

Community-Based Job Tryout (CBJT) Procedures

Step 1. The RS counselor will create two Service Authorizations in KMIS.

- The 1st Authorization is to the contractor for the CBJT in the amount of \$175.00 using service code 655.
- The 2nd Authorization is to the client for wages (Compensation) earned during the CBJT using service code 656. A **maximum of 80 hours** at a rate of \$7.25/hour may be authorized. *The client's authorization cannot be created unless the client has an active SMART ID and the SSN's match.

Step 2. The RS Counselor will ensure that prior to the client participating in a CBJT:

- The CBJT agreement form for each jobsite is signed and dated by the client, the community partner, and RS staff, and it is emailed to the [KMIS Help Desk](#).
- If the client has an active SMART ID, verify the SMART address is correct. If the address is incorrect, submit a TM-21 to [DCF Vendor](#) to update it. The form does not have to be processed prior to creating the Service Authorization, but it does need to be processed prior to creating the Payment Authorization.
- If the client does not have an active SMART ID, submit a W-9 form to [DCF Vendor](#) to be processed. Be sure it is completed with the client's name, address, social security number, signature, and date. The client's Service Authorization cannot be created until this form is fully processed.

Step 3. As part of the delivery of the CBJT service the contractor for the CBJT is responsible for monitoring the accuracy and completion of client log sheets. The following occurs when the CBJT is completed:

- The contractor for the CBJT is responsible for the timely sending of the signed and dated log(s), Service Authorizations, and report to the RS Counselor once the CBJT is completed.
- The RS Counselor will forward the completed Service Authorizations and log(s) to the [KMIS Help Desk](#).
- The KMIS Help Desk will create the client's payment and email the RS counselor that the Payment Authorization is ready to be finalized.
- The RS counselor finalizes the payment for the client.
- The RS counselor creates and finalizes the payment for the contractor.

Special Notes:

- The Client should be informed their wages could be claimed by the [Kansas Debt Setoff Program](#) if they owe any money to the State. Questions concerning debt setoff can be addressed by calling the Customer Call Center at 785-296-4628 - Monday through Friday, 8:00 am to 3:30pm.