

Northstar Kinship Assistance Eligibility Screenshots

Presenter: Thom Jones

Required SSIS Admin Functions

Role

Role

Name: lisa

Users: litchfield, lisa
Rosefield, Schuyler

Add

Profile

List functions for role: <<Show all functions>>

Available Functions:

- Access kinship reports
- Create kinship
- View kinship

Add >

< Remove

Add All >>

<< Remove All

Assigned Functions:

- Access Commissioner Transition
- Access malt detail reports
- Access mCase
- Access MnCHOICES
- Access Offender Index
- Access Person Index
- Access RSMI application
- Access State Adoptions

OK Cancel

A Workgroup is Entered for RCA Families

Marvin Northstar Workgroups_Intakes

- Marvin Northstar
 - Address/Phone/Email/State Detail
 - Adolescent Services
 - Name/Race
 - Relationship
 - Employment
 - Disability/Diagnosis/Substance
 - Health/Insurance
 - Medication/Checkup
 - CWB/Education/Infant and Toddler Intervention
 - CMH Screenings and Assessments
 - Court Actions
 - Permanency
 - MAPCY/DOC Assessments
 - Workgroups & Intakes**
 - Client Eligibility Log
 - Healthcare Eligibility from MMIS
 - Supplemental Healthcare Eligibility
 - Fiscal Details
 - Special Studies
 - Attached Files
 - Documents

Type	Name	Start Date	End Date
Workgroup	Beagle Brutus CP Assessment 1/15/2014	1/15/2014 12:00:01 AM	

Identification

Name: Beagle Brutus CP Assessment 1/15/2014

Description: Beagle Brutus SSIS Workgroup #: 205097710

Type: Assessment Agency Workgroup #:

Program: Child Protective Services SSIS Case #: 205097705

Agency Case Extension:

Status

Start Date / Time: 1/15/2014 12:00 AM Status: Open

Close Reason:

Close Date / Time: Destruction Date:

Security / Workers

Unit: Tammy's Unit Primary Worker: Tammy Huberty

Access Restriction: Department Secondary Workers:

- Gina Meyer
- Lisa Litchfield
- Dan Olson

Agency of Service: Aitkin

Agency of Financial Responsibility: Aitkin

Action

Logged On: qa1\SSIS_DATA\lisa NUM 2/2/2015 9:18:49 AM 7%

Cleared Client and US Citizenship Status

Name / Status / Gender

Legal Name: Prefix First name Middle name Last name Suffix Unknown

Clearing Status: Gender: Male Female

Birth/Death Information

Date of birth: Age: Date of death:

Est. date of birth: Est. Age:

Birth location: County State Country

Person numbers

County Person #: SSIS Person #: SWNDX #:

SSN: PMI #: SMI #:

US Citizenship

US citizenship status: Verification method:

US citizenship date: Date verified:

Kinship Child Requires Actual Date of Birth

The screenshot displays a software interface with a tree view on the left and a main content area on the right. The tree view is titled "My Caseload" and lists various case management entries. The "Spruce Blue A/G Case Management 05/05/2008" entry is expanded, showing sub-folders like "Staff Assignments", "Associated Workgroups", "WG Change Log", "Chronology", and "Participants". Under "Participants", "Emerald Spruce" is selected, and its "Relationship" folder is expanded, showing three entries: "Emerald Spruce's Aunt is Kathy Ann McCracken", "Emerald Spruce's Birth mother is Norway Island Spruce", and "Emerald Spruce's Stepson is Emeraldspruce Stepparent". The "Kinship" folder under "Permanency" is also expanded, showing "Parent Verifications", "Sibling Verifications", "Relative Custodian Verifications", "Kinship Assistance", and "Northstar History".

An error dialog box titled "SSIS Worker/Fiscal" is overlaid on the right side of the screen. It contains a red "X" icon and the text: "Spruce, Norway Island Must have actual Date of Birth." Below the text is an "OK" button.

