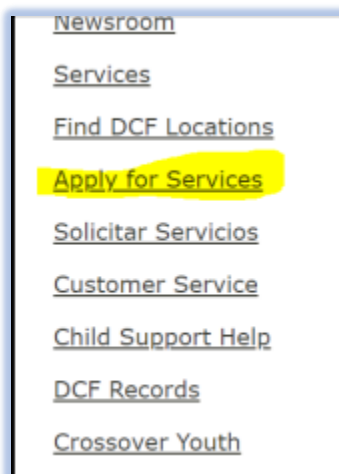


1. Families applying for PEBT should access the DCF Public website at www.dcf.ks.gov.



2. Users can either click on the yellow box that says “Apply for Services” or use the “Apply for Services” hyperlink. Scroll down to the bottom right area of the page and select the “Apply for Services” link. (Note: If “Apply for Services” hyperlink is clicked skip to step 4)



3. Select the link for “Go to the DCF Online Application and Self-Assessment”.

Welcome to the DCF Online Application for Services.

Important: It is recommended that you use one of the internet browsers listed below when using the DCF Online Application. Other browsers may cause issues with the screen display:

- Microsoft Internet Explorer 8 (IE8), Internet Explorer 9 (IE9), Internet Explorer 10 (IE10), or Internet Explorer 11 (IE11)
- Google Chrome version 35 or later
- Mozilla Firefox version 29 or later
- Apple Safari versions 6.1-7.1.1

What would you like to do today?

[Applying for Benefits Desk Aid](#)
[Applying for Benefits Desk Aid- Spanish](#)

[Go to the DCF Online Application and Self-Assessment](#)

4. The DCF Self-Service Portal will display. Users can “Log In” if they have an existing account or they can “Sign Up” and create a new account. Users can contact Tier I Help Desk at 1-877-782-7358 if they have problems with account access or the application process.

The screenshot shows the Kansas DCF Self-Service Portal. At the top left is the Kansas logo with the text "Kansas Department for Children and Families". To its right is the text "DCF SELF-SERVICE PORTAL". At the top right are the links "Log In" and "Sign Up". Below the header is a message: "If you have trouble using this site, please contact our Help Desk at 1-877-782-7358." Below this is a notice: "If you are interested in applying for the Hero Relief Program, please use the standard Child Care Assistance application by clicking on 'Apply for Assistance.'" Below that is another notice: "Starting July 10, a Two-Step Authentication process will be required to sign into your account. This process adds security to help keep your information safe. A verification code will be sent to you based on your choice of text message, voicemail or email." At the bottom are three main navigation buttons: "CHECK Eligibility" with a photo of a woman and a child, "APPLY for Benefits" with a photo of a smiling child, and "ACCESS my Benefits" with a photo of a family.

- When signing up for an account, users will need to use the two-step authentication. Users can enter both a mobile phone and email. If an email address and mobile phone number are both entered, consumers must select both mobile phone number and personal email in the next section. The user will be prompted to choose which method they would like to receive their verification code in the next step.

Contact Information

The information provided in this section is only for managing your online profile.

Home Phone Number (999)999-9999

Mobile Phone Number (999)999-9999*

Email (example@abc.com)

Choose the phone number or email checkbox below to add a more secure way to see your information. You may choose one or both options:

Mobile Phone Number * Personal Email

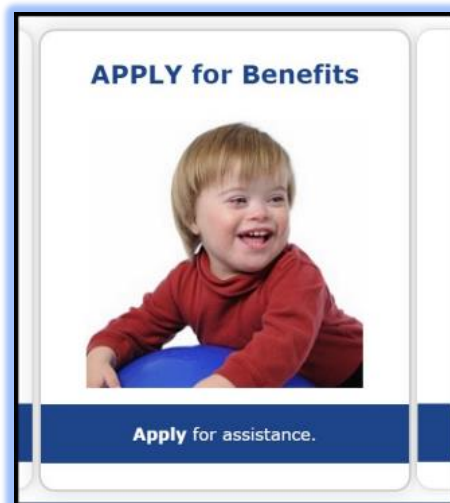
We will send you a verification code to enter on the next screen.

Would you like to opt-out of paper mailings? Yes No

By selecting 'Yes', you will receive documents in the self-service portal message center and no longer receive paper mailings

A red arrow points from the verification options section back to the Mobile Phone Number field.

- A prompt will display asking where you want your verification code sent to. Once the verification code is received and entered, the SSP Portal will display. Users should click on "Apply for Assistance".



7. This is the same application process used by all of the DCF non-medical programs. Users will need to navigate through the Welcome pages to start the application for PEBT. On the “Let’s get started” page, scroll to the bottom and select “Continue”.

APPLY

Let's get started

Here are some things to know before you start the application.

Submit this application as soon as possible. If you are eligible, some benefits start from the date a signed application is received in our office.

You may be able to get your food assistance benefits within 7 days. Food assistance benefits cannot be issued until an interview is conducted and you have provided proof of your identity.

If you can't complete the application now, give your name, address and signature and submit the application. All information must be complete before your application can be processed.

We may ask you to provide some or all of the following items. Please be ready to provide this information.


- Proof of where you live
- Proof of age and identity
- Proof of citizenship for those who want to receive benefits
- Proof of non-citizen status for those who want to receive benefits
- Child care bills and receipts
- Proof of child support and/or alimony paid or received within the last 3 months
- Proof of income
- If self-employed, federal income tax returns, bookkeeping records
- Rent receipt/house payment (including insurance and property taxes)

the answers you have given.

After you finish the application, you can submit it online. It may take 30 minutes or more to finish all the questions.

The application can be submitted at any time by clicking the "Submit Application" tab at the top of the screen.

Welcome Start Application People Job/Wages Other Income Expenses Resources Other **Submit Application**

Back  Continue

8. The “Instructions” page will display. Users can select the “Continue” button on the bottom right corner of the page.

Instructions

*The tabs above tell you what kind of questions we will be asking. The bar below the tabs tells you what you are to finishing the application.**

You'll see some questions with a star - next to them. You must answer these questions before you can go on to the next page.

Check this box next to the item you want to select.

Check this button next to the item you want to select.

Save and Continue

The Save and Continue button takes you to the next page.

Back

9. The “Start Your Application” page will display. Users can apply for PEBT. Users cannot select another program if they are applying for PEBT.

The screenshot shows a web form titled "APPLY" with a sub-section "Start Your Application". Below the title, it asks "Which programs are you applying for? * Check all that apply:". There are four checkboxes: "Food Assistance", "Cash Assistance (TANF or Refugee Cash Assistance)", "Child Care", and "Pandemic Food Assistance (P-EBT)". The "Cash Assistance" option has a bolded note: "In order to be eligible for cash assistance, there must be at least one child in the home under the age of 18 (including an unborn baby) or you need to qualify as a refugee." The "P-EBT" option has a bolded note: "You cannot apply for P-EBT with other programs selected; P-EBT must be the only program selected." A blue "Continue" button is located at the bottom right of the form area.

10. Applicants will be asked to provide their personal information (name, date of birth, SSN, phone number, email, and address). On the next page, applicants will be asked their gender and language preference. Once they save, the applicant can either add an additional adult in the home or Save and Continue to move to the student(s)/child(ren) information.
11. For each child(ren), the applicant will need to provide the child’s name, date of birth, and relationship. After entering that information, the applicant will move to the next page which will ask for gender, SSN, school district, and school type.
12. Applicants should use the “Add a Person” button to add each child in their home, that they are requesting benefits for. When finished, applicants can use “Save and Continue” to proceed to the “Submit Application” page.