

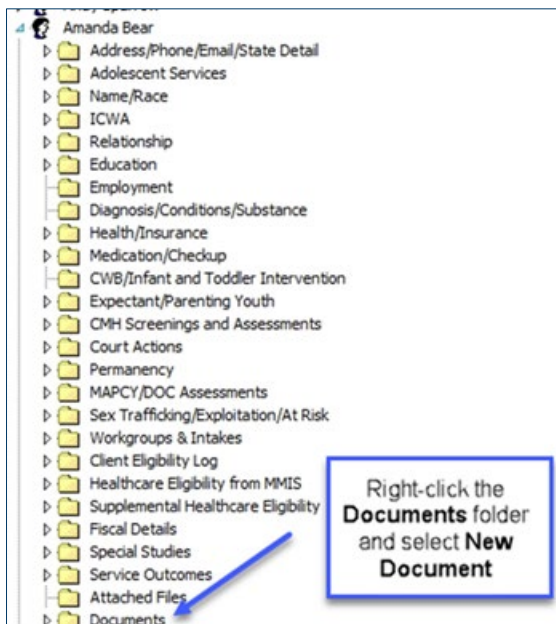
Northstar Kinship Assistance Benefit Agreement

After DHS approval of the Kinship Assistance Eligibility Determination, the financially responsible agency worker will be notified to proceed with completing the Northstar Kinship Assistance Benefit Agreement (NKABA).

This is an agreement between the commissioner of the Minnesota Department of Human Services, relative custodian(s), and the legally and financially responsible agency, for the purpose of facilitating the transfer of permanent legal and physical custody of kinship child, and to financially aid relative custodian(s) in providing care for the child.

Locating and completing the Northstar Kinship Assistance Benefit Agreement

The NKABA is a person document and is located beneath the client's node in the Tree View. Person documents remain with the client no matter which future workgroup(s) the client becomes associated with. Reminder person documents are not located in Chronology.



To Access the NKBA:

1. Expand the **Participants** folder and double-click on the child's participant's node.

2. Right click on the **Documents** folder and select **New Documents**.
3. Click the search icon in the **Document template** field.
4. Highlight **Northstar Kinship Benefit Agreement** and click **Select**.

Hint: It is important to add data to SSIS first in order to have the option of selecting it from the Setup tab to merge into the document. No data typed directly into the document will backfill into the applicable client folders. In order to edit the document, you must click the blue E from the document tab. It is very important to proof your document. Make sure the names in the agreement match the names and spelling in SSIS, court orders, and all licensing documentation.

Northstar Kinship Assistance Benefit Agreement Setup

Setup	Document	Properties	Redaction
4 required fields needed to complete.			
Document template:	Northstar Kinship Assistance Benefit Agreement		
Description:	Northstar Kinship Assistance Benefit Agreement		
Status:	Draft	Finalized date:	
Document			
Document:	Northstar Kinship Assistance Benefit Agreement		
Elements			
Creation Date:	5/9/2022		
Agency			
Agency:	Test Policy County Family Services		
Agency name:	Test Policy County Family Services		
Is agency county or region:	Yes		
Participant			
Participant:	Apollo Thirteen		
Name:	Apollo Thirteen		
First name Last name:	Apollo Thirteen		
Date of birth:	January 01, 2009		
18th birthday:	January 01, 2027		
Kinship Verification			
Kinship:	04/12/2022 - Active at DHS		
Legally responsible agency:	Aitkin		
Relative custodian 1:	John Rhinehart		
Relative custodian 2:	Suzy Rinehart		
Mailing address:	1234 Anywhere Lane St. Paul, MN 55155		

Field	Field Use/Description
Document:	Auto-fills with Northstar Kinship Assistance Benefit Agreement.
Elements Creation Date:	Worker will enter the date manually or choose the date from the dropdown date picker
Agency/Agency name/Is agency county or region:	These fields auto-fill with agency specific information imported from SSIS Administration
Participant/Name/First Name Last name/Date of birth/18th birthday	These fields auto-fill with information imported from the Client node. SSIS auto-calculates the person's 18 th birthday.
Kinship: Legally responsible agency/Relative custodian 1/Relative custodian 2/ mailing address:	<p>Worker will choose the applicable Kinship from the dropdown list (if more than one kinship record exists). Otherwise current kinship should auto-fill.</p> <p>Once the Kinship is selected the rest of the fields under this section auto-fills with information imported from the child's Kinship folder. These fields are not editable.</p>

Eligibility Determination

Eligibility determination: 05/09/2022 - Non Title IV-E

Funding source: Non-Title IV-E

Approved benefit level: Level E

Child care level: 0

Extraordinary level: 0

Monthly basic preschool entry-rate payment: \$491.00

Monthly basic school-age entry-rate payment: \$982.00

Monthly supplemental preschool payment: \$167.00

Monthly supplemental school-age payment: \$333.00

Monthly gross preschool entry-rate payment: \$658.00

Monthly gross school-age entry-rate payment: \$1,315.00

Custodians have named successor(s)? yes

Display the language block? yes

Has a monthly payment reduction been negotiated? yes

Monthly gross preschool payment reduction: ⚠

Monthly gross school-age payment reduction: ⚠

Negotiated monthly net preschool payment: ⚠

Negotiated monthly net school-age payment: ⚠

Field	Field Use/Description
Eligibility Determination (and associated fields):	Workers will choose the applicable eligibility determination from the dropdown list if more than one elig/determ record exists). Otherwise current elig/determ should auto-fill. The rest of the fields under this section auto-fill with information calculated based on the MAPCY assessment approved within the Eligibility Determination. These fields are not editable.
Custodians have named a successor?	Worker will indicate Yes/No. Workers will indicate successor information in the document.

Field	Field Use/Description
Display the language block?	Worker will indicate Yes/No as to whether to include the language block within the document.
Has a monthly payment reduction been negotiated?	<p>Worker will indicate Yes/No as to whether a payment reduction is negotiated. If 'No', worker will navigate to the document tab.</p> <p>If 'Yes', the monthly gross payment will be the monthly net payment.</p> <p>Enter the monthly gross preschool and school-age payment reduction in the applicable fields.</p> <p>Enter the monthly net preschool and school-age payment reduction in the applicable fields.</p>

To Create the Northstar Kinship Assistance Benefit Agreement:

1. From the Document **Setup** tab, complete all applicable fields.
2. Click the **Document** tab and click the Blue E, editor button.
3. Click **Save**.
4. Click **Print** to print a copy for signatures.

Once the NKBA is signed by all parties, it must be sent back to DHS for approval before the TPLPC court order can be finalized. Failure to do this will result in denial of benefits.