Race Must Be Entered

Marvin Northstar Name/Race Unknown

Marvin Northstar

- Address/Phone/Email/State Detail
 - State Detail
- Adolescent Services
- Name/Race
 - AKA Current legal name - Marvin Northstar
 - Unknown
- Relationship
- Employment
- Disability/Diagnosis/Substance
- Health/Insurance
- Medication/Checkup
- CWB/Education/Infant and Toddler Intervention
- CMH Screenings and Assessments
- Court Actions
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Race

Race: Unknown

Tribe/ethnicity:

Tribal enrollment status:

Name Must Be Entered

The screenshot displays a user profile for Marvin Northstar. The profile is organized into several sections:

- Address/Phone/Email/State Detail**: Contains a sub-section for **State Detail**.
- Adolescent Services**: A section with a right-pointing triangle icon.
- Name/Race**: Contains an **AKA** entry for "Current legal name - Marvin Northstar" and a field labeled **Unknown** with a globe icon, which is highlighted with a blue selection box.
- Relationship**: Contains two entries: "Marvin Northstar's Birth father is Daddy Northstar" and "Marvin Northstar's Birth mother is Mommy Northstar", each with a family icon.

NKA Relationship Status to Father is Active

Relationship	
Person 1:	Marvin Northstar's - SSIS Person #: 212363610
Relationship:	Birth father
Person 2:	Daddy Northstar - SSIS Person #: 212364979
Marvin Northstar's Birth father is Daddy Northstar	
Relationship status	
Status:	Active
Inactive reason:	
Inactive date:	
Inactive reason detail:	
Birth father detail:	

NKA Relationship Status to Mother is Active

Relationship

Person 1:

Relationship:

Person 2:

Marvin Northstar's Birth mother is Mommy Northstar

Relationship status

Status:

Inactive reason:

Inactive date:

[Inactive reason detail:](#)

Why Not Inactivate Birth Parent/Adoptive Parent Relationships?

Inactive relationship reason of Permanent transfer of legal/physical custody to relative for kinship does not get entered until the very end of NKA process.

Very different than TPR court process – but still a court process.

Child Findings Best Interest Statement Required

Court Hearing	Child Findings		
Child findings			
Continuous placement:	11/25/2014 to present		
Best interest statement:	<input checked="" type="radio"/> Yes <input type="radio"/> No	Date:	12/15/2014
Reasonable (active) efforts statement:		Date:	
Reasonable (active) efforts to finalize permanency plan made:	<input type="radio"/> Yes <input type="radio"/> No	Date:	
Judicial findings meet placement review requirements:	<input type="radio"/> Yes <input type="radio"/> No		

Continuous Placement Required

Cont plcmt - 11/25/2014 Authority Removal Conditions Permanency Plans Reviews

Removal Information

Cont Placement #: 212365126

Start Date: 11/25/2014 Entry Date: 11/25/2014 11:49:40 AM

Target Population: Child welfare/protection

Supervising Agency: County social services Effective Date: 11/25/2014

Tribe:

Reason Discharged:

Discharge Date: Discharge Entry Date:

Hours Out Of Home: Less than 24 hours 24 or more hours

Is the child receiving SSI (Title XVI) or other Social Security, such as RSDI? Yes No

Is the sole reason for this placement the child's disability? Yes No

Caretaker family structure prior to placement

Family Structure: Married couple

Caretaker 1: Mommy Northstar

Caretaker 2: Daddy Northstar


AFCARS finalized adoptive placement information

Child was placed for adoption from:

Child was placed by:

Authority Required

Cont plcmt - 11/25/2014 Authority Removal Conditions Permanency Plans Reviews

	Authority	Effective Date
	Court ordered	12/1/2014

Placement authority

Authority:

Effective date:

Pre-Kinship Home-Relative Placement Setting

Marvin Northstar | Permanency | Placements/Locations/Absences | Placement - 11/25/2014

Placement - 11/25/2014 | Foster Parents | Changes to this placement/location

Placement / Location / Absence Information

Setting: Pre-kinship home - relative

Reason: Transfer of permanent legal and physical custody

Start Date: 11/25/2014 12:00 AM | Entry Date: 11/25/2014 11:50 AM

Classification: Placement | Effective date: 11/25/2014 12:00:00

Workgroup: Beagle Brutus CP Assessment 1/15/2014

Bus org / provider: MD

Location description:

End reason:

End date: | End Entry Date:

Disruption reason:

Disruption detail:

School district attending:

ICPC receiving state: | Check if no payment will be made to the provider

[Does another agency or state have financial responsibility for this child -courtesy supervision by this agency?](#) | Yes No

