



Kinship Guardianship Assistance Program:

The Kinship Guardianship Assistance Program (KinGAP) became effective on April 1, 2011. Changes in 2014 allowed continuation of KinGAP payments to a successor guardian and in 2017 program eligibility was widened by expanding the definition of “kin” and allowing payments to continue until a child reaches the age of 18 or 21, as long as the guardian remains legally responsible for the child and continues to provide support.

This tip sheet is for workers responsible for entering Activities codes to document KinGAP activities from the receipt of a KinGAP application to the discharge of a child and payment of KinGAP assistance payments as well as for those workers responsible for creating a KinGAP subsidy FAD stage in CONNECTIONS and entering Payment of Services (POS) lines in WMS.

KinGAP Coding in Activities

Event	Code to Enter in Activities	Considerations
KinGAP Application Received	K100 - KINGAP APPLICATION RECEIVED with the date the application was received by LDSS/ACS.	<ul style="list-style-type: none"> • An M910–CHILD PLACED must already exist in the current ACTIVITIES track. • The date of the M910 must be earlier than the date of the K100.
KinGAP Decision Made	Enter <u>either</u> <ul style="list-style-type: none"> • K210 - KINGAP APPLICATION APPROVED with the date <li style="text-align: center;">or • K200 - KINGAP APPLICATION DENIED with the date. 	<ul style="list-style-type: none"> • The date of the K210 or K200 must be greater than or equal to the date of the K100.
KinGAP Agreement Completed and Signed by All Parties	L600 - AGREEMENT SIGNED / 25 - KINGAP AGREEMENT	<ul style="list-style-type: none"> • Must be preceded by a K100 activity. • The date of the K210 must be earlier than or equal to the L600. • The K300 - KINGAP AGREEMENT APPROVED code is system generated when the L600/25 is entered and saved. • If the L600/25 is invalidated, the K300 is removed.

Event	Activities Coding	Considerations
Kinship Guardianship Hearing and Letters of Guardianship granted	L300 - HEARING / 26- KINGAP HEARING / 87 - KINGAP LETTERS GRNTD for the date the hearing was held .	<ul style="list-style-type: none"> • The L300/26/87 must be greater than or equal to the date of the L600 - AGREEMENT SIGNED / 25 - KINGAP AGREEMENT.
Discharge to Kinship Guardianship with KinGAP Subsidy payment	M990 – CHILD DISCHARGED FROM FOSTER CARE PROGRAM / 600 - KINGAP DSCHRG W SUBS with the date the child was discharged to guardianship.	<ul style="list-style-type: none"> • 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. • There must be an L600/25 and an L300/26/87 recorded in the current Activities track. • The date of the M990/600 must be greater than or equal to the date of the L300/26/87. • The Activities M990/600 discharge must be recorded before the WMS case is closed.

Setting up a KinGAP Subsidy Home CONNECTIONS

The following criteria apply when setting up a KinGAP subsidy home for a child:

- The child must have been in foster care in the home of the prospective relative guardian for at least six consecutive months.
- The prospective guardian must be:
 - ▶ related to the child by blood, marriage or adoption, and the relationship can be to any degree of affinity, or
 - ▶ related to a half sibling of the child by blood, marriage or adoption (to any degree of affinity) and is also seeking to become, or is, the guardian of such half sibling through KinGAP, or
 - ▶ an adult with a positive relationship to the child that was established prior to the child’s current foster care placement.
- The family can have a single parent or two parents; but at least one must be designated as a Foster Parent.
- Since only a district can make subsidy payments, KinGAP homes must be assigned to LDSS/ ACS.

The process for creating a KinGAP subsidy home will differ, depending on whether the relative foster home is certified/licensed by a local district or by a voluntary agency.

- District Foster Homes

- ▶ If the existing foster home is certified/licensed by the district, LDSS/ACS needs to create a **new** Adoption/Guardianship FAD stage for the family in CONNECTIONS **This will require a new Vendor Identification Number (VID) for the KinGAP subsidy home.**
- ▶ If the family already has an **open** Adoption Subsidy or KinGAP Subsidy home stage **with your district** for a previous child for whom they are receiving subsidy payments, you may reuse that same Adoption/Guardianship Subsidy stage.

