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# Northstar Kinship Assistance Eligibility Determination Navigation Guide

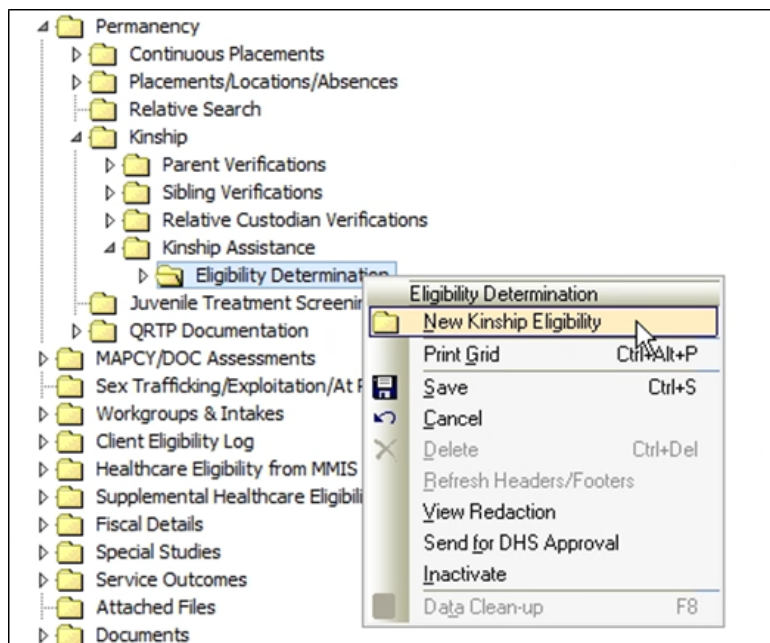
Northstar Kinship Assistance is a benefits program available to eligible children for whom a transfer of permanent legal and physical custody (TPLPC) has been ordered. The financially responsible agency completes the Eligibility Determination, with input from the legally responsible agency (if different). Northstar Kinship Assistance Eligibility Determination is used to determine a child’s eligibility for Northstar Kinship Assistance Title IV-E or Non-Title IVE. The agency with financial responsibility shall complete a Northstar Kinship Eligibility Determination and submit electronically to DHS for approval.

To complete a Northstar Kinship Assistance Eligibility Determination, a child must be:

1. placed with the prospective relative custodian(s) as licensed foster parent(s) for at least six consecutive months (unless requesting an exemption); **and**
2. a determination has been made that a transfer of permanent legal and physical custody is in the child's best interest, in accordance with [Minnesota Statutes, 260C.212, Subd.2](#), or the equivalent under tribal code.

The Northstar Kinship Eligibility Determination includes a series of screens with questions that must be answered to determine both eligibility for the program and the funding source (Title IV-E or Non-Title IV-E funds). The series of questions varies depending on how each preceding question is answered.

You must enter the Relative Custodian Verification, RCV-Initial, in order to create a Kinship Assistance Eligibility Determination.



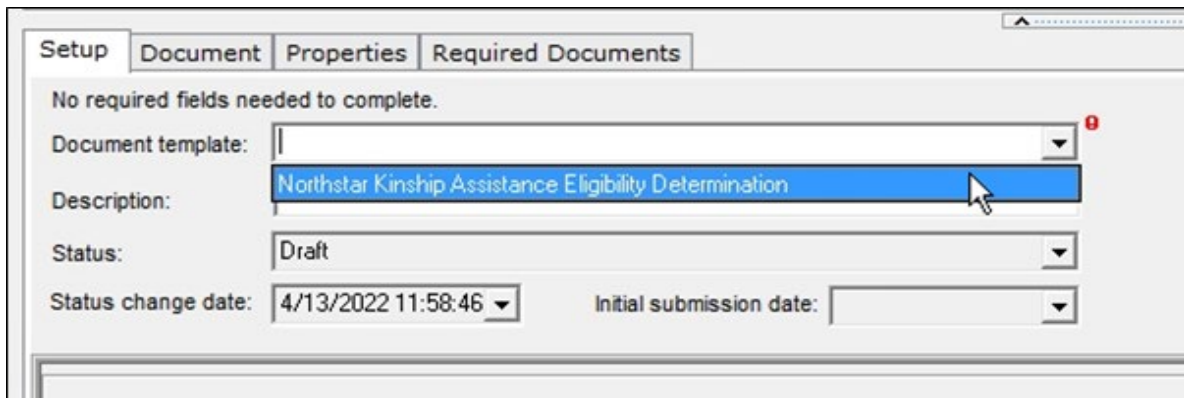
To Create a New Kinship Eligibility:

1. From the **Kinship Assistance** Folder access the **Action** menu

2. Select **New Kinship Eligibility**.

## Kinship Assistance Setup Tab

The Eligibility Determination has a set-up screen that must be filled out prior to answering questions that determine both eligibility for the program and the funding source (Title IV-E or Non–Title IV-E funds).



To Complete the Setup Tab:

1. The Document template field auto-fills with Kinship Assistance Eligibility Determination.
2. Complete the Setup tab.
3. Click the Document tab.

In the Participant and Kinship verification sections, watch for blank fields in the following fields:

- Citizenship status
- Removal from home
- Best interest statement

To prevent a false not eligible Kinship Eligibility result, you must go to the appropriate section of the applicable client folder in the Tree View to enter the information, return to the Kinship Eligibility Setup tab and click the refresh button(s) to have the information autofill into the previously blank fields.

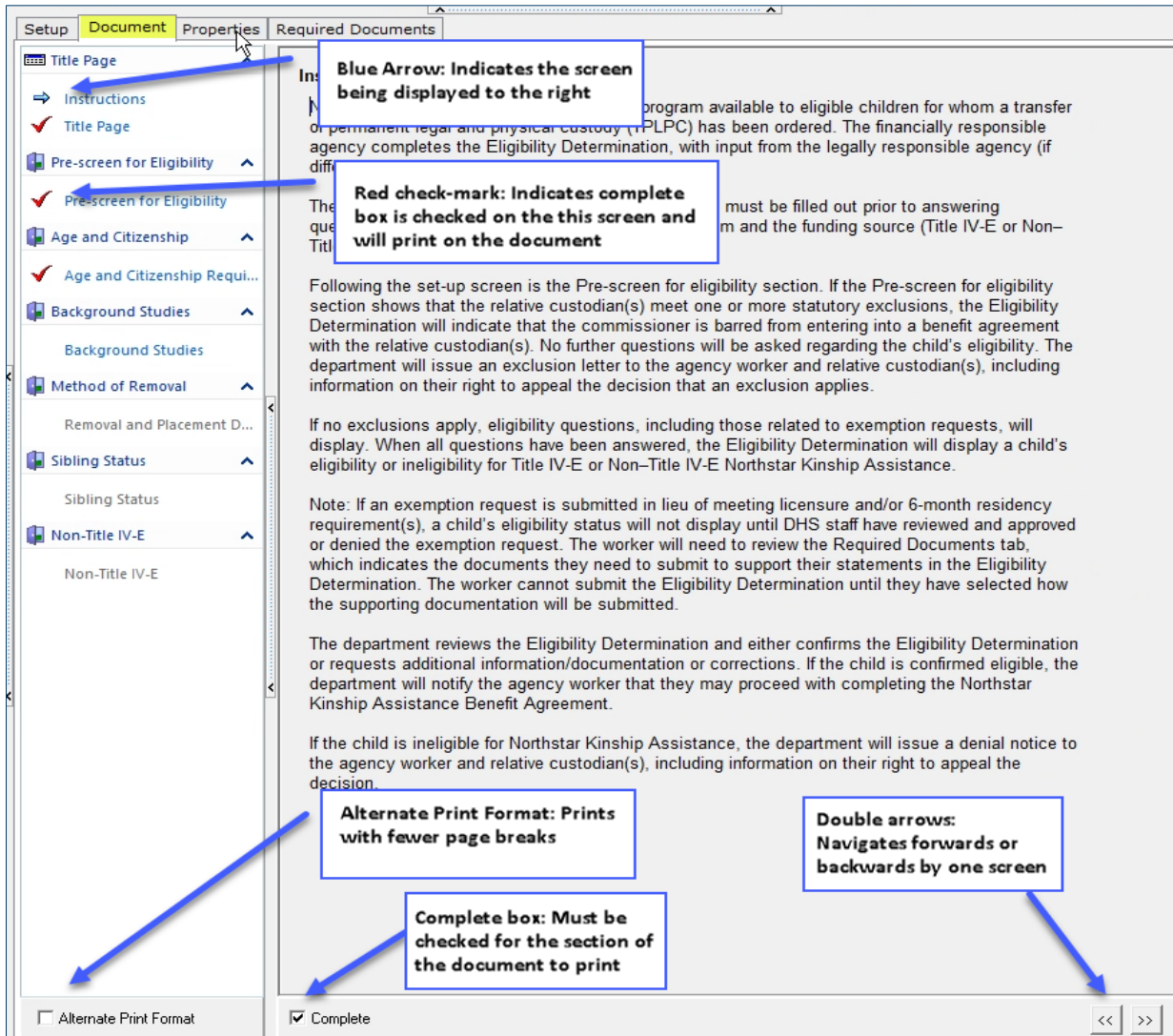
In the MAPCY section, make sure the MAPCY is up to date as this is the rate that will be used for the Northstar Kinship Assistance Benefit Agreement.

