



KinGAP Systems Tip Sheet

Recording KinGAP Data

Kinship Guardianship Assistance Program:

The Kinship Guardianship Assistance Program (KinGAP) went into effect on April 1, 2011. This tip sheet presents the systems activities that workers need to enter in a Kinship Guardianship Assistance Program (KinGAP) case from the point of a KinGAP application being received to the discharge of a child and payment of the KinGAP assistance payment. The information presented below is in chronological order to assist workers in knowing which codes to enter at each point in time of the KinGAP case.

The activities listed on this page are reported through CCRS.

KinGAP Application: The codes below are to be used to record when an LDSS/ACS receives a KinGAP application and either approves (accepts) or denies the application and must be entered **as timely as possible after each activity.**

- 1. KinGAP application received-** enter K100 with the date that the application was received by LDSS/ACS.

Please note: There must be a M910 recorded in the current CCRS track and the date of the M910 must be earlier than the date of the K100.

- 2. KinGAP application decision-**

- **KinGAP application approved (accepted) by LDSS/ACS-** enter K210 with the date

OR

- **KinGAP application denied by LDSS/ACS-** enter K200 with the date.

Please note: The date of the K210 or K200 must be greater than or equal to the date of the K100.

KinGAP Agreement: The code below is used to record when the KinGAP Agreement is completed and signed by all parties.

- 1. KinGAP Agreement completed and signed-** enter L600 with MODIFIER A of 25 for the type of legal event and the date the agreement was completed and signed by all parties.

Please note: The date of the K210 must be earlier than or equal to the L600.

The K300 code (Kinship Guardianship Agreement Approved) is system generated when the L600/25 is entered.

KinGAP Hearing and Letters of Guardianship: The codes below are used to report the guardianship hearing and when the Letters of Guardianship are awarded.

- 1. Kinship Guardianship Hearing-** enter L300 with the date of the hearing and a MODIFIER A of 26 for type of legal event.

AND

- 2. If the Letters of Guardianship were granted-** also enter MODIFIER B or C of 87 with the date granted.

Please note: The L300/26/87 must be greater than or equal to the date of the L600/25.

Discharge from Foster Care to Kinship Guardianship: The code below is to be used to record the discharge of the child from foster care to the KinGAP arrangement after the Letters of Guardianship are awarded.

- 1. Discharge to kinship guardianship with assistance payment-** enter M990 with a MODIFIER B of 600 and the date the child was discharged to guardianship.

The M990/600 should be entered timely so LDSS/ACS can receive reimbursement and avoid duplicate payments of foster care and KinGAP assistance.

Please note: There must be an L600/25 and an L300/26/87 recorded in the current CCRS track and the date of the M990/600 must be greater than or equal to the date of the L300/26/87.

The CCRS M990 discharge must be reported before the WMS closing.

2. Closing the foster care track- enter M999 with MODIFIER B of 500 and the date the track was closed to indicate services are no longer needed.

The activities listed below are reported through CONNECTIONS.

Setting up the CONNECTIONS KinGAP Home in FAD: If the KinGAP home is approved or certified as a foster home by an LDSS, it needs to be marked as a KinGAP home prior to the initiation of KinGAP payments. If the home is approved or certified by a voluntary agency, the voluntary agency is to transfer the home in CONNECTIONS to the LDSS/ACS and the LDSS/ACS will be responsible to set up the KinGAP home.

1. Changing a Foster Home to a KinGAP payment only home (single purpose home) or changing the home to KinGAP and then closing the KinGAP home- on the Home License window:

- on the Person List Details Tab select “guardian” for rel/int of the KinGAP resource.
- select the “KinGAP” checkbox, then select the save & submit link on the left navigation pane.
- complete the approval to-do and submit to your unit approver.
- **Option A: change to KinGAP payment only:**
 - select close home link on left navigation pane;
 - select Closure Reason, Closure Type, Recommend Re-Opening Fields;
 - complete Closure Report;
 - save & submit for approval, then at pop-up window select “no” to only close foster home portion and not KinGAP payment portion.
 - Click on save and close button and an approval to-do will be sent to your unit approver (the home will default to setting “Adopt/Guard” and the facility type to “Kinship Guardianship”)

OR

- **Option B: close the KinGAP home:**
 - select close home link on left navigation pane;

- select Closure Reason, Closure Type, Recommend Re-Opening Fields;
- complete Closure Report;
- save & submit for approval, then at pop-up window select “yes” to to close the whole FAD case;
- Click on save and close button and an approval to-do will be sent to your unit approver. (Upon approval the KinGAP home will be closed.)

Please note: The KinGAP home can be reopened if maintenance is needed, such as changing the address.

OR

Making the Home a Multi-Purpose Home - Foster/Adoption Home and KinGAP Payment Home (if the home will have both foster children/adopted children and receive KinGAP assistance)- on the Home License window:

- select the “KinGAP” checkbox, then select the save & submit link on the left navigation pane.
- complete the approval to-do and submit to your unit approver.

Please note: For more information on transferring a foster home in CONNECTIONS, please see the CONNECTIONS Tip Sheet entitled, The Foster Home Transfer Procedure.

Closing a Family Services Stage Child Welfare Services Record or Child’s Case Record (CWS/CCR): The child should be end-dated in the family’s CONNECTIONS case or the CCR should be closed, depending on the circumstances of the case.

1. Closing the CWS/CCR in CONNECTIONS:

- If other children remain tracked in the family case, the KinGAP child must be end dated, and the rest of the family case is to remain open;

OR

- If no children remain tracked, the family’s CONNECTIONS case must be closed.