Adoption Subsidy home stages that were closed because a subsidy ended should not be reopened and reused.

- Voluntary Agency Foster Homes

Since only local districts can pay subsidies, a foster home certified/licensed by a voluntary agency can either:

- ▶ remain open with the VA so the family can continue to foster *or*
- ▶ be closed after the subsidy agreement is finalized if the family no longer wishes to continue fostering.

VA homes should **not** be transferred to the district for subsidy purposes as the family may wish to foster again in the future and the home could be reopened with the VA at that time.

In either case, LDSS/ACS would create a new KinGAP subsidy case for the child(ren) with a new Vendor ID number when relative foster parents in a Kinship Foster Home receive guardianship.



Multipurpose Homes

While CONNECTIONS permits the creation of multipurpose homes (a single home for foster care AND adoption subsidy AND/OR KinGAP payments), **districts should NOT create a multipurpose Foster Care/KinGAP Subsidy home** as this can lead to commodity code and payment issues in BICS if the foster care portion of the home closes and needs to be reopened.

The same FAD **subsidy home** stage can be used for more than one subsidy payment (Adoption subsidy plus KinGAP subsidy or multiple KinGAP or Adoption subsidies) without a problem.

<input type="checkbox"/> On Hold
<input checked="" type="checkbox"/> Adoption Subsidy
<input checked="" type="checkbox"/> KinGAP Subsidy

Multipurpose homes are identified on the Licensing Information window as a Certified Foster Home, Foster/Adoptive Home or Approved Relative Foster Home type that also has a checkmark in the Adoption Subsidy and/or KinGAP Subsidy checkbox.

The Setting on the Licensing window does not indicate a multipurpose home, nor does the **Facility Type** that displays on the worker's workload.

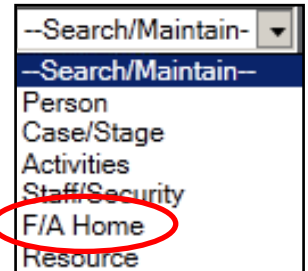
Start Date	Assigned	Unit	Facility Type
11/10/2020	11/10/2020	002	Adoption Subsidy Home
10/10/2017	07/29/2019	002	Foster/Adoptive Home
01/31/2019	01/31/2019	002	Foster/Adoptive Home

Since only a district can pay an adoption or KinGAP subsidy, multipurpose homes **cannot** be transferred from a district to a voluntary agency. If the foster family in a multipurpose home wishes to “transfer” to a voluntary agency, the voluntary agency must open a **new** foster home, with a **new** VID. The district would then close the foster care portion of the multipurpose home, leaving the subsidy portion of the home intact with the original VID.

Step-by-Step: Creating a New KinGAP Subsidy Home:

1. From either the Search/Maintain or Intakes menu, select **F/A Home**.

The F/A Home Search window displays.



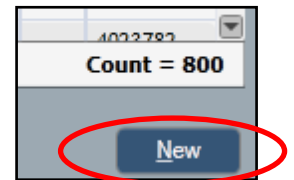
2. Search by home name, using the format, *Last name,First name (no space between.)*

3. **Carefully review the results.**

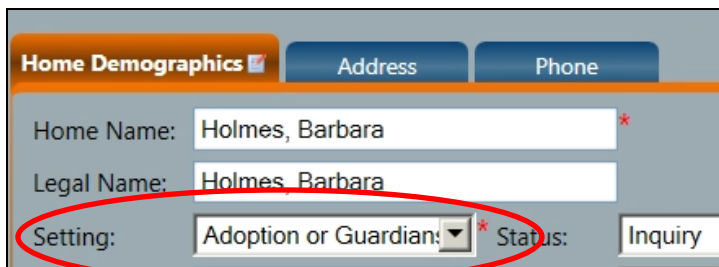
▶ If the family has an **existing** subsidy home established for a previous adoption or KinGAP subsidy payment **open with your county**, you can add an additional subsidy payment to this home, rather than opening a new home for the new subsidy.