In the Worker section, you should enter the person whom DHS should contact regarding Eligibility; i.e., this may be the Financial Assistance Eligibility worker. It does not need to be the same person as the Primary worker.

## Document Tab

Kinship Eligibility Determination Document will guide the worker through a series of questions based on how the previous question was answered. If you need additional guidance in answering the

question click on the help text (hover the cursor over the text, if it turns into a hand there is help text available) in the question. As the questions are answered a list of required supporting documents is being compiled. The worker will need to review the Required Documents Tab to view the list. Based on how the questions are answered, the Eligibility Determination Document will calculate the child's eligibility for Northstar Kinship Assistance and whether it will be Title IV-E or Non-Title IV-E assistance.



When all questions have been answered, the Eligibility Determination will display a child's eligibility or ineligibility for Title IV-E or Non-Title IV-E Northstar Kinship Assistance.

**To Complete the Document Tab:**

1. Review the fields on the Title Page and ensure the data that merged in from the Tree View folders is accurate.
2. The blue arrow indicates what is displaying to the right of the navigation bar.
3. The red checkmark indicates that the complete box is checked and will print with the document.

4. Alternative print check box, when checked, will allow the document to print with fewer page breaks
5. The complete checkbox auto-checks to ensure this screen prints on the document.
6. Click on each Navigation bar (or advance the screens by clicking the double-arrows at the bottom right of the screen) and answer the questions as listed.
7. Click **Save**.



As the image indicates, the hand figure will appear over help text throughout the Northstar Kinship Eligibility Determination.

## Instructions

<p>Setup Document Properties Required Documents</p> <ul style="list-style-type: none"> <li>Title Page</li> <li>→ Instructions</li> <li>✓ Title Page</li> <li>Pre-screen for Eligibility</li> <li>✓ Pre-screen for Eligibility</li> <li>Age and Citizenship</li> <li>Age and Citizenship Requirements</li> <li>Background Studies</li> <li>Background Studies</li> <li>Method of Removal</li> <li>Removal and Placement Duration</li> <li>Sibling Status</li> <li>Sibling Status</li> <li>Non-Title IV-E</li> <li>Non-Title IV-E</li> </ul>	<p><b>Instructions</b></p> <p>Northstar Kinship Assistance is a benefits program available to eligible children for whom a transfer of permanent legal and physical custody (TPLPC) has been ordered. The financially responsible agency completes the Eligibility Determination, with input from the legally responsible agency (if different).</p> <p>The Eligibility Determination has a set-up screen that must be filled out prior to answering questions that determine both eligibility for the program and the funding source (Title IV-E or Non-Title IV-E funds).</p> <p>Following the set-up screen is the Pre-screen for eligibility section. If the Pre-screen for eligibility section shows that the relative custodian(s) meet one or more statutory exclusions, the Eligibility Determination will indicate that the commissioner is barred from entering into a benefit agreement with the relative custodian(s). No further questions will be asked regarding the child's eligibility. The department will issue an exclusion letter to the agency worker and relative custodian(s), including information on their right to appeal the decision that an exclusion applies.</p> <p>If no exclusions apply, eligibility questions, including those related to exemption requests, will display. When all questions have been answered, the Eligibility Determination will display a child's eligibility or ineligibility for Title IV-E or Non-Title IV-E Northstar Kinship Assistance.</p> <p><b>Note:</b> If an exemption request is submitted in lieu of meeting licensure and/or 6-month residency requirement(s), a child's eligibility status will not display until DHS staff have reviewed and approved or denied the exemption request. The worker will need to review the Required Documents tab, which indicates the documents they need to submit to support their statements in the Eligibility Determination. The worker cannot submit the Eligibility Determination until they have selected how the supporting documentation will be submitted.</p> <p>The department reviews the Eligibility Determination and either confirms the Eligibility Determination or requests additional information/documentation or corrections. If the child is confirmed eligible, the department will notify the agency worker that they may proceed with completing the Northstar Kinship Assistance Benefit Agreement.</p> <p>If the child is ineligible for Northstar Kinship Assistance, the department will issue a denial notice to the agency worker and relative custodian(s), including information on their right to appeal the decision.</p>
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The Northstar Kinship Eligibility document tab begins with instructions that can only be viewed on the worker side of SSIS. The language of the instructions page is listed in the screenshot above. Workers should familiarize themselves with this guidance.

## Title Page

Setup	Document	Properties	Required Documents
<b>Minnesota Department of Human Services Northstar Kinship Assistance Eligibility Determination</b>			
<b>Child Information</b>			
Child Name: <input type="text" value="Apollo Thirteen"/>			
Birth Date: <input type="text" value="01/01/2009"/>			
<b>Responsible Agencies</b>			
Financially Responsible Agency: <input type="text" value="Test Policy County Family Services"/>			
Worker Name: <input type="text" value="Eric Kratt"/>			
Worker Phone: <input type="text" value="(612)555-5555"/>			
Worker Email: <input type="text" value="eric.kratt@state.mn.us"/>			
Legally Responsible Agency: <input type="text" value="Aitkin"/>			
<b>Placement Information</b>			
Continuous Placement Episode: <input type="text" value="04/01/2022 - present"/>			
Placement Setting Dates: <input type="text" value="04/01/2022 - present"/>			
<b>Relative Custodian Information</b>			
Kinship Placement Agreement Date: <input type="text" value="04/12/2022"/>			
Relative 1: <input type="text" value="John Rhinehart"/>			
Relative 2: <input type="text" value="Suzy Rinehart"/>			
Mailing address: <input type="text" value="1234 Anywhere Lane&lt;br/&gt;St. Paul, MN 55155"/>			

The **Title Page** fields populate based on information from the setup tab. This tab is auto-checked as complete. Workers should review the fields on the **Title Page** and ensure the data that merged in from the client folders is accurate. If not update the information on the Setup Tab. If you are not able to update fields on the Setup tab, you may need to update applicable information under the client node in the Tree View.