Please Note: For instructions on how to close a FSS CWS/CCR in CONNECTIONS, please see the Data Maintenance for Family Services Stages Step-By-Step Guide.

The activities listed below are reported through WMS.

Closing the Foster Care WMS Services Case and Opening the WMS Services KinGAP Case to Set-up the KinGAP Payment-

Once the Letters of Guardianship are issued by the court, the child must be deleted from the WMS family case, or if he/she is only the child in the case, the WMS services case must be closed. A new WMS services case must be opened by the LDSS/ACS in order to authorize the KinGAP payment (on the same date as the foster care WMS services closure).

1. **The foster care POS lines must be ended in the foster care case effective the date the kinship guardianship letters are granted and the L300/87 code is entered into CCRS.**
2. **If he/she is only the child in the case, close the foster care WMS services case-** in addition to the goal status and date, enter one of the following closing codes:
 - **571 for release to relative, or**
 - **591 for discharge to permanent guardian (for children freed for adoption).**

OR

If there are other children on the WMS family case, delete the child.

As noted in the CONNECTIONS section, make sure that the CONNECTIONS Family Services Stage CWS/CCR is closed or the child is end-dated in the family case before the linked foster care WMS services case is closed or the child is deleted.

3. **Opening WMS services KinGAP case directly in WMS to Set-up the KinGAP payment-** enter a direct services (DIR) code of KG (Kinship-Guardianship) with the following codes:
 - Eligibility code **02** for **IV-E** eligible

OR

 - Eligibility code **08** or **14** for **Non IV-E** eligible

AND

 - Services goal of **01** for **self-support**.

Please note: A DIR of 01, 08, 1L, 17, 25 or 26 cannot be authorized at the same time as the KG. The only allowable suffix codes are F-FNP or

N-NR. KinGAP cases are opened directly in WMS. There is no CONNECTIONS component linked to the WMS payment case for KinGAP.

As noted on the previous page, the closing of the foster care POS lines should be done in conjunction with the kinship guardianship POS lines and both activities are effective the date the kinship guardianship letters are granted and the L600/87 code is entered into CCRS.

4. Enter one or more of the following four POS codes for kinship guardianship cases requiring a DIR of KG:

- **KG-** Kinship Guardianship Regular Service and Maintenance
 - KG POS lines must be written with a "C" (as contracted) in the "AMT" field.
 - KG POS lines may be written as a recurring or single issue.
- **K1-** Kinship Guardianship Non-Recurring Expense*
 - K1 POS lines may be written with either a "C" or a dollar amount in the "AMT" field.
 - K1 POS lines must be written as a single issue only.
 - K1 POS lines maximum amount is \$2,000.
- **K2-** Kinship Guardianship Additional Per Diem*
 - K2 POS lines may be written as a "C" or a dollar amount in the "AMT" field.
 - K2 POS lines may be written as recurring or a single issue.
- **K3-** Kinship Guardianship Fair Hearing*
 - K3 POS lines may be written with either a "C" or a dollar amount in the "AMT" field.
 - K3 POS lines may be written as recurring or single issue.

**If you receive a WMS POS error message, ask your financial staff to enter commodity code 19 on the BICS vendor file.*

Please Note: Eligibility code of 01-Pending IVE and 04-EAF are not allowed when the POS is KG, K1, K2 or K3. In addition the following POS codes are allowable for Kinship Guardianship cases when the DIR is KG:

- 84- Independent Living
- 85- Vocational Skills
- 87- Academic Support Services

DO NOT open a CCRS Track for a KinGAP payment case.**Setting up the KinGAP Medicaid Case After Discharge-**

KinGAP children are categorically eligible for Medicaid, unless they are non-qualified immigrants.

- 1. To open a Medicaid case for a KinGAP child in Upstate Districts – Open Medicaid case type 20 in WMS.** Enter the appropriate Medicaid Individual Categorical Code:

- **85-** IV-E KinGAP
- **86-** Non IV-E KinGAP
- **87-** Non NYS IV-E KinGAP
- **88-** Non IV-E KinGAP Out-of-State

Please Note: The Medicaid coverage To Date cannot be greater than the last day of the month in which the child turns 21. Also note that continuous Save Date (CSD) logic will apply.

Information about Medicaid for NYC KinGAP Children-

CCRS children discharged with a reason code of 600- Kinship Guardianship Discharge with Subsidy will have their SERMA coverage ended because of their discharge from foster care.

A separate Medicaid case must be opened manually on Downstate WMS by the ACS subsidy unit for all KinGAP children.

Resources:

11-OCFS-ADM-03 The Kinship Guardianship Assistance Program (KinGAP)-systems instructions:

http://ocfs.state.nyenet/policies/external/OCFS_2011/

GIS #12-002 New Medicaid Individual Categorical Codes for IV-E and Non-IV-E KinGAP:

<http://ocfs.state.nyenet/it/GeneralResources/GeneralResourcesDefault.asp>

GIS #12-004 New CCRS Code – K210-Kinship Guardianship Application Approved:

<http://ocfs.state.nyenet/it/GeneralResources/GeneralResourcesDefault.asp>

CONNECTIONS Step-By-Step Guides:

<http://ocfs.state.nyenet/connect/jobaided/>

CONNECTIONS Regional Implementation Staff:

<http://ocfs.state.nyenet/connect/contact.asp>

CONNECTIONS Application questions:

ocfs.sm.conn_app@ocfs.state.ny.us (NOTE: address contains an underline)

KinGAP Questions:

ocfs.sm.sppd.KinGap.Help or KinGaphelp@dfa.state.ny.us

<p>NYS OFT Enterprise Help Desk # 1-800-697-1323</p>
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