Marvin Northstar

- Address/Phone/Email/State Detail
 - State Detail
- Adolescent Services
- Name/Race
 - AKA Current legal name - Marvin Northstar
 - Unknown
- Relationship
 - Marvin Northstar's Birth father is Daddy Northstar
 - Marvin Northstar's Birth mother is Mommy Northstar
- Employment
- Disability/Diagnosis/Substance
- Health/Insurance
- Medication/Checkup
- CWB/Education/Infant and Toddler Intervention
- CMH Screenings and Assessments
- Court Actions
 - Court:
- Permanency
 - Continuous Placements
 - Cont plmnt - 11/25/2014
 - Placements/Locations/Absences
 - Placement - 11/25/2014
 - Kinship
 - Northstar History
- MAPCY/DOC Assessments
- Workgroups & Intakes
- Client Eligibility Log
- Healthcare Eligibility from MMIS
- Supplemental Healthcare Eligibility
- Fiscal Details

Kinship–Foster Parents Entry on Placement

Placement - 11/25/2014

Foster Parents

Changes to this placement/location

Granny Northstar

Foster Parent

Name:

Granny Northstar

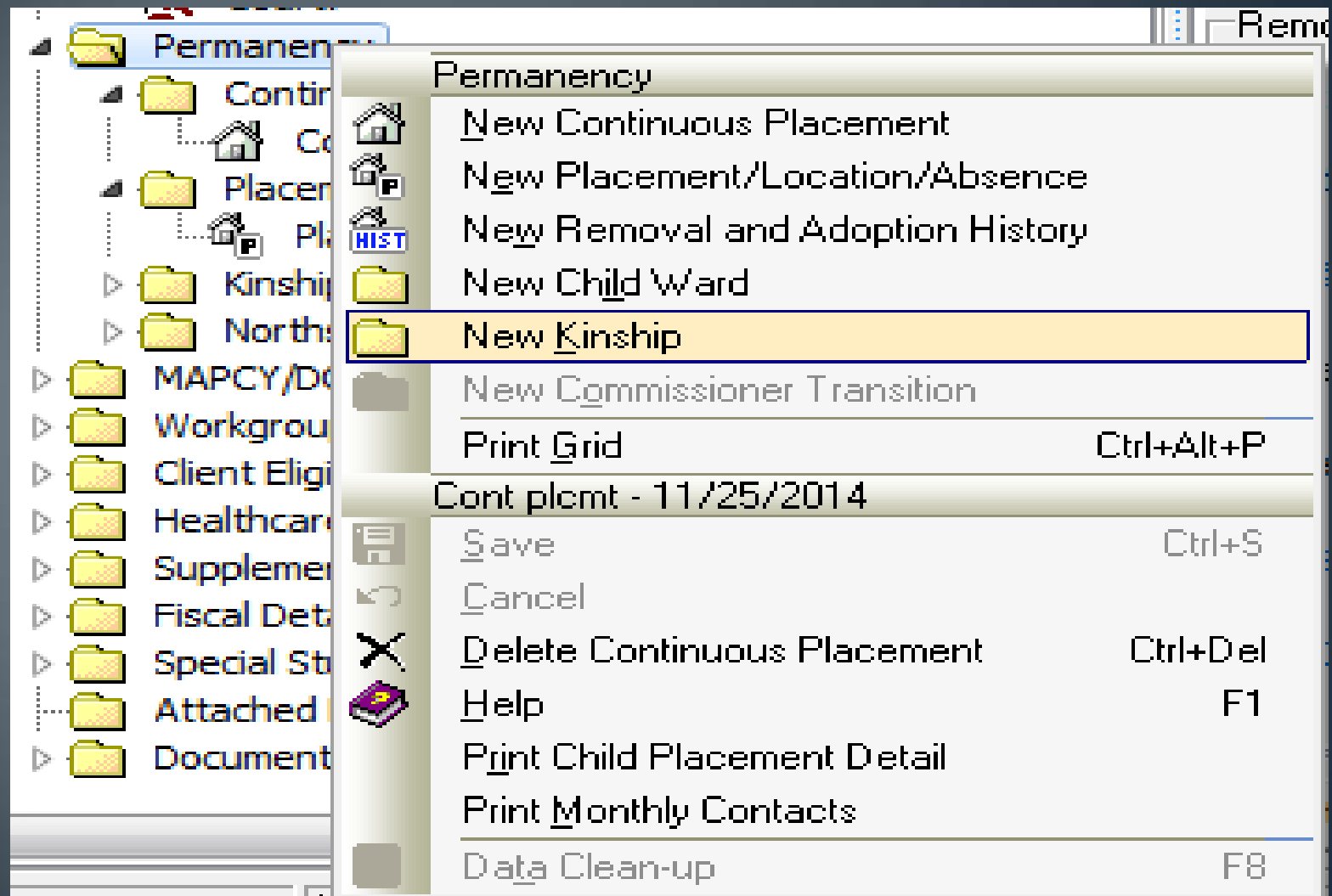


Relationship:

