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:
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Title: Deputy Commissioner
Division/Office: Child Welfare and Community Services