you will provide to the general public (i.e., *not directly* to P-EBT participants), and how you will provide that information (i.e., print or broadcast advertising, social media, mailers to the general population).
- Describe what information you will provide for households that do not want the P-EBT benefit that is directly issued to them. How to dispose of the card, etc.
- Describe the information you will provide *directly* to P-EBT participants (this is different than the information you provide to the general public), and how you will provide that information. For example:
 - What will you provide to explain the purpose of P-EBT and how to use the benefit? Based on the large number and wide variety of public inquiries that USDA, states, and EBT processor call centers received regarding P-EBT in over the past year, USDA recommends it include:
 - A description of P-EBT
 - Instructions for PINing a P-EBT card
 - Explanation of where benefits can be used
 - Explanation of how benefits can and cannot be used (i.e., eligible foods and non-eligible items)
 - Explanation of violations and penalties, such as trafficking
 - An indication that benefits are non-transferable
 - Instructions for destroying the card, if they want to decline benefits
 - Information regarding a hotline, helpdesk, or website/portal that participants can reach out to, if they have questions, need assistance (setting up a PIN, for example)
 - How will you provide P-EBT information to non-SNAP households? How will you provide P-EBT information to SNAP households?
 - Will you provide information via mailers? Will the mailer(s) be a flyer/brochure, buck slip, letter, or some other alternative? USDA recommends flyers/brochures, because these can be used more flexibly than buck slips.
 - Will you provide information via e-mail, text messages, social media, website, robo-call, and/or other electronic means?

Response:

Individuals may reach out directly to Department for Children and Families to dispute their benefit amount or eligibility for P-EBT benefits. Contract and/or DCF Staff will be equipped to answer P-EBT questions and do appropriate case research to assist in resolving any disputes or errors regarding P-EBT benefits. DCF will have an email box for P-EBT questions and concerns that cannot be resolved by staff, and this will be monitored by DCF Program Staff.

Homeless individuals may need to contact DCF to provide an address for receiving their card if they do not already have one. DCF has an integrated eligibility system that includes Foster Children. P-EBT cards will be issued to the head of household not the child. Head of Household without a social security number will follow the same model utilized in the last round of P-EBT. The head of household without a social security number will contact DCF for assistance in setting up their card to access the benefits on the EBT card. Individuals without a SSN must contact their local DCF office to set up an alternate password to activate the EBT account. If a password is necessary, the password is directly entered into ebtEDGE by DCF staff. These individuals can then call FIS and choose a Personal Identification Number (PIN). These instructions are included in a training brochure the client receives with their Kansas Benefits Card. Those with limited English proficiency will be able to speak with a DCF worker using interpreter services. Mailings will be provided in English and Spanish, based on client's correspondence preference recorded in the eligibility system or on the application.

DCF will conduct a public information campaign to alert those receiving P-EBT benefits and the general public of the purpose of P-EBT and how it is to be used. It will also communicate to families' directives on applying for school-aged children in their household that did not receive Summer 2023 P-EBT through automated issuance. This will include information on where and when to apply. Kansas will post information on the Kansas DCF public website, social media, information shared with our SNAP outreach partners and press releases. KSDE will send P-EBT information to the schools to assist eligible households with questions and concerns.

Both SNAP and non-SNAP households will receive information about P-EBT notice of approval for P-EBT, DCF public website, social media, and other electronic means. The information shall include the following:

- A description of P-EBT
- Instructions for setting the PIN for the EBT card
- Explanation of where benefits can be used
- Explanation of how benefits can and cannot be used (i.e. only purchase food items)
- Explanation of violations and penalties, such as trafficking
- An indication that benefits are non-transferable

- Instructions for destroying the card, if they want to decline benefits
- Information regarding the agency contact information and the DCF website with FAQs
- Phone number for FIS for replacement card requests

8. Over-issuance of P-EBT benefits

To complete Section 8, we encourage states to use language from their previously approved SY 22-23 plans, if applicable.

States should outline a process to recover or adjust P-EBT payments to correct errors on previous issuances. States cannot simply apply their existing SNAP benefit claim process to P-EBT. Accordingly, states should develop P-EBT-specific rules and procedures and include those in their state plans. States must also consider the capability of their SNAP systems to distinguish P-EBT from SNAP benefits.

The process should take into consideration that many households received their benefits, without application, through an automated match process that relied on the state's own administrative data. Reclaiming benefits under those circumstances calls for a process that weighs the equity of the claim, the burden on affected households, and the likelihood and costs of recovery. Given those considerations, a state's P-EBT plan should consider reasonable thresholds for taking action to recover over-issued benefits. states that establish a process for benefit recovery must provide clear notice to beneficiaries of the circumstances under which the state may attempt to recover benefits or reduce a future issuance. Under no circumstances may the state reduce a SNAP benefit to settle a P-EBT claim.