**Title Page** categories include:

- Child Information
  - Child Name
  - Birth Date
  - 18<sup>th</sup> Birth Date
  - Guardianship Type (DHS/Tribal)
- Responsible Agencies
  - Financially Responsible Agency
  - Worker Name

- Worker Email
- Worker Phone
- Legally Responsible Agency
- Placement Information
  - Continuous Placement Episode
  - Placement Setting Dates
- Relative Custodian Information
  - Kinship Placement Agreement Date
  - Relative 1
  - Relative 2
  - Mailing Address

### Pre-screen for eligibility

On the document tab, the Pre-screen for eligibility is the first section. If the Pre-screen for eligibility section shows that the relative custodian(s) meet one or more statutory exclusions, the Eligibility Determination will indicate that the commissioner is barred from entering into a benefit agreement with the relative custodian(s). No further questions will be asked regarding the child’s eligibility. The department will issue an exclusion letter to the agency worker and relative custodian(s), including information on their right to appeal the decision that an exclusion applies.

**Pre-screen for Eligibility**

Does the relative custodian(s) for this child meet any of the exclusion factors below that would bar the commissioner from entering into a Northstar Kinship Assistance benefit agreement with the relative custodian(s)? Yes ▾

Describe how relative custodian(s) meets exclusion factor:

E

**The commissioner is barred by statute from entering into a Northstar Kinship Assistance benefit agreement with the child's relative custodian(s). DHS will issue an exclusion letter.**

***Does the relative custodian(s) for this child meet any of the exclusion factors below that would bar the commissioner from entering into a Northstar Kinship Assistance benefit agreement with the relative custodian(s)?***

If ‘Yes’ is answered to this questions, a text box will appear for workers to ‘describe how relative custodian(s) meets exclusion factor.’

#### Help Text

The commissioner is barred from entering into kinship assistance benefit agreements with the

following individuals:

- Child’s biological parent or stepparent;
- Individual who is assuming permanent legal and physical custody of a child, or equivalent under tribal code, without involvement of the child welfare system;
- Individual who is assuming permanent legal and physical custody of a child who was placed in Minnesota by another state or a tribe outside of Minnesota.

If relative custodian(s) meets one or more of the above items, then an exclusion applies.

If ‘No’,

**Pre-screen for Eligibility**

Does the relative custodian(s) for this child meet any of the exclusion factors below that would bar the commissioner from entering into a Northstar Kinship Assistance benefit agreement with the relative custodian(s)?

Does the relative custodian(s) for this child wish to apply for Northstar Kinship Assistance?

***Does the relative custodian(s) for this child wish to apply for Northstar Kinship Assistance?***

If ‘Yes’ there are no other requirements related to this screen and the worker can proceed to the ‘Age and Citizenship’ section of the document.

**Required Document**

Required documents if ‘Yes’ include a signed Kinship Placement Agreement or tribal equivalent.

**Pre-screen for Eligibility**

Does the relative custodian(s) for this child meet any of the exclusion factors below that would bar the commissioner from entering into a Northstar Kinship Assistance benefit agreement with the relative custodian(s)?

Does the relative custodian(s) for this child wish to apply for Northstar Kinship Assistance?

**Generate Statement to Decline and have the relative(s) sign it.**

If ‘No’ is selected to the question, a ‘Statement to decline’ document to confirm the relative custodian(s) understanding of the denial must be signed.

**Required Document**

If ‘No’ a signed Statement to Decline should be included.

## Age and Citizenship Requirements

<b>Age and Citizenship Requirements</b>
Will the child be under age 18 (01/01/2027) when the TPLPC is finalized? <span style="float: right;">No ▾</span>
<b>Child is not eligible for Title IV-E or Non-Title IV-E Kinship Assistance. DHS will issue denial letter.</b>

### ***Will the child be under age 18 (01/01/2027) when the TPLPC is finalized?***

If 'No', the child is not eligible for Title IV-E or Non-Title IV-E Northstar Kinship Assistance. DHS will issue a denial letter.

### **Help Text**

If not finalized before the child attains age 18, the child is not eligible for Title IV-E or Non-Title IV-E Northstar Kinship Assistance.

If 'Yes',

<b>Age and Citizenship Requirements</b>
Will the child be under age 18 (01/01/2027) when the TPLPC is finalized? <span style="float: right;">Yes ▾</span>
Will the child be at least age 14 (01/01/2023) when the TPLPC is finalized? <span style="float: right;">No ▾</span>
<b>Citizenship/Immigration Status</b>
Child's status: <input type="text" value="U.S. Citizen/naturalized citizen"/>

### ***Will the child be at least age 14 (display 14th birth date) when the TPLPC is finalized?***

If 'Yes'

<b>Age and Citizenship Requirements</b>
Will the child be under age 18 (01/01/2027) when the TPLPC is finalized? <span style="float: right;">Yes ▾</span>
Will the child be at least age 14 (01/01/2023) when the TPLPC is finalized? <span style="float: right;">Yes ▾</span>
Was the child consulted about the proposed TPLPC? <span style="float: right;">No ▾</span>
<b>Child is not eligible for Title IV-E or Non-Title IV-E Kinship Assistance. DHS will issue denial letter.</b>

### ***Was the child consulted about the proposed TPLPC?***

If 'No' the child is not eligible for Title IV-E or Non-Title IV-E Kinship Assistance. DHS will issue a denial letter.

### Help Text

The child must be consulted about the proposed TPLPC if the child will be age 14 or older when the TPLPC is expected to finalize. This is a federal eligibility requirement. Typically, the child will have signed the KPA to indicate that they have been consulted; however, the agency's signature on the KPA attests to this requirement having been fulfilled.

Note: The child does not have to consent to the proposed TPLPC. Best practice is that the child is in agreement with the proposed TPLPC.

Consult with DHS if there are questions about this requirement.

If 'Yes

**Age and Citizenship Requirements**

Will the child be under age 18 (01/01/2027) when the TPLPC is finalized? Yes ▾

Will the child be at least age 14 (01/01/2023) when the TPLPC is finalized? Yes ▾

Was the child consulted about the proposed TPLPC? Yes ▾

**Citizenship/Immigration Status**

Child's status:

**Citizenship/Immigration Status**, will autofill with information.

If 'U.S Citizen/naturalized citizen' - Proceed to the next section 'Background Studies'.

If 'Lawful permanent resident' - Proceed to question ***“Does the child meet the qualified alien requirements under PRWORA on their own without regard to the citizenship or immigration status of the relative custodian(s)?”***

If 'Yes', proceed to the next section for 'Background Studies'.

If 'No',

***“Is at least one relative custodian a US Citizen or qualified alien under PRWORA?”***

If 'Yes', proceed to the next section regarding background studies. Require proof of parent/custodians proof of citizenship/immigration status. (Birth Certificate; Passport; Certification of Naturalization; Certification of Citizenship; Permanent Resident Card; USCIS documentation of lawful permanent residence status; USCIS documentation of immigration status).

If 'No', a message will display that the child is not eligible for Title IV-E or Non-Title IV-E Adoption Assistance. DHS will issue a denial letter.

If 'Other documented non-citizen' - Proceed to question ***“Does the child meet the qualified alien requirements under PRWORA on their own without regard to the citizenship or immigration status of the adopting parent(s)?”***

If 'Undocumented immigrant' a message will display that the child is not eligible for Title IV-E or Non-Title IV-E Adoption Assistance. DHS will issue denial letter.

If 'Unknown', a message will display that the child is not eligible for Title IV-E or Non-Title IV-E Adoption Assistance. DHS will issue denial letter.

### **Required Documents**

- If 'US Citizen/Naturalized Citizen', 'Lawful Permanent Resident', or 'Other' documentation that verify the child's citizenship status (Birth Certificate; Passport; Certification of Naturalization; Certification of Citizenship; Permanent Resident Card; USCIS documentation of lawful permanent residence status; USCIS documentation of immigration status).
- If 'Undocumented' or 'Unknown', no documents are required as child is not eligible.

