

The Relative Custody Assistance Report

Requirements Workers Must Address

Relative Custody Assistance (RCA)

▶ **What is Relative Custody Assistance?**

- ▶ Court order establishing permanent legal and physical custody of a child with a relative or important friend with whom the child has resided or had significant contact
- ▶ A Relative Custody Assistance Payment is a cash grant made for the child living with the relative custodian or important friend
- ▶ Changes made to RCA in SSIS are due to the implementation of Northstar Care for Children
- ▶ November 26, 2014 is the last date that a district or tribal court order for RCA can be issued
- ▶ Northstar Kinship Assistance (NKA) replaces RCA and takes effect January 1, 2015

RCA Reimbursement to Counties

- ▶ In preparation for Northstar Care for Children, the Department of Human Services (DHS) requires additional reporting from counties on RCA payments beginning in Quarter 2 (April 1 – June 30), 2014.
 - ▶ This includes providing additional information on children, supplemental levels and payments
- Reimbursement for RCA payments are based on the new RCA Report – beginning with the Quarter 2, 2014 RCA Report
- ▶ Beginning January 1, 2015 - RCA reimbursement is included in the Northstar Reconciliation Process

Resources for RCA Information

- ▶ [Bulletin #13-68-12](#) – Relative Custody Assistance Overview and Answers to Frequently Asked Questions
- ▶ [Bulletin #14-32-05](#) – Relative Custody Assistance Reporting Requirements
- ▶ [Northstar Care for Children](#) – Frequently Asked Questions and Answers

Expectations of Child Welfare Workers

- ▶ Counties with RCA Payments must submit an RCA report quarterly using SSIS
 - 1st report is due Friday, July 18, 2014
 - This leaves Fiscal workers with approximately 7 weeks to ensure each RCA receiving child has a correct RCA Payment Worksheet.
 - Child Welfare Workers are responsible for creating the RCA Payment Worksheet since V14.1 (end of February 2014)

Worker Entry to support RCA Report Requirements

- ▶ In order for RCA Payments to be reimbursed, Payments must be:
 - ▶ In SSIS
 - ▶ Including children in the tribal initiatives
 - ▶ Client-specific
 - ▶ The child is the client on the payment
 - ▶ For BRASS Service 182 - Relative Custody Assistance
 - ▶ Workers enter this information on the Service Arrangement
 - ▶ A Finalized RCA Payment Worksheet must exist in SSIS for each child
 - ▶ The Worksheet Effective Date must be on or before the service start date of the payment

How Child Welfare Workers Access RCA Payment Worksheets

- ▶ The Relative Custody Assistance Payment Worksheet was released statewide in VI4.1
- ▶ It is located under the child's Fiscal Details folder



- ▶ Counties should already be entering RCA Payment Worksheets

RCA Payment Worksheet

Remember to Finalize the worksheet!

Steps to Finalize:

- 1) Create Worksheet
- 2) Save
- 3) Access Action Menu
- 4) Select Finalize.

RCA Payment Worksheet Instruction Resources

- ▶ Resources
 - ▶ [SSIS Update #393 April 4, 2014](#)
 - ▶ Articles:
 - When to Create a New RCA Payment worksheet
 - Preparing for the New RCA Report in VI4.2
 - ▶ [Fiscal Release Training Curriculum](#)
 - ▶ VI4.1 Instructions for Relative Custody Assistance Payment Worksheet

When To Create a New RCA Payment Worksheet

- ▶ Policy States:
 - ▶ Create a New RCA Payment Worksheet
 - ▶ Every year as part of the annual affidavit process
 - ▶ Child reaches a significant birthdate
 - Ages 6, 12 & 15
 - ▶ A New RCA Payment Worksheet is NOT required for:
 - ▶ Federal Poverty Guideline changes
 - ▶ Cost of Living Adjustments (COLA)
- ▶ Note: This is a change from VI 4.1 Release Training - Federal Poverty Guideline and COLA changes are included when the annual affidavit is completed

Client Data Required Entry

- ▶ Fiscal Workers receive RCA Payment Report proofing (error) messages that must be entered or corrected by Child Welfare Workers. Examples include:
 - ▶ Child must have an actual date of birth
 - ▶ Child's age over maximum eligible age of 18
 - ▶ No finalized worksheet for the service dates
 - ▶ No worksheet for 15 months
 - ▶ Significant birthday needs new worksheet
 - ▶ Need for a finalized RCA Payment Worksheet that has an effective date on or before the service start date

Questions?
