

Applying for Benefits



Providing Information and Verifications

When applying for benefits online or submitting a paper application, it is important to provide the required information and verifications to determine eligibility and benefits. Verification and information provided are kept confidential.

An application is considered valid on the date received with the applicant's name, address and signature. Eligibility is determined from the date the application is received. The applicant will still need to provide information to qualify for Food Assistance (FA), TANF Cash Assistance (TANF), Child Care Assistance (CC), and Low-Income Energy Assistance (LIEAP). FA and TANF require an interview to determine if the applicant is eligible for benefits.

On the application, include information about:

- Applicant and others in the household (All people living in the household for LIEAP)
 - Applicant's spouse
 - Cohabiting partner, boyfriend/girlfriend (TANF/CC only)
 - The children (living with them) of the applicant, cohabiting partner or boyfriend/girlfriend
- Additional household members including:
 - Parent of a child 21 and under (FA only)
 - People who purchase and prepare food together (FA only)
 - Non-parental caretaker of any minors
 - Household members applying for benefits

On the application, answer all questions:

- Street and mailing address
- All phone numbers applicant can be reached
- Social Security numbers and dates of birth for each person (Social Security numbers are not required for CC)
- Disability/Medical conditions
- Citizenship or non-citizenship status
- Students/School attendance
- All income, resources, expenses
- Child Care provider, parent(s) schedule, child(s) school name and schedule (CC Only)

Verifications are proof of the information reported on an application for assistance.

- Some information can be verified by consumer statement
- Some information requires a document to verify
- Each program has different verification requirements

Verifications Information You Need to Provide by Program

As part of the application process, specific information must be verified. The applicant will receive a letter requesting additional documentation if further verification is required. Applicants need to open all mail from DCF to identify the required verifications. It's worth noting that the more documents provided with an application, the quicker eligibility can be determined. If someone is applying for FA or TANF, they will receive a phone call to complete an interview.



Food Assistance



TANF Cash Assistance



Child Care Assistance



LIEAP

| | | |
|---------------------------------|---|--|
| Identity | ID with a name for all household members 18 and over | |
| Citizenship | Birth Certificate or passport | |
| Relationship | Caretaker relationship within the fifth degree of kinship -Birth Certificates | |
| Non-Citizen | An official document showing immigrant status | |
| Ongoing Employment | Most recent 30 days of pay stubs | |
| New Employment | Employer statement should include the date employment began, hours worked per pay period, pay rate, how often paid, day of week paid, date of first check, tips, commission | |
| Terminated Employment | In the month of application or the prior month, employer statement with the date employment ended and the date and amount of the last check | |
| Self-Employment | Ongoing, most recent tax return New no taxes filed, recent three months business ledgers Just started self-employment, signed statement of expected income | |
| Child Support Income | Child Support voluntarily received or received from another state most recent three month history | |
| Gift Monies | Statement from the person gifting money, amount and how often | |
| Other Income | Social Security, SSI, Tribal, VA, Workers Comp, Unemployment, Retirement, or any other income | |
| Resources | Copies of Annuity, Stocks, Trust, Bonds Real Estate - except the house the applicant resides in | |
| School Attendance | A child is 18 years of age and attending High School | |
| Training Program | Able-Bodied Adult Without Dependents (ABAWD) attending a training program | |
| Drug/Alcohol Treatment | Able-Bodied Adult Without Dependents (ABAWD) in a drug or alcohol treatment program, rehabilitation treatment program | |
| Potential Resources | Proof of applying for potential resources, Medicaid and unemployment benefits | |
| Out of State Benefits | Notice/letter from the other state affirming the date benefits ended | |
| Work Program Orientation | Complete the Work Programs Orientation online and provide a copy of the certificate URL: https://content.dcf.ks.gov/SD/WPOHTML/ | |
| Signed Forms | ES-3100DT Acknowledgement of TANF Drug Testing Policy (Spanish) E-6 Self-Assessment Form (Spanish) URL: https://content.dcf.ks.gov/ees/keesm/Forms/Formstoc.htm | |

Verifications Information You Need to Provide by Program (continued)



Food Assistance Specific Verifications That Might Increase Benefits

- Out of pocket medical expenses for elderly/disabled
- Child Support paid court ordered from another state



Child Care Choose an DCF Enrolled Provider

- Find information about selecting a provider enrolled with the DCF at [DCF Child Care in Kansas](https://childcareinkansas.com/)
URL: <https://childcareinkansas.com/>
- DCF enrolled providers can be found calling 1-877-678-2548 or at [Child Care Aware of Kansas](https://ks.childcareaware.org/childcaresearch/)
URL: <https://ks.childcareaware.org/childcaresearch/>