### **Help Text**

A child must be a U.S. citizen or meet qualified alien requirements under the Personal Responsibility and Work Opportunity Reconciliation Act (PRWORA) to be eligible to receive Northstar Kinship Assistance.

Consult with your county/tribal agency or Policy Quest if you are unsure whether a child meets qualified alien requirements.

If the child is not a U.S. citizen or in one of the excepted groups at section 403(b) of PRWORA, but is a qualified alien who has not lived in the U.S. as a qualified alien for five years, at least one relative custodian must be a U.S. citizen or qualified alien.

A child who is not a U.S. citizen or qualified alien is not eligible for Northstar Kinship Assistance, even if at least one relative custodian is a U.S. citizen or qualified alien.

If a child is an undocumented immigrant, consult with your county/tribal attorney to see if it is possible for the child to obtain special immigrant juvenile status or another status that meets qualified alien requirements.

If a child's citizenship/immigration status is unknown or blank, determine the child's citizenship/immigration status before proceeding with the Eligibility Determination.

Note: The child does not have to consent to the proposed TPLPC. Best practice is that the child is in agreement with the proposed TPLPC.

Consult with DHS if there are questions about this requirement.

### Background Studies

**Background Studies**

Was a background study completed for each required person? No ▾

**Child is not eligible for Title IV-E or Non-Title IV-E Kinship Assistance. DHS will issue denial letter.**

***Was a background study completed for each required person?***

If 'No', the child is not eligible for Title IV-E or Non-Title IV-E Kinship Assistance. DHS will issue a denial letter.

#### Help Text

Background studies must be fully compliant according to federal Adam Walsh requirements. See Minnesota Statutes, section 245C.33.

If 'Yes',

**Background Studies**

Was a background study completed for each required person? Yes ▾

Did the background study reveal that the relative custodian(s) has ever been convicted of a felony involving child abuse or neglect, spousal abuse, a crime against a child (including child pornography), or a crime involving violence, including rape, sexual assault or homicide (but not including other physical assault or battery)? No ▾

Did the background study reveal that the relative custodian(s) has been convicted of a felony involving physical assault, battery, or a drug-related offense within the past five years? Yes ▾

**Child is not eligible for Title IV-E or Non-Title IV-E Kinship Assistance. DHS will issue denial letter.**

***Did the background study reveal the relative custodian(s) has ever been convicted of a felony involving child abuse or neglect, spousal abuse, a crime against a child (including child pornography), or a crime involving violence, including rape, sexual assault or homicide (but not including other physical assault or battery)?***

If 'Yes' the child is not eligible for Title IV-E or Non-Title IV-E Kinship Assistance. DHS will issue a denial letter.

### Help Text

These are permanent federal barrier crimes that make relative custodians ineligible to receive Northstar kinship assistance on behalf of a child. See Minnesota States, section 256N.22, subdivision 4

If 'No'

***Did the background study reveal that the relative custodian(s) has been convicted of a felony involving physical assault, battery, or a drug-related offense within the past five years?***

If 'Yes' the child is not eligible for Title IV-E or Non-Title IV-E Kinship Assistance. DHS will issue a denial letter.

If 'No' proceed to the next section 'Method of Removal'.

### Help Text

These are time-limited federal barrier crimes that make relative custodians ineligible to receive Northstar Kinship Assistance on behalf of a child. See [Minnesota Statutes, section 256N.22, subdivision 4.](#)

***Hint:*** Required documents to send include the background study, if answer to question 1 on this screen is 'Yes'.

### Method of Removal (Trial Home Visits is Yes) (Court Ordered)

**Removal and Placement Duration**

Were there any trial home visits during the current continuous placement episode?

List start and end dates of trial home visits during the current continuous placement episode:

Did the legally responsible agency make the required agency determination regarding permanency after the end date of the most recent trial home visit?

Kinship Placement Agreement Date:

***Were there any trial home visits during the continuous placement episode?***

If 'Yes' the worker will list the start and end dates of the trial home visits during the current continuous placement episode in the applicable field.

## Help Text

If a trial home visit occurred, the date of the KPA must be on or after the end date of the trial home visit. The legally responsible agency must determine that reunification and adoption are not appropriate permanency options for a child; a KPA dated before a trial home visit occurs implies that the agency did not rule reunification.

Removal and Placement Duration	
Were there any trial home visits during the current continuous placement episode?	Yes ▾
List start and end dates of trial home visits during the current continuous placement episode:	
<input type="text"/>	
Did the legally responsible agency make the required agency determination regarding permanency after the end date of the most recent trial home visit?	Yes ▾

### ***Did the legally responsible agency make the required agency determination regarding permanency after the end date of the most recent trial home visit?***

If 'No', the child is not eligible for Title IV-E or Non-Title IV-E Kinship Assistance. DHS will issue a denial letter. Kinship Placement Agreement Date will autofill.

If 'Yes',

- ***Kinship Placement Agreement Date*** will autofill in the applicable field.
- ***'The child was removed from the home and placed in foster care accordance with'*** will autofill with the authority from the setup tab. In this example it is **Court**. The court order for removal is a required document for this scenario.
  - If this field is blank, child is not eligible.
  - If Protective hold, child is not eligible.
  - For Voluntary placements (see help description below related to voluntary placements).
  - If Court order follow the court order path, as outlined in this document and proceed to the question ***'Did the removal court order contain the best interest or contrary to the welfare language'***. The answer will autofill and is display only.

## Help Text

The legally responsible agency must determine that reunification and adoption are not appropriate permanency options for a child. This is a federal and state requirement. In signing a KPA, the agency is indicating it has made that determination as of that date. A KPA date that is prior to a trial home visit ending means that the agency's determination is no longer valid, since the purpose of a trial home visit is to move towards reunification.

Answer “yes” to this question if the KPA date is on or after the end date of the most recent trial home visit. Answer “no” to this question if the KPA date is prior to the end date of the most recent trial home visit.

Consult with DHS if there are questions about this requirement

Kinship Placement Agreement Date:	<input type="text" value="04/12/2022"/>
What initiated the child's removal from the home for the current placement episode?	<input type="text" value="Court ordered"/>
Did the removal court order contain the best interest or contrary to the welfare language?	<input type="text" value="Yes"/>

***Did the removal court order contain the best interest or contrary to the welfare language?***

If ‘Blank’, proceed to the next section ‘Sibling Status’.

If ‘Yes’, proceed to the question, ***‘Did the child’s removal coincide with the court order authorizing the child’s removal for the current continuous placement episode?’***

If ‘No’, proceed to the question, ***‘Is the child placed with their sibling in the home of the same relative custodian(s)?’***

### Help Text

If the value displayed below is blank, when it should read yes or no, go back to the court actions screen and update the child’s method of removal, then refresh the eligibility determination to update this screen with the correct method of removal.

<b>Removal and Placement Duration</b>	
Were there any trial home visits during the current continuous placement episode?	<input type="text" value="Yes"/>
List start and end dates of trial home visits during the current continuous placement episode:	
<input type="text"/>	
Did the legally responsible agency make the required agency determination regarding permanency after the end date of the most recent trial home visit?	<input type="text" value="Yes"/>
Kinship Placement Agreement Date:	<input type="text" value="04/12/2022"/>
What initiated the child's removal from the home for the current placement episode?	<input type="text" value="Court ordered"/>
Did the removal court order contain the best interest or contrary to the welfare language?	<input type="text" value="Yes"/>
Did the child's removal coincide with the court order authorizing the child's removal for the current continuous placement episode?	<input type="text"/>

***Did the child’s removal coincide with the court order authorizing the child’s removal for the current continuous placement episode?***

If ‘Yes’, proceed to the questions ***‘Have at least six consecutive months of Title IV-E claims been made for foster care payments to the relative custodian(s) for the child during this continuous placement***

*episode?’*

If ‘No’, proceed to the question ***‘Did DHS determine extenuating circumstances existed as to why the child’s removal did not coincide with the court order authorizing the child’s removal?’***

#### **Help Text**

A child’s removal from their home must “coincide” with the court order authorizing the child’s removal. Coincide means that the child’s removal must have occurred by the end of the next business day following the court order authorizing removal.

