Kinship Folder and Kinship Verifications

The Kinship folder is created for a child in an open continuous placement who has a signed Kinship Placement Agreement. There are verifications needed under the Kinship folder for the worker to submit information about the Kinship occurrence. You must create the Kinship folder first and then the Parent Verifications and Sibling Verifications (in any order). Only then can you create the Relative Custodian Verification – Initial. All of these screens are required before sending data to DHS.

You can also update the relative custodian verifications, which will be a way to keep DHS workers notified of things like:

- Changes to the family structure - Add or remove a prospective relative custodian, i.e., the prospective relative custodians divorce.
- Changes in the child’s living situation, i.e., the child was in placement with the family at the time the KPA was signed, but have moved temporarily to residential treatment; or the child was not living with the family at the time the KPA was signed, but is now in placement with the family.

Security Administration Functions:

- Create kinship (allows user to create, view, edit, and delete kinship records)
- View kinship (allows users to view kinship records only)
- Access kinship reports (this is not tied to any reports currently)

**Warnings:** You cannot create Kinship Eligibility Determination without a creating the Kinship folder and RCV-Initial verifications.

**References:**

- For additional information on Placement, see the Placement module.
- For additional information on Kinship, see the Northstar Kinship job aid.
- For additional information on Kinship Assistance Eligibility Determination, see the Kinship Eligibility job aid.
The Kinship folder is used to establish a kinship child in both the agency and DHS. It displays the child’s status at DHS and is created under the child’s Permanency Folder.

**Warnings:**

- If the Kinship Node is created in error, but never had a verified Relative Custodian Verification – Initial record, then the user can delete the Kinship Node.
- Once the Relative Custodian Verification – Initial is verified, the only option for a Kinship folder created in error is to create a New RCV – Close with a closed reason of Kinship Folder created in Error.

**Permanency>New Kinship**

The Status at DHS field updates automatically based on the current status of the verification. This field defaults ‘Agency initial setup’ once the initial Kinship is saved. The status then changes based on various factors; i.e., Successful submission to DHS, Active at DHS, TPLPC finalized, KPA disrupted, Child turned 18, Kinship folder created in error, Death of child, Alternative permanency plan – adoption, Tribal decision to take financial responsibility.
To Create a New Kinship:
1. From the Permanency folder, access the Action menu and select New Kinship.
2. Select the workgroup from the Workgroup field.
3. Select the worker from the Primary Contact drop-down menu.
4. The open Continuous Placement defaults into the Continuous Placement field.
5. Select the Legally Responsible Agency from the Legally Responsible Agency drop-down menu.
6. Click Save.

Parent Verifications
You must verify all current legal parental relationships for the Kinship child, including adoptive or birth parent(s). Stepparents are not included because they have no legal parental relationship.

Warning: You cannot delete the Parent Verification once it has been saved, verified with a date, and the Kinship Status at DHS is no longer ‘Agency Initial set up’.

To Verify Legal Parents:
1. From the Kinship folder, access the Action menu and select New Parent Verifications.
2. Check or uncheck the box next to the parent’s name to select or de-select that person.
3. Select the date verified from the Verification date field.
4. Click Save.
Sibling Verifications
You must verify all known sibling relationships for the Kinship child, including half-siblings, step-sibling and former step-sibling. All siblings must be cleared to SWNDX prior to verification.

Sibling verification is required even when there are no sibling relationships. This is to verify there are no identified sibling relationships at the time of verification. You have the ability to enter additional verifications if you later identify a sibling relationship for the Kinship child.

Warning: You cannot delete the Sibling Verification once it has been saved, verified with a date, and the Kinship Status at DHS is no longer ‘Agency Initial set up’.

To Verify Siblings:
1. From the Kinship folder, access the Action menu and select New Sibling Verifications.
2. Check or uncheck the box next to the sibling’s name to select or de-select that person.
3. Select the date verified from the Verification date field.
4. Click Save.

Relative Custodian Verifications: RCV Initial
You must enter information about the Relative Custodian(s) who have stated their intention to accept a Transfer of Permanent Legal and Physical Custody (TPLPC) for the child by signing a Kinship Placement Agreement.

