

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)



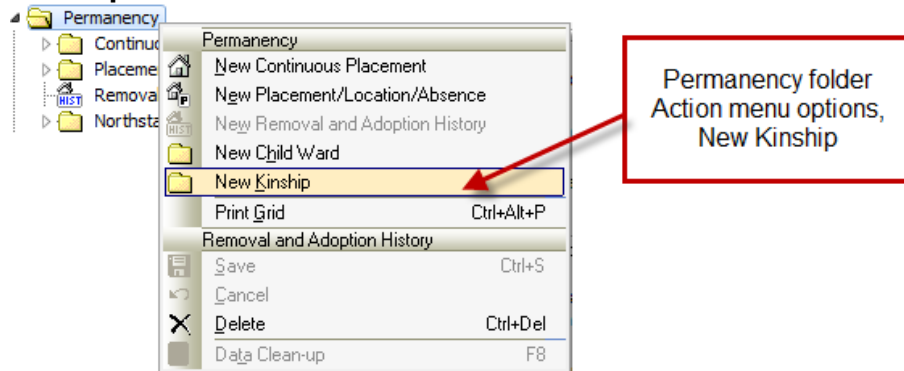
Warnings: You cannot create Kinship Eligibility Determination without a creating the Kinship folder and RCV-Initial verifications.



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.

Kinship Folder



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

Creation Date:	<input type="text" value="10/23/2014"/>
Status at DHS:	<input type="text"/>
Workgroup:	<input type="text" value="Gaynor Shadea CW Assessment 10/22/2014"/>
Primary Contact:	<input type="text"/>
Continuous Placement:	<input type="text" value="10/22/2014 - Present (212354735)"/>
Legally Responsible Agency:	<input type="text"/>
Person Kinship ID:	<input type="text" value="212354815"/>
DHS Number:	<input type="text"/>

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'.

Kinship>Parent Verifications

Parent Verification

All known parental relationships have been entered in SSIS and are listed in the grid below. All current legal parents are selected in the grid below.

Verified date: Verified by:

Parents

	Name	SWNDX #	Relationship
<input checked="" type="checkbox"/>	Gaynor, Gloria	37239388	Birth mother

Click here to select or de-select parents.



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'.

Kinship>Sibling Verifications

Sibling Verification

All known sibling relationships for this child have been entered into SSIS and are in the grid below. If this grid is blank, the child has no known siblings at the time of the verification.

Verified date: Verified by: Walk, Renetta

Siblings			
	Name	SWNDX #	Relationship
<input checked="" type="checkbox"/>	Gaynor, Kenneth	37239390	Brother

Click here to select or de-select siblings.



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**.

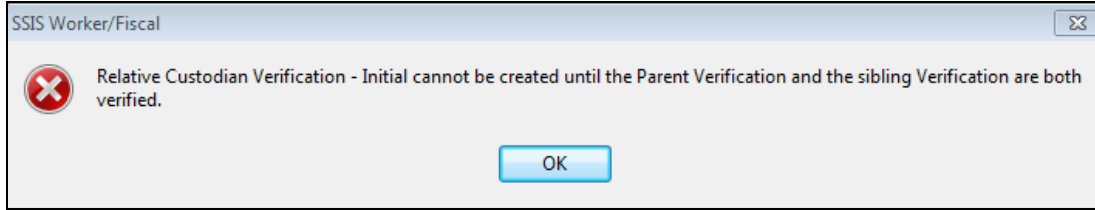
Relative Custodian Verifications: RCV Initial

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

Relative Custodian Verification - Initial

Initial Kinship Placement Agreement Date: 10/23/2014 Continuous Placement: 10/22/2014 - Present (212354735)

If the child is currently in placement with the Relative Custodian(s), select the Placement
 Placement: Placement - 10/22/2014 - Present (212354759)

If the child is not currently in placement with the Relative Custodian(s), select their Business Organization
 Business Organization: Angela's Bizz Org
 Primary Mailing Address: Physical location: 444 Lafayette Road

Relationships
 If a placement is selected above, the relationships entered on the Placement Foster Parents tab when the child was initially placed in that home will display below. If the relationship is blank or indicates an "other non-relative", select a new relationship here. Only relationships by blood, marriage, or adoption; kin/previous foster parent (which could be the current foster parent) are acceptable for Kinship.

Org, Angela Bizz Aunt/uncle Ever been a foster parent for this child? Yes No

Relative Custodians have been entered in SSIS as foster parents for the pre-kinship placement (if applicable), or as individual providers on the Business Organization. The signed Kinship Placement Agreement (KPA) has been sent or will be sent to DHS. Each Relative Custodian listed on the KPAs checked into the grid below.

Verified date: 10/24/2014 Verified by: Walk, Renetta

Relative Custodian(s)		
Name	SWNDX #	Relationship
<input checked="" type="checkbox"/> Org, Angela Bizz	36787377	Aunt



To Complete the RCV -Initial:

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.

Kinship>RCV-Update

Relative Custodian		
Relative Custodian Verification - Update	Continuous Placement	
Initial Kinship Placement Agreement Date	10/23/2014	
	10/22/2014 - Present (212354735)	
Update Reason:	Remove one custodian - death	
Updated Kinship Placement Agreement Date:	10/24/2014	
If the child is currently in placement with the Relative Custodian(s), select the Placement		
Placement:	Placement - 10/22/2014 - Present (212354759)	
If the child is not currently in placement with the Relative Custodian(s), select their Business Organization		
Relationships		
If a placement is selected above, the relationships entered on the Placement Foster Parents tab when the child was initially placed in that home will display below. If the relationship is blank or indicates an "other non-relative", select a new relationship here. Only relationships by blood, marriage, or adoption; kin/previous foster parent (which could be the current foster parent) are acceptable for Kinship.		
Org, Angela Bizz	Aunt/uncle	
	Ever been a foster parent for this child?	
	<input checked="" type="radio"/> Yes <input type="radio"/> No	
Relative Custodians have been entered in SSIS as foster parents for the pre-kinship placement (if applicable), or as individual providers on the Business Organization. The signed Kinship Placement Agreement (KPA) has been sent or will be sent to DHS. Each Relative Custodian listed on the KPAs checked into the grid below.		
Verified date:	10/24/2014	
Verified by:	Walk, Renetta	
Relative Custodian(s)		
Name	SWNDX #	Relationship
<input checked="" type="checkbox"/> Org, Angela Bizz		36787377 Aunt

**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

Relative Custodian		
Relative Custodian Verification - Close	Continuous Placement	
Initial Kinship Placement Agreement Date	10/23/2014	10/22/2014 - Present (212354735)
Close Reason:		
Disrupt Reason:		
As a result of this disruption, did the child move or is the child moving from the placement? <input type="radio"/> Yes <input type="radio"/> No		
Has the intention changed from a TPLPC to Adoption? <input type="radio"/> Yes <input type="radio"/> No		
If yes, is it the same relative custodian(s) that intend to adopt? <input type="radio"/> Yes <input type="radio"/> No		
Verified date:		Verified by: Walk, Renetta
Relative Custodian(s)		
Name	SWNDX #	Relationship
<input checked="" type="checkbox"/> Drg, Angela Bizz		36787377 Aunt



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.