Grandparent



Next Step: New Kinship



Successful Setup of New Kinship

Marvin Northstar Permanency Kinship

Marvin Northstar

- Address/Phone/Email/State Detail
- Adolescent Services
- Name/Race
- Relationship
- Employment
- Disability/Diagnosis/Substance
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- Supplemental Healthcare Eligibility
- Fiscal Details
- Special Studies
- Attached Files
- Documents

Creation Date: 11/25/2014

Status at DHS: Active at DHS

Workgroup: Beagle Brutus CP Assessment 1/15/2014

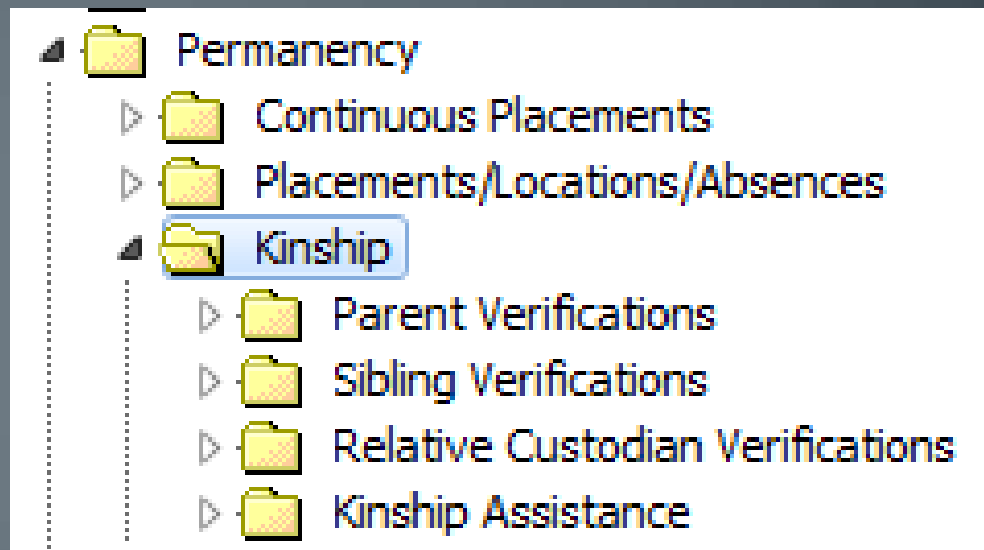
Primary Contact: Huberty, Tammy

Continuous Placement: 11/25/2014 - Present (212365126)

Legally Responsible Agency: Aitkin

Person Kinship ID: 212365319 DHS Number: 423473

Kinship Verifications



Parent Verifications

Marvin Northstar Permanency Kinship Parent Verifications Parent Verification - 11/25/2014

- Marvin Northstar
 - Address/Phone/Email/State Detail
 - Adolescent Services
 - Name/Race
 - Relationship
 - Employment
 - Disability/Diagnosis/Substance
 - Health/Insurance
 - Medication/Checkup
 - CWB/Education/Infant and Toddler Intervention
 - CMH Screenings and Assessments
 - Court Actions
 - Permanency
 - Continuous Placements
 - Placements/Locations/Absences
 - Kinship
 - Parent Verifications
 - Parent Verification - 11/25/2014
 - Sibling Verifications
 - Relative Custodian Verifications
 - Kinship Assistance

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: 11/25/2014

Verified by: Huberty, Tammy

Parents

	Name	SWNDX #	Relationship
<input checked="" type="checkbox"/>	Northstar, Mommy	37241324	Birth mother
<input checked="" type="checkbox"/>	Northstar, Daddy	37241326	Birth father

Sibling Verifications

Marvin Northstar | Permanency | Kinship | Sibling Verifications | Sibling Verification - 11/25/2014

Marvin Northstar

- Address/Phone/Email/State Detail
- Adolescent Services
- Name/Race
- Relationship
- Employment
- Disability/Diagnosis/Substance
- Health/Insurance
- Medication/Checkup
- CWB/Education/Infant and Toddler Intervention
- CMH Screenings and Assessments
- Court Actions
- Permanency
 - Continuous Placements
 - Placements/Locations/Absences
 - Kinship
 - Parent Verifications
 - Parent Verification - 11/25/2014
 - Sibling Verifications
 - Sibling Verification - 11/25/2014
 - Relative Custodian Verifications
 - Kinship Assistance

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: 11/25/2014 Verified by: Huberty, Tammy