If a child’s removal does not coincide with the court order authorizing their removal, the child is not eligible for Title IV-E Northstar Kinship Assistance unless DHS determines there are extenuating circumstances (next question).

Did DHS determine extenuating circumstances existed as to why the child’s removal did not coincide with the court order authorizing the child’s removal?

***Did DHS determine extenuating circumstances existed as to why the child’s removal did not coincide with the court order authorizing the child’s removal?’***

If ‘Yes’, proceed to the question, ***‘Have at least six consecutive months of Title IV-E claims been made for foster care payments to the relative custodian(s) for the child during this continuous placement episode?’***

If ‘No’, proceed to the next section ‘Sibling Status’.

#### **Help Text**

If a child’s removal does not coincide with the court order authorizing their removal, the child is not eligible for Title IV-E Northstar Kinship Assistance unless there are extenuating circumstances. Only the Title IV-E unit at DHS can determine if there are extenuating circumstances that apply. Do not answer yes if DHS has not made this determination.

If an agency believes extenuating circumstances exist, the agency must contact their Title IV-E trainer or their records and eligibility consultant at DHS to initiate the process.

**Removal and Placement Duration**

Were there any trial home visits during the current continuous placement episode?

List start and end dates of trial home visits during the current continuous placement episode:

Did the legally responsible agency make the required agency determination regarding permanency after the end date of the most recent trial home visit?

Kinship Placement Agreement Date:

What initiated the child's removal from the home for the current placement episode?

Did the removal court order contain the best interest or contrary to the welfare language?

Did the child's removal coincide with the court order authorizing the child's removal for the current continuous placement episode?

Have at least six consecutive months of Title IV-E claims been made for foster care payments to the relative custodian(s) for the child during this continuous placement episode?

Has the relative custodian(s) been eligible to receive Title IV-E foster care payments for the child for at least six consecutive months during this placement episode?

***Have at least six consecutive months of Title IV-E claims been made for foster care payments to the relative custodian(s) for the child during this continuous placement episode?*** This field is display only.

If 'Yes', a message will display that the child is eligible for Title IV-E Kinship Assistance.

**Required Document**

Require the Title IV-E Foster Care AFDC Relatedness Determination worksheet and Foster Care License.

If 'No', proceed to the next question:

***Has the relative custodian(s) been eligible to receive Title IV-E foster care payments for the child for at least six consecutive months during this placement episode?***

If 'Yes', a message will display that the child is eligible for Title IV-E Kinship Assistance.

If 'No', proceed to the next section 'Sibling Status'.

**Help Text**

A relative custodian may be ***eligible to receive*** Title IV-E foster care payment for a child, but ***not actually receive*** a payment. This would happen under two circumstances:

- The relative custodian declined to receive foster care payments
- The financially responsible agency is behind in their Title IV-E claiming.

Select “yes” only if the relative custodian was eligible to receive Title IV-E foster care payments AND it was for a period of at least 6 **consecutive** months. Note: If a relative custodian was eligible to receive Title IV-E foster care payments for at least one day in a month on behalf of the child, this counts as a full calendar month.

Consult with your agency’s Title IV-E trainer with questions.

Note: A “no” response to this question does not mean the child is ineligible. Selecting “no” will prompt additional eligibility questions.

### Method of Removal (Trial Home Visit is No) (Court Ordered)

***Were there any trial home visits during the continuous placement episode?***

Removal and Placement Duration	
Were there any trial home visits during the current continuous placement episode?	No ▾
What initiated the child's removal from the home for the current placement episode?	Court ordered
Did the removal court order contain the best interest or contrary to the welfare language?	Yes
Did the child's removal coincide with the court order authorizing the child's removal for the current continuous placement episode?	▾

If ‘No’,

***What initiated the child’s removal from the home for the current placement episode? (Answer will autofill from Setup tab).***

Removal and Placement Duration	
Were there any trial home visits during the current continuous placement episode?	No ▾
What initiated the child's removal from the home for the current placement episode?	Court ordered
Did the removal court order contain the best interest or contrary to the welfare language?	Yes
Did the child's removal coincide with the court order authorizing the child's removal for the current continuous placement episode?	No ▾
Did DHS determine extenuating circumstances existed as to why the child's removal did not coincide with the court order authorizing the child's removal?	▾

***Did the removal court order contain the best interest or contrary to the welfare language (field is read only)?***

If field is blank, child is not eligible for Title IV-E Non-Title IV-E Kinship Assistance. DHS will send a denial letter.

***Did the child's removal coincide with the court order authorizing the child's removal for the current continuous placement episode?***

If 'No',

<b>Removal and Placement Duration</b>	
Were there any trial home visits during the current continuous placement episode?	No ▾
What initiated the child's removal from the home for the current placement episode?	Court ordered
Did the removal court order contain the best interest or contrary to the welfare language?	Yes
Did the child's removal coincide with the court order authorizing the child's removal for the current continuous placement episode?	No ▾
Did DHS determine extenuating circumstances existed as to why the child's removal did not coincide with the court order authorizing the child's removal?	No ▾

***Did DHS determine extenuating circumstance existed as to why the child's removal did not coincide with the court order authorizing the child's removal?***

If 'No', proceed to the question 'Is the child placed with their sibling in the home of the same of the same relative custodian(s)?'

If 'Yes' proceed to the question 'Have at least six consecutive months of Title IV-E claims been made for foster care payments to the relative custodian(s) for the child during his continuous placement episode?'

<b>Removal and Placement Duration</b>	
Were there any trial home visits during the current continuous placement episode?	No ▾
What initiated the child's removal from the home for the current placement episode?	Court ordered
Did the removal court order contain the best interest or contrary to the welfare language?	Yes
Did the child's removal coincide with the court order authorizing the child's removal for the current continuous placement episode?	Yes ▾
Have at least six consecutive months of Title IV-E claims been made for foster care payments to the relative custodian(s) for the child during this continuous placement episode?	No
Has the relative custodian(s) been eligible to receive Title IV-E foster care payments for the child for at least six consecutive months during this placement episode?	▾

***Did the child's removal coincide with the court order authorizing the child's removal for the current continuous placement episode?***

If 'Yes',

***Have at least six consecutive months of Title IV-E claims been made for foster care payments to the***

**relative custodian(s) for the child during this continuous placement episode?** This field is read only. If blank, child is not eligible for Title IV-E or Non-Title IV-E Kinship Assistance. DHS will issue a denial letter.

If 'No',

Removal and Placement Duration	
Were there any trial home visits during the current continuous placement episode?	No ▾
What initiated the child's removal from the home for the current placement episode?	Court ordered
Did the removal court order contain the best interest or contrary to the welfare language?	Yes
Did the child's removal coincide with the court order authorizing the child's removal for the current continuous placement episode?	Yes ▾
Have at least six consecutive months of Title IV-E claims been made for foster care payments to the relative custodian(s) for the child during this continuous placement episode?	No
Has the relative custodian(s) been eligible to receive Title IV-E foster care payments for the child for at least six consecutive months during this placement episode?	No ▾

**Has the relative custodian(s) been eligible to receive Title IV-E foster care payments for the child for at least six consecutive months during this placement episode?**

If 'No' proceed to the next section 'Sibling Status'.

