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DEPARTMENT OF ADMINISTRATION

Division of Accounts and Reports

INFORMATIONAL CIRCULAR NO: 97-A-010

DATE: May 19, 1997

SUBJECT: Change in Mailing Procedures for Various Forms Received from the Department of Human Resources (DHR).

EFFECTIVE DATE: Immediately

A & R CONTACT: Support Services - (913) 296-3592

APPROVAL:

SUMMARY: DHR will mail directly to state agencies various forms previously mailed to the Division of Accounts and Reports for dissemination to state agencies.

The Division of Accounts and Reports (A&R) is currently reviewing internal workflow and document flow to achieve process improvements. As a result of this review, we have identified 15 forms A&R receives from DHR that require no processing by A&R and could be mailed directly to state agencies. These forms are received in various quantities and frequencies. Upon receipt, A&R forwards them to the proper state agency. Many of these forms have short deadlines for response. The response time is further shortened because they are submitted to A&R first.

A listing of the forms identified is shown at the end of this informational circular. DHR is currently making address changes and will begin to mail these forms directly to state agencies as the address changes are made. *These forms will be mailed to your state agency to the attention of the Personnel Director*. Questions regarding individuals forms should be directed to the telephone number or address shown on the form. General assistance can be obtained by contacting the Department of Human Resources, Division of Employment Security, at (913) 296-0821.

One of the forms to be mailed directly to state agencies is K-CNS 026, Reimbursing Employer's Quarterly Statement of Benefits Charges. As a reminder, this form is a statement and not a billing (no money should be sent to DHR). This statement is only received for a quarter in which there were claims against the agency. Agencies should review this statement upon receipt to ensure that individuals shown on the statement did, in fact, work for the agency. Questions regarding this statement may be directed to Mr. Gary Spray of DHR at (913) 296-5024.

Listing of Forms that will be Mailed Directly to State Agencies

Form #	Form Name	Description
K-CNS 026	Reimbursing Employer's Quarterly Statement of Benefit Charges	Quarterly statement by UI account number, show s claimants and amounts charged.
K-BEN 44/45	Employer Notice	Notice that a former employee has filed an unemployment insurance claim and the agency's account will be charged. (10 day time limit to respond)
K-BEN 46	Reimbursing Employer Notice	Similar to K-BEN 44/45 but for reimbursing employers. (10 day time limit to respond)
K-BEN 329	Unemployment Insurance Benefit Audit	Request for earnings information on former employee. (10 day time limit to respond)
K-BEN 3211	Request for Employer Report on Reasonable Assurance Next Term	Request for assurance that former employee may return to similar work when school resumes. (10 day time limit to respond)
K-BEN 4211	Examiner's Determination	Presents the DHR examiner's findings. (16 day time limit to appeal)
	Notice of Telephone Hearing	Sets the time for a telephone hearing.
	Referee's Decision	Presents the appeals referee's findings.
	Order of Postponement and Continuance	Declares that an appeal has been postponed.
K-BAM 001	Unemployment Insurance Quality Control	Request for information concerning a former employee. (10 day time limit to respond)
K-UID 408	Wage Form	Request for job and base period wage information - this is an attachment to K-BAM 001.
	Log Period Wages	Request for lag period wage information - this is an attachment to K-BAM 001.
K-UID 428	Statement of Fact	Requests and employer's reason for the separation of a former employee - this is an attachment to K-BAM 001.
IB8605	Interstate Unemployment Insurance Benefit Payment Audit	(Federal Form) Requests information concerning a former employee. (7 day time limit to respond)
IB86BK	(attachment to IB8605)	(Federal Form) Requests work information and a reason for separation of a former employee - this is an attachment to IB8605.