Siblings

Name	SWNDX #	Relationship
<No data to display>		

Relative Custodian Verifications

Marvin Northstar | Permanency | Kinship | Relative Custodian Verifications

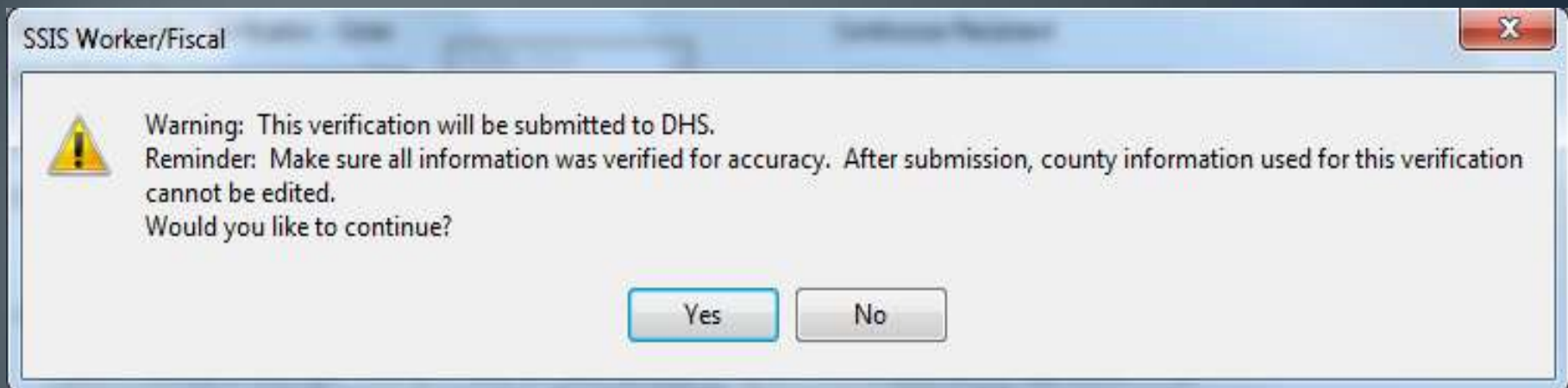
Marvin Northstar

- Address/Phone/Email/State Detail
- Adolescent Services
- Name/Race
- Relationship
- Employment
- Disability/Diagnosis/Substance
- Health/Insurance
- Medication/Checkup
- CWB/Education/Infant and Toddler Interv
- CMH Screenings and Assessments
- Court Actions
- Permanency
 - Continuous Placements
 - Placements/Locations/Absences
 - Kinship
 - Parent Verifications
 - Parent Verification - 11/25/20
 - Sibling Verifications
 - Sibling Verification - 11/25/20
 - Relative Custodian Verifications
 - RCV - Initial
 - RCV - Update
 - RCV - Close

Type	Name
RCV - Initial	RCV - Initial
RCV - Update	RCV - Update
RCV - Close	RCV - Close

Type	Kinship Verify	Verified By	Verified Date
RCV - Initial	RCV - Initial - 11/25/2014	Huberty, Tammy	11/25/2014

Submission Warning Similar to Child Ward



RCV – Initial Verification

Marvin Northstar | Permanency | Kinship | Relative Custodian Verifications | RCV - Initial | RCV - Initial - 11/25/2014

Marvin Northstar

- Address/Phone/Email/State Detail
- Adolescent Services
- Name/Race
- Relationship
- Employment
- Disability/Diagnosis/Substance
- Health/Insurance
- Medication/Checkup
- CWB/Education/Infant and Toddler Intervention
- CMH Screenings and Assessments
- Court Actions
- Permanency
 - Continuous Placements
 - Placements/Locations/Absences
 - Kinship
 - Parent Verifications
 - Parent Verification - 11/25/2014
 - Sibling Verifications
 - Sibling Verification - 11/25/2014
 - Relative Custodian Verifications
 - RCV - Initial
 - RCV - Initial - 11/25/2014
 - RCV - Update
 - RCV - Close

Relative Custodian Verification - Initial

Initial Kinship Placement Agreement Date: 11/25/2014 Continuous Placement
 11/25/2014 - Present (212365126)

If the child is currently in a pre-kinship placement with the Relative Custodian(s), select the Placement

Placement: Placement - 11/25/2014 - Present (212365143)

If the child is not currently in placement with the Relative Custodian(s), select their Business Organization

Business Organization: MD

Primary Mailing Address: Mailing: 123 ABC

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.

Ever been a foster parent for this child?

