



# CONNECTIONS Tip Sheet

## Recording KinGAP Data

Revised September 2015

### 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.

#### KinGAP Application

The codes below are to be used to record when LDSS/ACS receives a KinGAP application and either approves (accepts) or denies the application. **Codes should be entered in as timely a manner 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 ACTIVITIES 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 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 in a timely manner 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 Activities track and the date of the M990/600 must be greater than or equal to the date of the L300/26/87.*



**The Activities M990 discharge must be reported before the WMS closing.**

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

## Criteria for Setting up a KinGAP Home CONNECTIONS

- The child must have been in foster care in the home of the prospective relative guardian for at least six consecutive months
- At least one person must be designated as Foster Parent
- KinGAP homes must be assigned to LDSS

## Setting Up a KinGAP Only Home

- When relative foster parents in a Kinship Foster Home receive guardianship, ACS creates a new KinGAP subsidy case for the child(ren) with a new Vendor ID number; LDSSs can also create a separate KinGAP case

- Voluntary agencies can retain the Kinship Foster Home for current or future fostering and the Kinship Foster Home will continue to use the current Vendor ID number
- ACS/LDSS creates the new KinGAP case in CONNECTIONS using the standard instructions for creating a new home

### When creating a new KinGAP case:

- Use a Setting of Adopt/Guard
- Use a Rel/Int of Foster Parent – at least one person must be designated as Foster Parent
- Use a Facility Type of Kinship Guardianship
- Medicals, Fingerprint and SCR Clearances are not required for KinGAP only homes – unless individuals 18 years and older were not previously cleared

After the case has been approved and is in Accepted Active Status, the KinGAP checkbox will automatically be selected .

## LDSS (Non-ACS) Options for KinGAP Homes

LDSSs have the following options for KinGAP homes:

- A. Foster Home + KinGAP
  - B. Foster Home + KinGAP + Adoption Subsidy
  - C. KinGAP only
  - D. KinGAP only (but closed)
  - E. KinGAP + Adoption Subsidy
  - F. KinGAP + Adoption Subsidy (but closed)
- For existing foster homes and foster homes with adoption subsidies, that **wish to continue fostering and are already certified or approved by LDSS (A & B above):**

1. Home has a Setting of Foster Home and Facility Type of Approved Relative Foster Home.

2. On the Licensing Information window, check the KinGAP box.

3. Change Status to Pending Acceptance.

4. Click the Save & Submit button, and complete the approval process

The home is now Multi-Purpose and the Setting of Foster Home and Facility Type of Approved Relative Foster Home remains.

Status: Accepted - Active  
From Date: 09/20/2014  
To Date: 09/20/2015  
Renewal/Extension  
 Reauthorization  
 Emergency Extension  
Cert./Approval Requirements  
 Medical Dates Complete  
 Fingerprint Results Complete  
 On Hold  Subsidy  
 Out of State SCR Received  
 KinGAP

- For existing foster homes that **do not wish to continue fostering and are already certified or approved by LDSS - change to KinGAP and close foster home** (C, D, E & F above):

1. Home has a Setting of Foster Home and Facility Type of Approved Relative Foster Home.

2. On the Licensing Information window, check the KinGAP box.

3. Change Status to Pending Acceptance.

4. Click the Submit & Save button, and complete the approval process.

5. Select the Close Home link on left navigation pane.

6. Select the Closure Reason of "P-Relative Assumed Custody".

7. Select the Closure Type of "Voluntary".

Stage Actions  
Person List  
Licensing Information  
Home Demographics  
Home History  
Annual Reauthorization  
Home Study  
Vacancy Control Bed Maintenance  
Corrective Action Plan  
Serious Incident  
Waiver/Exception  
Close Home  
FRS

8. Select Recommend Re-Opening choice of "Recommend".

9. Complete the Closure Report.

10. Save & Submit for approval; a pop-up window will display; select "No" to only close the foster home portion and keep the KinGAP subsidy open.

After the approval is completed the home will default to a Setting of Adopt/Guard and a Facility Type of Kinship/Guardianship

*Note: KinGAP cases, like Adoption Subsidy cases, may be closed and temporarily reopened for maintenance.*

- For existing foster homes **already certified or approved by voluntary agencies that wish to continue fostering**, a separate KinGAP case should be created by LDSS.
- For existing foster homes **already certified or approved by voluntary agencies that do not wish to continue fostering**, the agency should transfer the home to LDSS to be made into a KinGAP only home.

### Closing a Family Services Stage Child Welfare 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.

#### Closing out the CWS/ACTIVITIES in CONNECTIONS:

- If other children remain tracked in the family case, the KinGAP child is end dated, but the rest of the family case would remain open.

OR

- If no children remain tracked, the family's CONNECTION case should 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.

<http://ocfs.ny.gov/connect/jobaides/>

**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 foster care WMS services case for the child must be closed and the WMS KinGAP services case must be opened by LDSS/ACS in order to authorize the KinGAP payment.

1. **In WMS, the foster care POS lines should be ended in the foster care case effective the date the kinship guardianship letters are granted and the L300/87 code is entered into Activities.**

2. **Closing the foster care WMS services case** - in addition to the goal status and date, enter one of the following codes:

- **571** for **release to relative**

**OR**

- **591** for **discharge to permanent guardian** for children freed for adoption.



**As noted earlier, make sure that the CONNECTIONS Family Services Stage CWS/CCR is closed before the linked foster care WMS services case is closed.**

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, IL, 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 previously, the closing of the foster care POS lines should be done in conjunction with the kinship guardianship POS lines starting effective the date the kinship guardianship letters are granted and the L600/87 code is entered into Activities.**

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.
- **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.

*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

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



**DO NOT open an Activities 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

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 will need to be opened manually on Downstate WMS by the ACS subsidy unit for all KinGAP children.

### Additional KinGAP References

- 11-OCFS-ADM-03 The Kinship Guardianship Assistance Program (KinGAP) - systems instructions: [http://ocfs.state.nyenet/policies/external/OCFS\\_2011/](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>

### Resources

- CONNECTIONS Job Aids and Tip Sheets: <http://ocfs.state.nyenet/connect/jobaides/jobaides.asp>
- CONNECTIONS Regional Implementation Staff: <http://ocfs.state.nyenet/connect/contact.asp>
- CONNECTIONS Application Help Mailbox: [ocfs.sm.conn\\_app@ocfs.state.ny.us](mailto:ocfs.sm.conn_app@ocfs.state.ny.us)  
(NOTE: address contains an underline)
- CONNECTIONS Communications Mailbox: [connections@ocfs.ny.gov](mailto:connections@ocfs.ny.gov)

ITS Enterprise Service Desk  
1-800-697-1323