



Clients Name _____ Managed Care Organization _____

Talking points for Working Healthy Benefits Specialists when meeting with potential candidates for WORK:

1)	Assure that the member indeed qualifies for Working Healthy and they understand they will be paying a premium for Working Healthy. The referral for WORK can be requested while the member has full coverage KanCare, so authorization is coordinated with enrollment in Working Healthy. There must be current full coverage KanCare that will pay for the assessment with federally matched funds. Working Healthy needs to be authorized before WORK services can be authorized. If a member is receiving HCBS prior to enrolling in Working Healthy, WORK will begin the same month. Otherwise, Working Healthy will start first and WORK a month or two later. Discuss the anticipated start date for Working Healthy and preferred start date for WORK services.
2)	Discuss current supports and the planning necessary to assure a smooth transition to WORK supports. HCBS should continue through the end of the month prior to WH/WORK beginning. Members will not have a gap between leaving HCBS and enrollment in Working Healthy.
3)	The WORK assessor will contact them for an assessment within a week of the WORK Program Manager receiving the referral.
4)	Benefits planning is available if the member has questions about how earnings will affect their unearned income or other benefits.
5)	At the age of 65, they must return to the waiver program. (If they wish to continue receiving personal attendant care services through KanCare.)
6)	Discuss the differences between HCBS waiver services and WORK: <ul style="list-style-type: none"> • Household income is considered when determining premiums and this is different from how an HCBS client obligation is determined. • WH/WORK individuals may be charged a premium for Working Healthy instead of a client obligation. • Individuals who come to WORK from a waiver or waiting list are allowed to return to the waiver or waiting list should they need to.
7)	Discuss the timeline for reviews, providing requested documents and the importance of staying current with premiums. Consequences could include loss of WORK services for at least one month.
8)	Discuss Temporary Unemployment Plans, who to notify when earnings are below \$65.01 and the importance of reporting timely.
9)	Discuss the assessment process and the timeline for approval before beginning services. Note: If the KanCare Clearinghouse is notified by the WORK Program Manager of acceptance into WORK by the 18th of the month, WORK services will begin the first day of the following month. If the KanCare Clearinghouse is notified of acceptance into WORK after the 18th day and the end of the month, WORK services cannot begin until the first day of the second month following acceptance.
10)	Discuss the Allocation and the options. Important to note the allocation cannot :

	<ul style="list-style-type: none"> a. be used to pay WH premiums b. be counted as an IRWE (services paid for with the allocation are not IRWEs) c. be used to fund a PASS d. be used to purchase gifts e. be used to make loans f. be used to pay someone to be your representative g. be used to pay mortgage, rent, or utilities h. be used to pay for vehicles or vehicle repairs i. be used to purchase clothes j. be used to purchase food k. be used to purchase lottery tickets l. be used for entertainment or entertainment devices (TVs, DVD players, iPods, etc.) m. be used for alcohol, tobacco, or other drugs n. be used for items that are available through other sources (employer, VR, EN, etc.)
11)	<p>Provide an orientation to WORK</p> <ul style="list-style-type: none"> a. All about options b. All about control c. Fact sheet d. The ILC WORK Counselor will assist to develop the Individualized Budget (the document that identifies Personal Assistant Services (PAS) or alternatives to PAS), the Consumer Agreement Form and the Emergency Back-up Plan, all which must be approved by the WORK Program Manager before WORK services are authorized. e. Fiscal Management (allocation to Fiscal Manager in their name, timesheets signed by them go to the Fiscal Manager, employer of record for their PA). f. Self-direction or agency direction or both.
12)	Discuss other options that are available to support employment. For example, AT Kansas, Vocational Rehabilitation, K-Loans, various Employment Initiatives throughout the state, along with Employment Networks (ENs). WORK services do not provide job coaching services.
13)	Estate Recovery Provision – May affect anyone who receives medical assistance after the age of 54, or while in a long-term care institution, including the PACE program.
14)	It is the responsibility of the member to notify all agencies/staff who provide WORK services of any changes that impact WORK services delivery, such as a change of address.
15)	<p>Third Party Liability: Do you have any health insurance, other than Medicare? If so please provide the following information:</p> <p>Insurance Company (Carrier) Name _____;</p> <p>Policy Number _____;</p> <p>Member Number (if different from policy number) _____;</p> <p>Group Number _____;</p> <p>Coverage (check all that apply): Hospital ____ Doctor ____ Prescription drugs ____ Dental ____ Optical ____ Other (specify): _____;</p> <p>Start date (if known): _____.</p>

Customer Signature _____
Date
Your signature indicates the above information was discussed with you by the Working Healthy Benefits Specialist.

WHBS Signature _____
Date