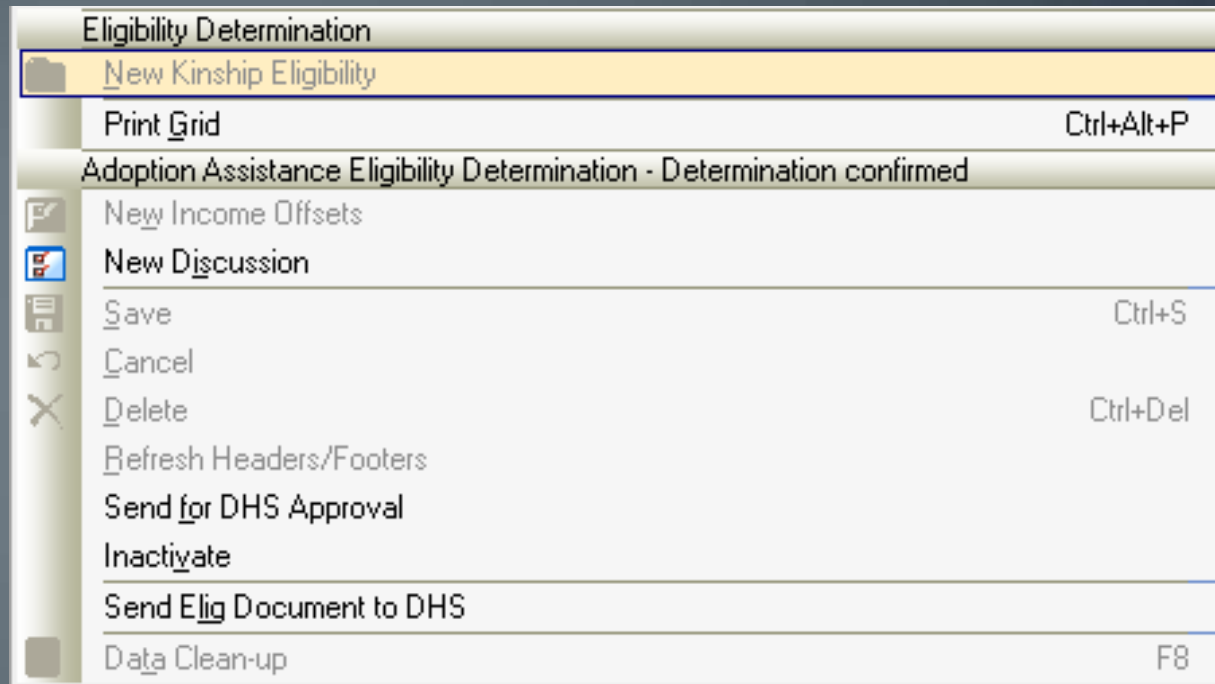
Northstar, Granny Grandparent

Yes No

Relative Custodian(s)

Name	SWNDX #	Relationship
<input checked="" type="checkbox"/> Northstar, Granny	37241328	Grandmother

Next: Create New Kinship Eligibility



Kinship Assistance Eligibility Grid & Setup

The screenshot displays the SSIS Worker/Fiscal application interface. The window title is "SSIS Worker/Fiscal - 15.1.2.3 - [Hoshigaki Mito, SSIS Case #212191110]". The menu bar includes File, View, Searches/Logs, Tools, Window, Help, and Testers. The toolbar contains various navigation and action icons.

The left sidebar shows a tree view of the case structure for "Hoshigaki Mito CW Assessment 1/5/2014". The "Participants" folder is expanded, listing several individuals. The "Kinship Assistance" folder is selected.

The main area displays a table with the following data:

Type	Name
Kinship Eligibility	Eligibility Determination - Determination confirmed

Below the table, the "Setup" tab is active, showing the following fields:

- Document template: Kinship Assistance Eligibility Determination
- Description: Kinship Assistance Eligibility Determination
- Status: Determination confirmed
- Status change date: 2/11/2015 10:53:43
- Initial submission date: 02/11/2015

The "Display Setup" section is currently empty. The "Action" dropdown menu is visible at the bottom left.

The status bar at the bottom shows "Logged On: qa1\SSIS_DATA\ina", "NUM", "2/12/2015 1:45:39 PM", and "9%".

NKA Eligibility Requires Citizenship Status

Setup Document Properties Income Offsets Discussions Required Documents

No required fields needed to complete.

