

Office of the Secretary  
DCF Administration Building  
555 S. Kansas Ave., 6th Floor  
Topeka, KS 66603



Phone: (785) 296-3271  
Fax: (785) 296-4685  
www.dcf.ks.gov

Phyllis Gilmore, Secretary

Sam Brownback, Governor

April 26, 2017

Vanessa Nason  
[36793-06410315@requests.muckrock.com](mailto:36793-06410315@requests.muckrock.com)

Ms. Nason,

I am writing to advise you that the Kansas Department for Children and Families (DCF) received your Kansas Open Records Act request on April 26, 2017, requesting records pertaining to “specific foods, products, or services that cannot be purchased using EBT cards” and “types of establishments that do not accept EBT cards (for example, jewelry stores, firearms dealers, etc.).”

In accordance with K.S.A. 45-218 (d), we have begun the process of determining if we possess any public records meeting the terms of your request and how best to proceed. Soon we will provide you with one or more of the following:

1. Copies of the requested public records.
2. A statement concerning our inability to locate any public records meeting the terms of your request.
3. A request for clarification concerning the types of records or information you are seeking.
4. Record requests that can be provided with less than one hour of staff time or less than 25 pages will be provided at no charge. If we determine that our office possesses the public records you request, but are voluminous, difficult to locate, and/or contain information that may include open and closed information, we will provide you with a written estimate of the fees that we will require be pre-paid in order to pay for the actual costs associated with (a) locating and/or retrieving the public records from storage, (b) staff time spent in assisting with making copies of the records, including staff time spent examining the records for possible closure and/or redaction, and (c) copying and mailing the requested public records.
  - For requests that exceed one hour of staff time or more than 25 pages, the following rates shall apply:
  - Copies, 25 cents per page; mailing, 50 cents for the first five pages, 25 cents for additional five-page increments; fax, 65 cents per 10 pages

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- Staff time will be charged at the rate of pay for each person whose time is used in order to assist and/or respond to a specific request. This may include the time spent to access records maintained on computer facilities, review records to determine whether closure exceptions apply and /or to redact open from closed information. For the purpose of transparency, our rates are as follows: general staff time will be charged at \$20 per hour, and information technology (IT) services and Legal staff services will be charged at \$38 per hour.
  - Additional fees may be assessed if any other costs are incurred by DCF in connection with complying with a record request. DCF will provide an estimate of the fees which shall be paid prior to the department gathering the records. In order to ensure payment, the final cost of providing access to or furnishing copies must be paid before the records are provided. If the final cost is less than the estimate, the requestor will be reimbursed for the difference.
5. If we determine that we do possess the records, but that the records are closed by law, we will provide you with that information with a written citation to the laws allowing or requiring that type of public record to be closed.

We will respond as soon as possible to your Kansas Open Records Act Request. Please feel free to contact me with any questions.

Sincerely,

A handwritten signature in cursive script that reads "Theresa Freed".

Theresa Freed  
Director of Communications  
Kansas Department for Children and Families  
785-296-0537  
Theresa.freed@ks.gov