LIEAP Specific Verifications

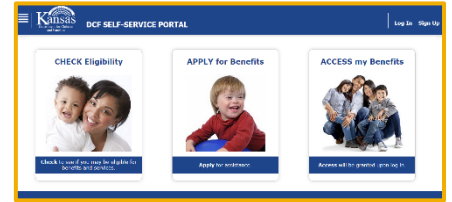
- Provide copies of your energy bills
- Provide a copy of your rental agreement if utilities are included in the rent

Submitting Verifications

- Verification documents can be submitted with an application, dropped off, via US mail, email, fax, or uploaded electronically via the DCF Self-Service Portal
 - Find the location and contact information for your local DCF Service Center [here](#)
- Make copies of the original documents to drop off or mail do not provide originals
- To accurately match verifications to a case, documents should have the following information written on them:
 - Case number (if known)
 - Name
 - Date of birth

DCF Self-Service Portal

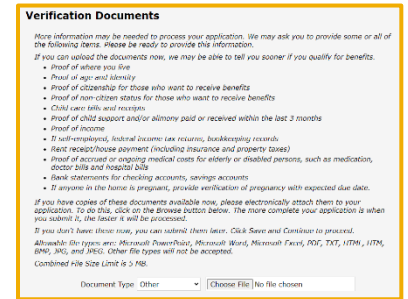
End-users can upload verification documents in the DCF Self-Service Portal to verify information. Allowable file types: Microsoft PowerPoint, Microsoft Word, Microsoft Excel, PDF, TXT, HTML, BMP, JPEG and JPEG. Other file types cannot be uploaded to the Portal.



The **Verification Documents** page on the DCF Self-Service Portal allows verification documents to be electronically uploaded when submitting an application, review form or providing verification to a linked case.

Steps to upload a document:

1. Select the **Document Type** from the drop-down values on the **Verification Documents** page and click the **Choose File** button.
2. Locate and select the document you want to upload and click the **Open** button.
3. The uploaded document name is displayed on the **Verification Documents** page and will be attached to an application, review, or linked case.



If applicable, complete steps 1-3 to upload additional verification documents.

The DCF Self-Service Portal can be accessed and is useful using an electronic mobile device such as a smartphone, tablet, or iPad.

- Verifications can be uploaded using an electronic mobile device following the same steps above
- Confirm that any images captured using an electronic mobile device are clear and readable

Learn How to Use the DCF Self-Service Portal

Steps to view a DCF Self-Service Portal tutorial:

1. On the DCF Self-Service Portal, click the hamburger menu in the top left corner.
2. The **Useful Links** menu displays. Select **How To Use This Site** from the menu.
3. The **Learn How To Use the DCF Self-Service Portal** page displays, select **How to use the DCF Self-Service Portal**.
4. The Learn How To Use the DCF Self-Service Portal page displays tutorial video links to view.

Useful Links

- [Office Locations](#)
- [Program Information](#)
- [Frequently Asked Questions](#)
- [How To Use This Site](#)
- [Terms and Conditions](#)
- [Give Us Your Feedback](#)
- [Reporting Requirements](#)
- [Go To Medical Portal](#)

Learn How To Use the DCF Self-Service Portal

The DCF Self-Service Portal (SSP) is a secure public facing portal that allows customers to complete and submit online applications for benefits. The SSP is available 24 hours a day, 7 days a week, from anywhere the internet can be accessed.

In this tutorial, consumers will learn how to:

- Navigate through the DCF website.
- Create your secure Profile.
- Determine your eligibility for benefits.
- Successfully submit your online benefits application.

Click below to view a SSP tutorial or to view a text - only PDF version of a SSP tutorial.

| | | | |
|----------------------------------|----------------------------|---------------------------|-----------------------------------|
| Introduction | View Video | View Text | View Spanish Text |
| Check My Eligibility | View Video | View Text | View Spanish Text |
| Sign Up and Manage My Account | View Video | View Text | View Spanish Text |
| Submit an Application | View Video | View Text | View Spanish Text |
| How to View and Upload Documents | View Video | View Text | View Spanish Text |
| How to Link and Unlink My Case | View Video | View Text | View Spanish Text |
| Report a Change | View Video | View Text | View Spanish Text |
| Renew My Benefits | View Video | View Text | View Spanish Text |
| How to Use the Message Center | View Video | View Text | View Spanish Text |