Document template: Kinship Assistance Eligibility Determination

Description: Kinship Assistance Eligibility Determination

Status: Determination confirmed

Status change date: 12/29/2014 1:59:53 Initial submission date: 12/15/2014

Document

Document: Kinship Assistance Eligibility Determination

Agency

Agency: Test County Family Services

Agency name: Test County Family Services

Participant

Participant: Marvin Northstar

Name: Marvin Northstar

Date of birth: 01/01/2001

18th birthday: 01/01/2019

Citizenship status: U.S. Citizen/naturalized citizen

Kinship verification

Kinship: 11/25/2014 - Active at DHS

Continuous placement dates: 11/25/2014 - present

Kinship Eligibility Merged Data on Setup

Placement location dates:	11/25/2014 - present
Legally responsible agency:	Test County Family Services
Relative custodian 1:	Granny Northstar
Rel cust 1 citizenship status:	U.S. Citizen/naturalized citizen
Relative custodian 2:	
Rel cust 2 citizenship status:	
Mailing address:	123 ABC XYZ, MN 12345
Removal from home:	Court ordered
Best interest statement:	Yes
6 months IV-E claims:	No
MAPCY:	
MAPCY:	12/25/2014 - Agency approved - Child Domains (Ages 0-12)
MAPCY:	212837042

MAPCY is Agency approved

MAPCY

MAPCY: 12/25/2014 - Agency approved - Child Domains (Ages 0-12) ▼

MAPCY: 212837042

Worker

Worker: Tammy Huberty ▼

Full name: Tammy Huberty

Phone:

E-mail:

NKA Eligibility Instructions Screen

The screenshot shows a software interface with a top navigation bar containing tabs: Setup, Document, Properties, Income Offsets, Discussions, and Required Documents. On the left is a sidebar with a tree view of document sections. The main content area displays the 'Instructions' for the 'Required Documents' section.

Instructions

In order to complete a Northstar Kinship Eligibility Determination, a child must be in placement with a relative¹ for the purpose of transfer of permanent legal and physical custody², and 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, section 260C.212, subdivision 2, or the equivalent under tribal code. The county or tribe with financial responsibility must enter and verify the Eligibility Determination.

The Eligibility Determination includes a set up screen and 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 and SSIS guides the worker down the applicable path to determine eligibility. Through this process, SSIS does not allow access to the questions that are not applicable and do not need to be answered.

Minnesota statute permits the Department of Human Services ("the department") to approve an exemption to two specific eligibility criteria for Northstar Kinship Assistance. If an exemption is granted, and all other eligibility criteria are met, the child is eligible for non-Title IV-E Northstar Kinship Assistance. If the worker wishes to request an exemption, that process is part of the Eligibility Determination. There are no additional steps or actions required to request an exemption.

When the Eligibility Determination is completed, SSIS displays a page indicating the documentation that must be submitted to the department to verify the Eligibility Determination. The worker indicates how they will submit this documentation. The worker is prohibited from electronically submitting the Eligibility Determination until they have selected how the supporting documentation will be submitted.

The worker must complete information about income offsets as part of the submission of the Eligibility Determination.

The department reviews the Eligibility Determination and approves, denies, requests additional information/documentation or requests corrections. After approval of the Eligibility Determination, the

At the bottom of the sidebar, there are two checkboxes: Alternate Print Format and Complete. At the bottom right of the main content area, there are navigation arrows: << and >>.

NKA Title Page – Note Required Field

Setup Document Properties Income Offsets Discussions Required Documents

Title Page

- Instructions
- ✓ Title Page
- Age and Citizenship
 - ✓ Age and Citizenship Requirements
- Background Studies
 - ✓ Background Studies
- Method of Removal
 - ✓ Removal and Placement Duration
- Sibling Status
 - ✓ Sibling Status
- Exemption Request
 - ✓ Exemption Request Details
 - Best Interest Factors (1-5)
 - Best Interest Factors (6-10)

Alternate Print Format

Minnesota Department of Human Services
Northstar Kinship Assistance Eligibility Determination

Child Name: Marvin Northstar	Birth Date: 01/01/2001
Worker Name: Tammy Huberty	Worker Phone:
Worker Email:	

Placement Information

Continuous Placement Episode: 11/25/2014 - present
Placement Setting: 11/25/2014 - present

Responsible Agencies

Financially Responsible Agency: Test County Family Services
Legally Responsible Agency: Test County Family Services

Relative Custodian Information

Relative 1: Granny Northstar
Relative 2:

