



# Kansas Attorney General

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[www.ag.ks.gov](http://www.ag.ks.gov)

## Enrolling Assistant Information

### **How to become an enrolling assistant**

- Advocates interested in becoming Safe at Home (SaH) Enrolling Assistants must complete and submit a SaH Enrolling Assistant application with our office. Applications can be found on our website at [www.ag.ks.gov](http://www.ag.ks.gov).
- Once received by our office, applications will be reviewed by the SaH program coordinator for approval.
- Once approved, enrolling assistants will be notified by email and will need to complete a SaH enrolling assistant training with the SaH program coordinator. This training must be completed within 60 days of application submission.
- After training completion, SaH enrolling assistants are approved to begin enrolling potential SaH participants.

### **Enrolling assistant's responsibilities**

- Meet in person with a potential participant to complete the Safe at Home enrollment application.
- Work with participants to determine whether the Safe at Home program should be part of their overall safety plan.
- Explain Safe at Home function and statutory guidelines to participants.
- Assist participants with the Safe at Home participant application and forward application materials to the Safe at Home program coordinator.
- Notify the Safe at Home program coordinator of any changes in your contact information or if you no longer wish to serve as a participant assistant.

### **Stay in touch**

- Contact Safe at Home to update your contact information, request applications and other forms, inquire about training, or to ask a question.