

The health and wellbeing of our consumers, partners, contractors and employees are our top priorities and at the core of every decision we make. We believe it's critical that we all do our part to reduce the transmission of COVID-19. In considering vocational rehabilitation operations, we are following the guidance of the Kansas Department of Health and Environment and the CDC as well as our own Department for Children and Families. You represent our valued partners and you play a critical role in serving Kansans with disabilities. Therefore, we want you to be aware of the following steps being taken by Rehabilitation Services.

### **OPERATIONAL PROCEDURES**

Effective April 6, 2020 we are currently planning the following operational procedures.

- Expand telework for employees
- Meeting with consumers by phone instead of in-person
- Drop-in appointments are suspended until further notice
- All group meetings, training events, staff travel are canceled

Effective immediately: Continue to submit reports and invoices to your established contact people for each specific case of program. Contact program administrator or rehabilitation manager if you have concerns about maintaining authorized services.

### **INVOICES/PAYMENT**

To alleviate financial burdens during this difficult time, DCF has sent all financial invoices received thus far (Oct-Feb) for payment. DCF has granted extensions for February reports. Any February invoices already received have been sent for payment. For any grantees whose invoices were not received, we will estimate payment for February based on January's invoices, and adjust accordingly on a later date when you send in actual reports. We will make every effort to process payments, but there may be delays during this time.

### **SHELTERED WORKSHOPS**

Effective immediately, we are postponing all scheduled Career Counseling, Information and Referral group meetings for individuals earning subminimum wage. We are investigating options to conduct these sessions through conference calls or tele-meeting options. We appreciate all that you are doing on behalf of Kansans with disabilities on an ongoing basis as well as during these ever-changing times. If you have any comments, suggestion or questions, please email [margaret.spencer@ks.gov](mailto:margaret.spencer@ks.gov). Please put CCIR in the subject line of your message. Thank you and we will be in touch as we know more information and next steps.

### **BUSINESS ENTERPRISE VENDORS/MANAGERS**

- Send in January and February reports immediately
- Be ready to submit March information as soon as possible
- Answer the following questions:
  1. How many locations of yours have reduced hours, limited staff, limited access, or closed? Be sure to give the number of your KVF sites that are impacted.
  2. If you have employees, how many have been laid off / let go / furloughed? How many are still employed? If still actively employed, how many have reduced hours?
  3. What steps, if any, have you taken to seek assistance OUTSIDE of BEP? (SBA, Federal, etc.) Please include any challenges you have experienced seeking assistance.
  4. What financial impact have you, the KVF Manager, experienced so far? What impact do you anticipate moving forward if this situation continues much longer?