Finally, the states recognize that USDA is responsible for ensuring accountability of funds for P-EBT purposes. As part of its oversight responsibilities, USDA may hold state agencies liable for aggregate over-issuances or improper payments. USDA's course of action is to pursue P-EBT over-issuance claims in the aggregate where USDA believes such action is merited, based on the nature of the error that gave rise to the over-issuance, the size of the error, and whether such action would advance program purposes.

Please describe how your state will manage P-EBT payment errors.

Response:

Kansas DCF will make every effort to approve only households with eligible students for Summer 2023 P-EBT benefits, including identifying potential risks for improper payments to ensure high level of integrity. Any possible benefit over-issuance or improper payments that KS DCF becomes aware of will be investigated and appropriate action will be taken. DCF will investigate the over-issuance or improper payment by checking the information provided by the SFAs/KDSE, checking the information in KEES. If it is determined after investigation and research that there was an over-issuance or improper payment a DCF eligibility worker will take the appropriate action to initiate a claim. Examples of an over issuance or improper payment would be duplicate benefits or issued to the wrong household. DCF will ensure that no additional benefits are issued to an ineligible household

for future months. In no instances will Kansas DCF reclaim P-EBT benefits by reducing a household's SNAP benefit. Kansas will not recoup against SNAP benefits already issued. Any over-issuances identified will be submitted to USDA for review prior to any recoupment of benefits. Spreadsheet provided by USDA will be used to track and submit these claims to USDA for review.

9. Benefit Issuance Reporting

The state agrees to complete the FNS-292 form as well as all other normally recurring SNAP reporting, including the FNS 46, 388, and 778 reports, on a timely basis in accordance with requirements.

10. Administrative Funding

A separate grant to cover state level administrative costs associated with the administration of P-EBT will be awarded to the SNAP state agency within each state. As the authorized grantee, the SNAP state agency will be granted access to the associated letter-of-credit in which the administrative grant funds will be placed. As P-EBT related state administrative costs may be incurred by state agencies other than the SNAP state agency, the SNAP state agency will be responsible for entering into interagency agreements in the form of a Memorandum of Understanding, or document of similar construct, with all other respective state agencies responsible for delivering P-EBT benefits. The SNAP state agency will be responsible for reimbursing the administrative costs of all associated agencies accordingly.

Prior to USDA releasing the grant for administrative funding, each SNAP state agency will be required to submit a P-EBT Budget Plan using the FNS-366(a) Program and Budget Summary Statement. Funds will not be released to the SNAP state agency's letter-of-credit until this plan is submitted and approved. The SNAP state agency's Budget Plan should include the estimated administrative costs for all state agencies that will be handling P-EBT.

As noted in Item 10 above, the SNAP state agency will be also responsible for reporting all administrative expenditures on a separate FNS-778, Supplemental Nutrition Assistance Program, Federal Financial Report designated specifically for P-EBT. The expenditures on the FNS-778 should align with those outlined in the FNS-366(a), Program and Budget Summary Statement. The forms associated with P-EBT will be modified accordingly.

11. Release of Information

Per Section 1101(e) of the Families First Coronavirus Response Act: "Notwithstanding any other provision of law, the Secretary of Agriculture may authorize state educational agencies and school food authorities administering a school lunch program under the Richard B. Russell National School Lunch Act (42 U.S.C. 1751 et seq.) to release to appropriate officials administering the supplemental nutrition assistance program such information as may be necessary to carry out this section."

12. Civil Rights Statement

The state will continue to comply with civil rights requirements by not discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity. The state will also provide meaningful access to its programs and activities for individuals who are limited English proficient, and provide equal access to individuals with disabilities.

13. Administration of State P-EBT Plan

The state will administer P-EBT according to the terms of its approved state plan. In general, conditions related to benefit issuance reporting, administrative funding, and release of information remain in effect for the covered summer period. If the state wishes to change any of the terms of its plan, the state shall first notify USDA and will, if requested by USDA, submit a plan amendment for USDA review and approval.

Reminder

If the state needs to make any significant changes to its Summer 2023 plan after approval, the state needs to submit an amendment to USDA that describes the change and its impact on operating summer P-EBT. USDA will review the amendment and approve allowable amendments.

Signatures and Titles of Requesting SNAP and Child Nutrition State Agency Officials:



Signature
Laura Howard, Kansas DCF Secretary



Signature
Cheryl Johnson MS, RD, LD
Director Child Nutrition & Wellness, KSDE

Date of Request: 07/14/2023