



Office of Children and Family Services

Andrew M. Cuomo
Governor

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Sheila J. Poole
Acting Commissioner

Administrative Directive

Transmittal:	18-OCFS-ADM-06
To:	Commissioners of Social Services Executive Directors of Voluntary Authorized Agencies
Issuing Division/Office:	Child Welfare and Community Services
Date:	April 10, 2018
Subject:	Eligibility Forms for the Kinship Guardianship Assistance Program (KinGAP)
Suggested Distribution:	Commissioners of Social Services Directors of Social Services Child Welfare Supervisors Foster Care Supervisors
Contact Person(s):	Please see Section VI.
Attachments:	
Attachments Available Online:	OCFS-4435a , Kinship Guardianship Assistance Eligibility Checklist OCFS-4435b , Kinship Guardianship Assistance Eligibility Checklist Instructions OCFS-4435c , Affidavit of Relationship

Filing References

Previous ADMs/INFs	Releases Cancelled	NYS Regs.	Soc. Serv. Law & Other Legal Ref.	Manual Ref.	Misc. Ref.
11-OCFS-ADM-03 16-OCFS-ADM-10 18-OCFS-ADM-03			Chapter 384 of the Laws of 2017		

I. Purpose

The purpose of this Administrative Directive (ADM) is to notify local departments of social services (LDSSs) and voluntary authorized agencies (VAs) of the release of updated eligibility forms necessary to execute a Kinship Guardianship Assistance Program (KinGAP) agreement.

II. Background

Expansion of the Kinship Guardianship Assistance Program (KinGAP) (18-OCFS-ADM-03) implemented Chapter 384 of the Laws of 2017 (known as KinGAP Expansion). KinGAP Expansion changed New York State's KinGAP by

- expanding the definition of prospective relative guardian to include certain non-relatives, and
- extending the duration of payment until the youth reaches 21 years of age regardless of the age of the youth at the time the agreement went into effect.

The changes made by KinGAP Expansion required updates to many of the forms necessary to execute a KinGAP agreement. All forms were included with the ADM, except for three forms that required more extensive changes.

III. Program Implications

With this policy, the remaining forms necessary to execute a KinGAP agreement are released. They are:

- ([OCFS-4435a](#)), *Kinship Guardianship Assistance Eligibility Checklist*
- ([OCFS-4435b](#)), *Kinship Guardianship Assistance Eligibility Checklist Instructions*
- ([OCFS-4435c](#)), *Affidavit of Relationship*

The following changes should be noted:

- The documentation required in Section VII of the *Kinship Guardianship Assistance Checklist* to demonstrate the caregiver/child relationship has changed. These changes are described in the *Kinship Guardianship Assistance Checklist Instructions*.
- The *Affidavit of Relationship* must now be notarized.

IV. Required Action

LDSSs and VAs must use the updated forms linked in this ADM to determine the eligibility of applicants for KinGAP.

V. Systems Implications

None.

VI. Contacts

Any questions concerning this release should be directed to the appropriate regional office, Division of Child Welfare and Community Services:

Buffalo Regional Office – Amanda Darling (716) 847-3145

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VII. Effective Date

This policy directive is effective immediately.

/S/ Laura M. Velez

Issued By:

Name: Laura M. Velez

Title: Deputy Commissioner

Division/Office: Child Welfare and Community Services