



## kynector Association/Appendix B Consent Form Processes

All kynectors and Certified Application Counselors (also called kynectors), should be using the same consent form. If an old form is submitted, the association will not be completed. As a participating kynector with KHBE, you are required to obtain this signed consent form from your client and keep this form in your files for future reference in the event of an audit. The most current Appendix B consent form is on the KHBE website linked [HERE](#)

### Non-Emergency and Future Scheduled Appointment kynector Associations

1. Fax or mail the Appendix B Consent form with ALL the information completed accurately, legibly, and signed by the client.
  - a. Fax # 1-502-573-2007
  - b. P.O. Box 2104, Frankfort, KY 40602
2. Upon Receipt of the Appendix B Consent form, mailroom staff will scan and upload the Appendix B Consent form into the case.
3. A task is created for a DCBS worker to make the assister association and complete the task.

**Please Note:** If you choose to utilize this process, there is an allowable 15-day turn-around for task completion for the DCBS worker. This option is not recommended for Emergency Cases, or if you have the client with you in person.

### For In-Person kynector Associations

1. Call the Professional Support Line – 1-855-326-4650
2. PSL will confirm your identity as the kynector and the client's identity.
3. Once the proper ID has been made of both kynector and client, PSL will ask the client to verbally confirm that they wish to add the kynector to their case.

### For Emergencies

**Only** if you have an emergency and need immediate assistance, complete the Fax Cover Sheet for the DCBS Help Desk and attach Appendix B Consent. Please include any additional information that will help DCBS identify the specific individual and make the association.