Removal and Placement Duration	
Were there any trial home visits during the current continuous placement episode?	No ▾
What initiated the child's removal from the home for the current placement episode?	Court ordered
Did the removal court order contain the best interest or contrary to the welfare language?	Yes
Did the child's removal coincide with the court order authorizing the child's removal for the current continuous placement episode?	Yes ▾
Have at least six consecutive months of Title IV-E claims been made for foster care payments to the relative custodian(s) for the child during this continuous placement episode?	No
Has the relative custodian(s) been eligible to receive Title IV-E foster care payments for the child for at least six consecutive months during this placement episode?	Yes ▾

**Child is eligible for Title IV-E Kinship Assistance.**

If 'Yes', a message stating the child is eligible for Title IV-E Kinship Assistance will display. Require document Title IV-E foster care payments for the child for at least six consecutive months during this continuous placement episode.

**Note:** If a trial home visit occurred, the date of the Kinship Placement Agreement (KPA) must be on or after the end date of the trial home visit. The legally responsible agency must determine that reunification and adoption are not appropriate permanency options for a child. This is a federal and state requirement. In signing a KPA, the agency is indicating it has made that determination as of that date. A KPA date that is prior to a trial home visit ending means that the agency’s determination is no longer valid, since the purpose of a trial home visit is to move towards reunification.

## Method of Removal (Voluntary)

### With Trial Home Visit

**Removal and Placement Duration**  
Were there any trial home visits during the current continuous placement episode? Yes ▾  
List start and end dates of trial home visits during the current continuous placement episode:  
  
Did the legally responsible agency make the required agency determination regarding permanency after the end date of the most recent trial home visit? Yes ▾  
Kinship Placement Agreement Date: 03/01/2022  
What initiated the child's removal from the home for the current placement episode? Voluntary  
Have at least six consecutive months of Title IV-E claims been made for foster care payments to the relative custodian(s) for the child during this continuous placement episode? No  
Has the relative custodian(s) been eligible to receive Title IV-E foster care payments for the child for at least six consecutive months during this placement episode? No ▾

***Did the legally responsible agency make the required agency determination regarding permanency after the end date of the most recent trial home visit?***

If ‘No’, the child is not eligible for Title IV-E or Non-Title IV-E Kinship Assistance. DHS will issue a denial letter. Kinship Placement Agreement Date will autofill.

If ‘Yes’,

***Kinship Placement Agreement Date*** will autofill in the applicable field.

***The child was removed from the home and placed in foster care accordance with’*** will autofill with the authority from the setup tab. In this example it is ‘Voluntary’.

## Without Trial Home Visit

Removal and Placement Duration	
Were there any trial home visits during the current continuous placement episode?	No ▾
What initiated the child's removal from the home for the current placement episode?	Voluntary
Have at least six consecutive months of Title IV-E claims been made for foster care payments to the relative custodian(s) for the child during this continuous placement episode?	No
Has the relative custodian(s) been eligible to receive Title IV-E foster care payments for the child for at least six consecutive months during this placement episode?	No ▾

If Voluntary Placement, the following questions will appear:

***Have at least six consecutive months of Title IV-E claims been made for foster care payments to the relative custodian(s) for the child during this continuous placement episode?*** This field is display only.

If 'Yes', a message will display that the child is eligible for Title IV-E Kinship Assistance.

### Required Document

Require the Title IV-E Foster Care AFDC Relatedness Determination worksheet and Foster Care License.

If 'No', proceed to the next question:

***Has the relative custodian(s) been eligible to receive Title IV-E foster care payments for the child for at least six consecutive months during this placement episode?***

If 'Yes', a message will display that the child is eligible for Title IV-E Kinship Assistance.

If 'No', proceed to the next section 'Sibling Status'.

### Help Text

A relative custodian may be ***eligible to receive*** Title IV-E foster care payment for a child, but ***not actually receive*** a payment. This would happen under two circumstances:

- The relative custodian declined to receive foster care payments
- The financially responsible agency is behind in their Title IV-E claiming.

Select "yes" only if the relative custodian was eligible to receive Title IV-E foster care payments AND it was for a period of at least 6 ***consecutive*** months. Note: If a relative custodian was eligible to receive Title IV-E foster care payments for at least one day in a month on behalf of the child, this counts as a full calendar month.

Consult with your agency’s Title IV-E trainer with questions.

Note: A “no” response to this question does not mean the child is ineligible. Selecting “no” will prompt additional eligibility questions.

### Sibling Status

<b>Sibling Status</b> Is the child placed with their sibling in the home of the same relative custodian(s)?	<input type="text" value=""/>
--	-------------------------------

*Is the child placed with their sibling in the home of the same relative custodian(s)?*

If Yes,

<b>Sibling Status</b> Is the child placed with their sibling in the home of the same relative custodian(s)?	<input type="text" value="Yes"/>
Has the child’s sibling been determined eligible for Title IV-E Kinship Assistance?	<input type="text" value=""/>

*Has the child’s sibling been determined eligible for Title IV-E Kinship Assistance?*

If ‘Yes’

<b>Sibling Status</b> Is the child placed with their sibling in the home of the same relative custodian(s)?	<input type="text" value="Yes"/>
Has the child’s sibling been determined eligible for Title IV-E Kinship Assistance?	<input type="text" value="Yes"/>
<b>Child is eligible for Title IV-E Kinship Assistance.</b>	

A message will display stating the child is eligible for Title IV-E Kinship Assistance.

### Sibling Status

Is the child placed with their sibling in the home of the same relative custodian(s)?

Yes ▾

Has the child's sibling been determined eligible for Title IV-E Kinship Assistance?

No ▾

If 'No' nothing displays, proceed to the next section 'Non-Title IV-E'.

### Help Text

A child is considered placed with their sibling in the home of the same relative custodian(s) if:

- The child is placed with their sibling in the home of the same relative custodian(s) who will accept a TPLPC of both children at the same time; or
- The child is placed for the purpose of a TPLPC in the home of relative custodian(s) who previously accepted a TPLPC of the child's sibling.
  - The sibling's TPLPC may be a tribal equivalent or from a different state, where it is considered the equivalent of a TPLPC in Minnesota.

Other states or tribes may call this Title IV-E Guardianship Assistance or Title IVE-E Kinship Guardianship Assistance.

If the sibling's Title IV-E Kinship/Guardianship Assistance is issued from a state or tribe other than Minnesota, the local agency must submit a copy of the sibling's Title IV-E Kinship/Guardianship Assistance Eligibility Determination or Title IV-E Kinship/Guardianship Assistance Agreement. If the sibling's Title IV-E Northstar Kinship Assistance is issued from Minnesota, DHS will supply the supporting documentation.

### Non-Title IV-E

#### Non-Title IV-E

Has the child lived with the relative custodian for at least six consecutive months while that custodian has been a licensed child foster parent or tribally approved foster parent?

Yes ▾

Child is eligible for Non-Title IV-E Kinship Assistance.

***Has the child lived with the relative custodian for at least six consecutive months while that custodian has been a licensed child foster parent or tribally approved foster parent?***

If 'Yes', the child is eligible for Non-Title IV-E Kinship Assistance.

**Non-Title IV-E**

Has the child lived with the relative custodian for at least six consecutive months while that custodian has been a licensed child foster parent or tribally approved foster parent?

**This child is not eligible for Title IV-E Kinship Assistance.**

**Because this child has not lived with the relative custodian(s) for at least six consecutive months while their home was licensed or tribally approved for child foster care, they are also not eligible for Non-Title IV-E Northstar Kinship Assistance, unless they request, and DHS approves, an exemption to this eligibility requirement.**

Do you want to request an exemption from this eligibility requirement?

If 'No' a message will display that the child is not eligible for Title IV-E Kinship Assistance.

**Note:** Because this child has not lived with the relative custodian(s) for at least six consecutive months while their home was licensed or tribally approved for child foster care, they are also not eligible for Non-Title IV-E Northstar Kinship Assistance, unless they request, and DHS approves, an exemption to this eligibility requirement.