When the RCV – Initial is saved with a verified date, this triggers the Kinship information for this child to be sent to DHS.

You cannot create this verification until the parent and sibling verifications are completed. Otherwise, you will get an error message.

RCV-Initial Error Message
Only one Relative Custodian Verification – Initial is allowed per Kinship folder. The menu item is disabled when the Relative Custodian Verification – Initial is created, whether verified or not.

Warning: You cannot delete the Relative Custodian Verification - initial once it is saved and verified with a date.

**Kinship > RCV-Initial**

**To Complete the RCV -Initial:**

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1. From the Kinship folder, access the Action menu and select New RCV-Initial.
2. Select the date of the signed KPA from the Initial Kinship Placement Agreement Date field.
3. If the Kinship child is in a pre-kinship placement with the relative custodian, select the placement from the Placement drop-down menu.

Or

If the Kinship child is not currently in placement with the relative custodian, select the business organization for the prospective relative custodians from the Business Organization field, and select the primary mailing address for the prospective relative custodians from the Primary Mailing Address field.
4. Select the relationship between the prospective relative custodian(s) and the Kinship child from the business organization drop-down menu. (Only “relative” relationships are appropriate for Kinship, which includes kin.)
5. Select Yes or No from the Ever been a foster parent to this child field.
6. Select the date verified from the Verification date field.
7. Click Save.

Hint: Only Pre-kinship Placements are available for selection in the Placement field on the Relative Custodian Verification screen.

**Relative Custodian Verifications: RCV Update**

Use this option to update information about the prospective relative custodian(s), the child’s living situation, the initial KPA date or other information if it was unknown or entered incorrectly on the RCV-Initial verification. At least one relative custodian must be the same as the Relative Custodians initially verified. You must have a verified Relative Custodian Verification – Initial record to enter an update.

Entry of additional Relative Custodian Verification – Update records is allowed.

**Warnings:**
- This option is only used to report updates that are not a disruption to the intention of the relative custodians to accept the TPLPC.
- Some reported changes require the signing of a new KPA.
- The Relative Custodian Verification - Update cannot be deleted once it is saved with a verified date.
To Complete the RCV -Update:
1. From the Kinship folder, access the Action menu and select New RCV-Update.
2. Select the reason for the update from the Update Reason field and update the appropriate fields.
3. Select the date verified from the Verification date field.
4. Click Save.

Relative Custodian Verifications: RCV-Close
Use this option to close the Kinship. Once saved, the closing information is sent to DHS. Valid closing reasons are:
- TPLPC finalized
- KPA disrupted
- Child turned 18
- Death of child
- Kinship folder created in error
- Alternative permanency plan - same relatives decided to adopt
- Tribal decision to take financial responsibility

To close, you must have a verified RCV – Initial record.
Only one RCV – Close record is allowed per Kinship. The menu item is disabled when the Relative Custodian Verification – Close is created (whether verified or not).

**Warnings:**
- The Kinship Assistance Eligibility Determination process must be completed, and the Kinship Benefit Agreement signed before the TPLPC is finalized in court, or Kinship Assistance benefits will be denied.
- The RCV - Close cannot be deleted once it is saved with a verified date.

**Kinship>RCV-Close**

<table>
<thead>
<tr>
<th>Relative Custodian Verification - Close</th>
<th>Continuous Placement</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/23/2014</td>
<td>10/22/2014 - Present (212354735)</td>
</tr>
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- Close Reason:
- Disrupt Reason:
- As a result of this disruption, did the child move or is the child moving into the placement?  
  - Yes
  - No
- Has the intention changed from a TPLPC to Adoption?  
  - Yes
  - No
- If yes, is it the same relative custodian(s) that intend to adopt?  
  - Yes
  - No

**To Complete the RCV-Close:**
1. From the Kinship folder access the Action menu and select **New RCV-Close**.
2. Select the close reason from the **Close Reason** field. Some fields enable, disable or become required based on your reason for closing.
3. Update the remaining fields.
4. Select the date verified from the **Verification date** field.
5. Click **Save**.

**Hints:**
- Kinship Nodes that remain open as of the youth’s 19th birthday will be closed automatically by the system.
- Remember to verify the RCV – Close record after the TPLPC is finalized in court.