Do not reopen and reuse a previously closed subsidy home.

4. For a new subsidy home, click the **New** button at the lower right of the F/A Home Search List on the Home-Search window.



The Home Demographics tab displays.



5. Select the Setting of “**Adoption or Guardianship**” and complete all other required information (indicated by red asterisks.)

6. Click the **Use As Business** checkbox in the Primary Address section.

7. Enter the **new Vendor ID** number.

8. Click the **Validate** button.

9. Click the **Accept** button.

10. Click the **Save & Assign** link in the navigation pane.

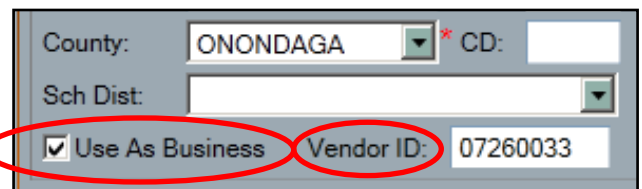
11. Select the name of the worker who will be assigned as Primary worker for the stage.

12. Click the **Save & Close** button.

13. Navigate to the assigned worker’s workload and select the new FAD stage (indicated by a red “Y” in the New column).

14. Click the **Person List** link in the navigation pane.

The Person List window opens.



15. Use the **Add Person** link in the navigation pane to add the at least one foster parent.

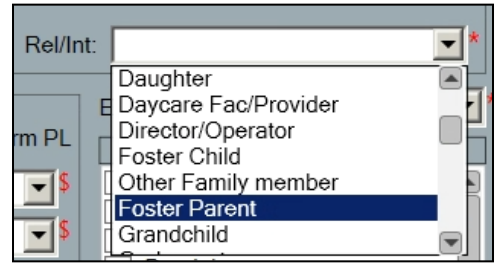
Unlike regular FAD homes, all household members do NOT need to be added.

*Since the foster parent is already known to CONNECTIONS, searching by PID assures your will select the same person. Be sure to use the **Relate** button rather than creating a new Person Identification Number (PID).*

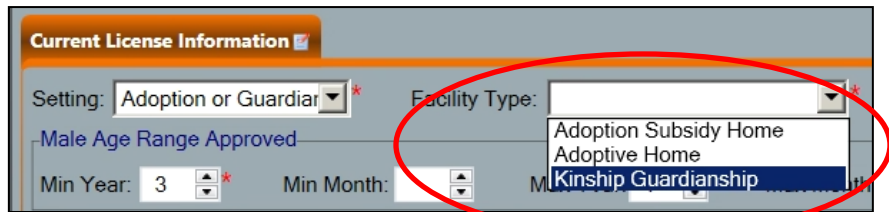
16. Select the Rel/Int of “**Foster Parent**”.

17. When all persons have been added, Click the **Save & Close** button.

18. Click the **Licensing Information** link in the navigation pane
The Home License window opens.



19. Select the **Facility Type** of “Kinship Guardianship”. This will add a checkmark to the Kinship Subsidy checkbox.



20.

<input type="checkbox"/>	On Hold
<input type="checkbox"/>	Adoption Subsidy
<input checked="" type="checkbox"/>	KinGAP Subsidy

20. Change the **Status** to “Applicant”.

21. Select the **Program Type** of “Regular”.

22. Click the **Save** button.

23. Complete required fields for age ranges and capacity.

This should reflect the age(s) and number of child(ren) for whom a subsidy will be paid..

24. Change the **Status** field to “Pending-Acceptance”.

25. Click the **Save & Submit** link in the navigation pane to submit the home for supervisory approval.

26. On the To-Do Detail widow, click the **Save & Close** button.

Once supervisory approval has been completed, the subsidy home will be in Accepted-Active Status.

KinGAP subsidy FAD stages, like Adoption subsidy FAD stages, do not need to remain open in CONNECTIONS. They may be closed and temporarily reopened if/when maintenance is required.