***Do you want to request an exemption from this eligibility requirement?***

**Non-Title IV-E**

Has the child lived with the relative custodian for at least six consecutive months while that custodian has been a licensed child foster parent or tribally approved foster parent?

**This child is not eligible for Title IV-E Kinship Assistance.**

**Because this child has not lived with the relative custodian(s) for at least six consecutive months while their home was licensed or tribally approved for child foster care, they are also not eligible for Non-Title IV-E Northstar Kinship Assistance, unless they request, and DHS approves, an exemption to this eligibility requirement.**

Do you want to request an exemption from this eligibility requirement?

**Child is not eligible for Title IV-E or Non-Title IV-E Kinship Assistance. DHS will issue denial letter.**

If 'No', Child is not eligible for Title IV-E or Non-Title IV-E Kinship Assistance. DHS will issue denial letter.

**Non-Title IV-E**

Has the child lived with the relative custodian for at least six consecutive months while that custodian has been a licensed child foster parent or tribally approved foster parent? No ▾

**This child is not eligible for Title IV-E Kinship Assistance.**

**Because this child has not lived with the relative custodian(s) for at least six consecutive months while their home was licensed or tribally approved for child foster care, they are also not eligible for Non-Title IV-E Northstar Kinship Assistance, unless they request, and DHS approves, an exemption to this eligibility requirement.**

Do you want to request an exemption from this eligibility requirement? Yes ▾

**Exemption Request Details**

Why is an expedited move to permanency in the child's best interests?

**E**

Why is Northstar Kinship Assistance necessary to complete the TPLPC?

**E**

How is the relative custodian(s) uniquely qualified to meet this child's needs on a permanent basis? In addition to submitting the child's most recent out-of-home placement plan (OHPP), use the text box to add any additional information not included in the OHPP that will support your answer, and/or to highlight some examples of how the relative custodian(s) is uniquely qualified to meet the child's needs.

**E**

Explain the agency's efforts to place the child with the relative custodian(s) as a licensed or tribally approved child foster parent for six consecutive months prior to permanency or explain why the efforts were not in the child's best interests.

**E**

If 'Yes', enter the exemption request details:

- Why is an expedited move to permanency in the child's best interests?
- Why is Northstar Kinship Assistance necessary to complete the TPLPC?
- How is the relative custodian(s) uniquely qualified to meet this child's needs on a permanent basis? In addition to submitting the child's most recent out-of-home placement plan (OHPP), use the text box to add any additional information not included in the OHPP that will support your answer, and/or to highlight some examples of how relative custodian(s) is uniquely qualified to meet the child's needs.
- Explain the agency's efforts to place the child with the relative custodian(s) as a licensed or tribally approved child foster parent for six consecutive months prior to permanency or explain why the efforts were not in the child's best interests.

## **Required Documents**

If 'Yes', Title IV-E Foster Care AFCD Relatedness Determination worksheet, and Foster Care License.

## **Help Text**

Select "yes" only if the relative custodian was fully licensed for child foster care during the 6 consecutive months. If there are two relative custodians, both must be licensed, and the child must have resided with both relative custodians for the same six consecutive month period. Note: If a relative custodian was licensed for at least one day in a month, and the child lived with that relative custodian for at least one day in a month while the relative custodian was licensed, this counts as a full calendar month. Foster care payments do not need to have been paid on the child's behalf.

Note: A "no" response to this question does not mean the child is ineligible. Selecting "no" will open the exemption request process.

## Properties Tab

Setup	Document	Properties	Required Documents
<b>Document Properties</b>			
Description:	Northstar Kinship Assistance Eligibility Determination		
SSIS Document #:	202623106		
Created Date:	4/20/2022 1:40:49 PM	Created By:	Kratt, Eric
Initial Submission Date:			
Legally Responsible Agency:	Aitkin		
Status:	Draft		
Determination:			
Determination Reason:			
At Risk:		Applicable Child:	
Infant Benefit Level:	D	Child Benefit Level:	D
Child Care Level:	0	Extraordinary Level:	
Teen Benefit Level:	E		
Last Edited Date:	5/3/2022 3:36:22 PM		
Last Changed Date:	5/3/2022 3:36:22 PM	Last Changed By:	Kratt, Eric
<b>Template Properties</b>			
Name:	Northstar Kinship Assistance Eligibility Determination		
Document Template #:	348009		
Document Identification:	05/01/2022		
Format:	Forms		
Description:	Northstar Kinship Assistance Eligibility Determination		

The Properties tab of the Kinship Assistance Eligibility Determination contains many fields and are display only.

<b>Field (Document Properties)</b>	<b>Field Use/Description</b>
<b>Description:</b>	Northstar Kinship Assistance Eligibility Determination (description from Setup screen).
<b>SSIS Document #:</b>	Auto generated number assigned to the Eligibility Determination.

<b>Field (Document Properties)</b>	<b>Field Use/Description</b>
<b>Created Date:</b>	Date this Northstar Kinship Assistance Eligibility Determination was created (from Setup Screen).
<b>Created by:</b>	Agency staff name.
<b>Initial Submission Date:</b>	Date the Agency first sent to DHS for approval.
<b>Status:</b>	<p>Values include:</p> <ul style="list-style-type: none"> <li>• Draft;</li> <li>• Pending DHS approval;</li> <li>• Determination confirmed;</li> <li>• Data correction needed;</li> <li>• Document correction needed;</li> <li>• Exemption denied; or</li> <li>• Inactive</li> </ul>
<b>Determination:</b>	<p>Values include:</p> <ul style="list-style-type: none"> <li>• Eligible for Title IV-E;</li> <li>• Eligible for Non-Title IV-E;</li> <li>• Not Eligible for Title IV-E;</li> <li>• Not Eligible for Non-Title IV-E; or</li> <li>• Exclusion applies.</li> </ul>
<b>Determination Reason:</b>	<p>Values include:</p> <ul style="list-style-type: none"> <li>• Exemption approved;</li> <li>• Parent/Custodian declines assistance;</li> <li>• Age of child at finalization;</li> <li>• Child's citizenship/immigration status;</li> <li>• Parent/Custodian citizenship/immigration status;</li> <li>• Background study;</li> <li>• Removal method;</li> </ul>

<b>Field (Document Properties)</b>	<b>Field Use/Description</b>
	<ul style="list-style-type: none"> <li>• Exemption denied;</li> <li>• No Barriers to adoption;</li> <li>• No Relative search;</li> <li>• Recruitment efforts;</li> <li>• No Foster Care payments;</li> <li>• Commissioner is Barred; or</li> <li>• Child not Consulted.</li> </ul>
<b>At Risk:</b>	Values= Yes or No
<b>Infant Benefit Level; Child Benefit Level; Teen Benefit Level; Child Care Level; Extraordinary Level:</b>	Values are based on the results of the MAPCY Assessment.
<b>Last Edited Date:</b>	Displays the date the Eligibility Determination was last edited.
<b>Last Changed Date:</b>	Display the date the Eligibility Determination was last changed.
<b>Last Changed By:</b>	Displays the Agency staff name who last changed the Eligibility Determination.

<b>Field (Template Properties)</b>	<b>Field Use/Description</b>
<b>Name:</b>	Northstar Kinship Assistance Eligibility Determination
<b>Document Template #:</b>	Unique ID for this Document
<b>Document Identification:</b>	Template Description

<b>Field (Template Properties)</b>	<b>Field Use/Description</b>
<b>Format:</b>	Forms
<b>Description:</b>	Northstar Kinship Assistance Eligibility Determination

## Additional Required Documents Tab

There are several required documents to submit to DHS. Use the Required Documents tab to select the specific document your Agency is submitting to the DHS. It is important to check accuracy, i.e. correct name, spelling, etc. before sending them to DHS. DHS will verify receipt and accuracy of document(s) as part of the approval process.