Ending Child Welfare Services in CONNECTIONS for the KinGAP Child

The granting of a KinGAP subsidy means that permanency has been achieved and the child is no longer in foster care. As such, the KinGAP child(ren) must be end-dated from CONNECTIONS and/or have their case closed.

- If the KinGAP child was part of a Family Services Stage (FSS) that contains other children still in receipt of child welfare services (FSS/CWS), the KinGAP child should be end-dated from the family’s CONNECTIONS case.

- If all children in the FSS/CWS have been approved for KinGAP subsidies, the FSS should be closed.
- If the KinGAP child is a freed child, the Child Case Record (FSS/CCR) stage should be closed.

Changes in WMS

Once the Letters of Guardianship are issued by the court, and the child is either end-dated or has their case closed in CONNECTIONS, LDSS/ACS must close the child's foster care WMS services case and open a WMS KinGAP services case in order to authorize the KinGAP payments.

Step-by-Step: WMS Entries:

1. In WMS, end the foster care Purchase of Services (POS) lines using the same date as the granting of the Kinship Letters of Guardianship and the L300 - HEARING / 26- KINGAP HEARING / 87 - KINGAP LETTERS GRNTD code in Activities.
2. Close the foster care WMS services case with one of the following codes:
 - 571 for release to relative for a non-freed child
 - 591 for discharge to permanent guardian for a freed for adoption child
3. Open a WMS services KinGAP case directly in WMS to set-up the KinGAP payment by entering 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.



Reminder: KinGAP cases are opened directly in WMS. There is no CONNECTIONS component linked to the WMS payment case for KinGAP.

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.*



Reminder: 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. 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 L600 - AGREEMENT SIGNED / 25 - KINGAP AGREEMENT 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.

Changes Due to a Successor Guardian

Effective 9/29/14, the KinGAP law was amended to allow replacement of a relative guardian with a successor guardian in the event of the death or incapacity of the relative guardian who is named in the KinGAP Agreement or an amendment of the KinGAP Agreement.

If the original guardian dies or otherwise becomes incapacitated, and a successor guardian has been named, the following system changes become necessary:

- A new Kinship Guardianship FAD stage for the new successor guardian must be opened in CONNECTIONS to enable the KinGAP payment to be set up in the WMS. *Follow the instructions on pages 4-5 of this tip sheet to create the new home.*

Once the new vendor ID is established in CONNECTIONS and has been updated in the Benefits Issuance Control System (BICS), the new KinGAP payment to the successor guardian can be authorized in WMS.

LDSS/ACS will need to end date the Purchase of Services (POS) line for the original KinGAP relative guardian assistance payment and enter a new POS line for the successor guardian using the new vendor ID established in CONNECTIONS.

- If the relative guardian's incapacitation ends and their KinGAP payment case needs to resume, the original KinGAP relative's case in CONNECTIONS should be reopened. POS lines to the successor guardian need to be end-dated in WMS and new POS lines written to the original KinGAP relative's VID.



Reminder

Do NOT open an Activities Track for a KinGAP payment case.

OCFS Policy References

- 11-OCFS-ADM-03 The Kinship Guardianship Assistance Program (KinGAP)
- #12-002 New Medicaid Individual Categorical Codes for IV-E and Non-IV-E KinGAP:
- GIS #12-004 New CCRS Code – K210-Kinship Guardianship Application Approved:
- 16-OCFS-ADM-10 Continuation of the Kinship Guardianship Assistance Program (KinGAP) to a Successor Guardian
- 18-OCFS-ADM-03 Expansion of the Kinship Guardianship Assistance Program (KinGAP)

Resources

- CONNECTIONS Job Aids and Tip Sheets: <http://ocfs.state.nyenet/connect/jobaided/jobaided.asp>
- CONNECTIONS Regional Implementation Staff: <http://ocfs.state.nyenet/connect/contact.asp>
- CONNECTIONS Application Help Mailbox: ocfs.sm.conn_app@ocfs.state.ny.us
(NOTE: this address contains an underline)

ITS Enterprise Service Desk
1-844-891-1786

A Helpdesk ticket is now required before sending requests to the Triage Unit. This can be acquired by emailing FixIt@its.ny.gov.