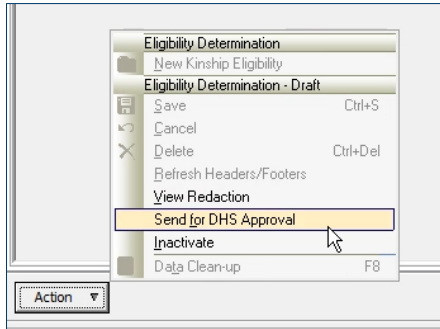
To Complete the Required Documents Tab:

1. Click on the **Required Documents** tab.
2. Select the required document from the **Requirement Met By** field drop-down menu.
3. Select the submission method from the **Submission method** drop-down menu.
4. Enter comment in the **Comment** field as applicable.
5. Repeat steps 2-4 for each required document listed on the screen.
6. Click **Save**.

## Eligibility Determination Action Menu

DHS must confirm all determinations and requests, even when the relative custodian is not eligible for

## Northstar Kinship Assistance.



### To Send for DHS Approval:

From the Kinship Eligibility screen, access the **Action** menu and select **Send for DHS Approval**.

Send the documents to DHS according to the method chosen in the Submission method of the Required Documents tab. If documents are being submitted through SSIS from the Kinship Eligibility screen, access the **Action** menu and select **Send Kinship Elig Document**. Documents should be sent to the DHS assigned Records & Eligibility worker, if the local agency staff does not know who the name of the DHS consultant is contact [northstar.benefits@state.mn.us](mailto:northstar.benefits@state.mn.us). Documents sent through email must be sent secure. When DHS sends back to the Agency for a correction, the Agency will need to complete the corrections and re-send for DHS approval.

# Appendix A-Northstar Kinship Assistance Setup Field Use/Description

Document: Northstar Kinship Assistance Eligibility Determination

Agency: Test Policy County Family Services  
 Agency name: Test Policy County Family Services

Participant: Apollo Thirteen  
 Name: Apollo Thirteen  
 Date of birth: 01/01/2009  
 18th birthday: 01/01/2027  
 14th birthday: 01/01/2023  
 Citizenship status: U.S. Citizen/naturalized citizen

Kinship verification  
 Kinship: 04/12/2022 - Active at DHS  
 Continuous placement dates: 04/01/2022 - present  
 Placement location dates: 04/01/2022 - present  
 Legally responsible agency: Aitkin  
 Kinship placement agreement date: 04/12/2022  
 Relative custodian 1: John Rhinehart  
 Relative custodian 2: Suzy Rhinehart  
 Mailing address: 1234 Anywhere Lane  
 St. Paul, MN 55155  
 Removal from home: Court ordered  
 Best interest statement: Yes  
 6 months IV-E claims: No

<b>Field Label</b>	<b>Field Use/Description</b>
<b>Document:</b>	This field is display with the name of the document, Northstar Kinship Assistance Eligibility Determination.
<b>Agency and Agency Name:</b>	These fields are display only and will autofill with the Agency’s name from SSIS Admin.
<b>Participant:</b>	This field is display only and contains Child’s current legal name. This is imported from the Participant Node.

<b>Field Label</b>	<b>Field Use/Description</b>
<b>Name:</b>	This field is display only and contains Child's current legal name. This is imported from the Participant node.
<b>Date of birth:</b>	This field is display only and contains Child's date of birth. This is imported from the Participant node.
<b>18<sup>th</sup> birthday:</b>	This field is display only and contains Child's 18 <sup>th</sup> birthday. SSIS calculates based on date of birth.
<b>14<sup>th</sup> birthday:</b>	This field is display only and contains Child's 14 <sup>th</sup> birthday. SSIS calculates based on date of birth.
<b>US Citizenship status:</b>	This field is display only and contains Child's citizenship status. This is imported from the Participant node.
<b>Kinship Verification</b> <b>Kinship:</b>	This field contains a dropdown menu. Choose the applicable option with create date and status at DHS, of the Kinship folder.
<b>Continuous placement dates:</b>	This field is display only and contains Child's current continuous placement start date. This is imported from the Permanency folder, Continuous Placement.
<b>Placement location dates:</b>	This field is display only and contains Child's Kinship placement start date. This is imported from the Permanency folder.
<b>Legally Responsible Agency:</b>	This field is display only and contains the legally responsible agency. This is imported from the Kinship folder.
<b>Relative custodian 1:</b>	This field is display only and contains the name of Relative custodian 1. This is imported from the Relative Custodian Verification.

<b>Field Label</b>	<b>Field Use/Description</b>
<b>Relative custodian 2:</b>	This field is display only and contains the name of Relative custodian 1. This is imported from the Relative Custodian Verification.
<b>Mailing address:</b>	This information is importing from the Bus/Org. address. Mailing address is display only.
<b>Removal from home:</b>	This field is display only and contains the method of removal. This is imported from the Continuous Placement Authority tab. This field should not be blank.
<b>Best interest statement:</b>	This field is display only and contains the best interest information. This is imported from the Court Actions folder under Child Findings. This field should not be blank.
<b>6 months IV-E claims</b>	This field is display only and contains a Yes/No response as to whether or not Foster Care payments have been made to the relative custodians. This is imported from the generated Child Foster Care report. This field should not be blank.

MAPCY:

MAPCY:

MAPCY:

Worker:

Worker:

Full name:

Phone:

E-mail:

<b>Field Label</b>	<b>Field Use/Description</b>
<b>MAPCY/MAPCY Document ID</b>	This field is equipped with a dropdown box where the user will select the current Agency approved MAPCY. The MAPCY document ID is display only.

<b><i>Field Label</i></b>	<b><i>Field Use/Description</i></b>
<b>Worker</b> <b>Full name:</b> <b>Phone:</b> <b>E-mail:</b>	The worker field is equipped with a dropdown list to choose the agency contact. Information in the remainder of these fields is display only and imported from SSIS Admin.

## Appendix B-Language from the Instructions Section

Northstar Kinship Assistance is a benefits program available to eligible children for whom a transfer of permanent legal and physical custody (TPLPC) has been ordered. The financially responsible agency completes the Eligibility Determination, with input from the legally responsible agency (if different).

The Eligibility Determination has a set-up screen that must be filled out prior to answering questions that determine both eligibility for the program and the funding source (Title IV-E or Non–Title IV-E funds).

Following the set-up screen is the Pre-screen for eligibility section. If the Pre-screen for eligibility section shows that the relative custodian(s) meet one or more statutory exclusions, the Eligibility Determination will indicate that the commissioner is barred from entering into a benefit agreement with the relative custodian(s). No further questions will be asked regarding the child’s eligibility. The department will issue an exclusion letter to the agency worker and relative custodian(s), including information on their right to appeal the decision that an exclusion applies.

If no exclusions apply, eligibility questions, including those related to exemption requests, will display. When all questions have been answered, the Eligibility Determination will display a child’s eligibility or ineligibility for Title IV-E or Non–Title IV-E Northstar Kinship Assistance.

Note: If an exemption request is submitted in lieu of meeting licensure and/or 6-month residency requirement(s), a child’s eligibility status will not display until DHS staff have reviewed and approved or denied the exemption request. The worker will need to review the Required Documents tab, which indicates the documents they need to submit to support their statements in the Eligibility Determination. The worker cannot submit the Eligibility Determination until they have selected how the supporting documentation will be submitted.

The department reviews the Eligibility Determination and either confirms the Eligibility Determination or requests additional information/documentation or corrections. If the child is confirmed eligible, the department will notify the agency worker that they may proceed with completing the Northstar Kinship Assistance Benefit Agreement.

If the child is ineligible for Northstar Kinship Assistance, the department will issue a denial notice to the agency worker and relative custodian(s), including information on their right to appeal the decision.