Mailing address: 123 ABC
XYZ, MN 12345

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

Complete

If No, complete Person Document



Prospective Relative Custodian Statement to Decline Northstar Kinship Assis

Age & Citizenship Requirements

Setup Document Properties Income Offsets Discussions Required Documents

Title Page

- Instructions
- ✓ Title Page
- Age and Citizenship
 - ✓ Age and Citizenship Requirements
- Background Studies
 - ✓ Background Studies
- Method of Removal
 - ✓ Removal and Placement Duration
- Sibling Status
 - ✓ Sibling Status
- Exemption Request
 - ✓ Exemption Request Details
 - Best Interest Factors (1-5)
 - Best Interest Factors (6-10)

Alternate Print Format

Age and Citizenship Requirements

Will the child be under age 18 (01/01/2019) when the transfer of permanent legal and physical custody is finalized?

Citizenship/Immigration Status

Child's status:

Complete

Background Studies

Setup Document Properties Income Offsets Discussions Required Documents

Title Page

- Instructions
- ✓ Title Page

Age and Citizenship

- ✓ Age and Citizenship Requirements

Background Studies

- ✓ Background Studies

Method of Removal

- ✓ Removal and Placement Duration

Sibling Status

- ✓ Sibling Status

Exemption Request

- ✓ Exemption Request Details
 - Best Interest Factors (1-5)
 - Best Interest Factors (6-10)

Alternate Print Format

Background Studies

Was a background study completed for each required person?

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)?

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?

Complete

Removal and Placement Duration

Setup Document Properties Income Offsets Discussions Required Documents

Title Page

- Instructions
- ✓ Title Page
- Age and Citizenship
 - ✓ Age and Citizenship Requirements
- Background Studies
 - ✓ Background Studies
- Method of Removal
 - ✓ Removal and Placement Duration
- Sibling Status
 - ✓ Sibling Status
- Exemption Request
 - ✓ Exemption Request Details
 - Best Interest Factors (1-5)
 - Best Interest Factors (6-10)

Alternate Print Format

Removal and Placement Duration

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?

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

Has the child been eligible for Title IV-E foster care payments for at least six consecutive months during this continuous placement episode?

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?

Complete

Sibling Status

Setup Document Properties Income Offsets Discussions Required Documents

Title Page

- Instructions
- ✓ Title Page
- Age and Citizenship
- ✓ Age and Citizenship Requirements
- Background Studies
- ✓ Background Studies
- Method of Removal
- ✓ Removal and Placement Duration
- Sibling Status
- ✓ Sibling Status
- Exemption Request
- ✓ Exemption Request Details
 - Best Interest Factors (1-5)
 - Best Interest Factors (6-10)

Alternate Print Format

Sibling Status

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

Exemption Request

This child is not eligible for Title IV-E or non-Title IV-E Kinship Assistance because s/he has not lived with the relative custodian(s) for at least six consecutive months while their home was a licensed or tribally approved foster home.

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

Complete

Exemption Request

Setup Document Properties Income Offsets Discussions Required Documents

Title Page

- Instructions
- ✓ Title Page
- Age and Citizenship
- ✓ Age and Citizenship Requirements
- Background Studies
- ✓ Background Studies
- Method of Removal
- ✓ Removal and Placement Duration
- Sibling Status
- ✓ Sibling Status
- Exemption Request
- ✓ Exemption Request Details
 - Best Interest Factors (1-5)
 - Best Interest Factors (6-10)

Exemption Request Details

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

TEST

Why can't expedited permanency be achieved without provision of Kinship Assistance?

TEST

How are the relative custodian(s) uniquely qualified to meet this child's needs?

TEST

Do the child and relative custodian(s) otherwise meet the eligibility requirements for Kinship Assistance?

TEST

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.

TEST

Individualized Determination of Child's Needs
Submit a copy of the child's current OHPP (recommended) or complete the following 10 best interest factor questions.

OHPP submitted? Yes

Complete

Exemption Approved - Determination Confirmed

Setup	Document	Properties	Income Offsets	Discussions	Required Documents
Kinship Document Properties					
Description:	Kinship Assistance Eligibility Determination				
SSIS Document #:	212837555				
Created Date:	12/15/2014 8:09:13 AM	Created By:	Zz-Help Desk, Ssis/Dhs X		
Initial Submission Date:	12/15/2014	Pre-school Indicator:	No		
Status:	Determination confirmed				
Determination:	Eligible for Non-Title IV-E				
Determination Reason:	Exemption approved				
Infant Benefit Level:	E	Child Benefit Level:	D	Teen Benefit Level:	C
Last Edited Date:	12/29/2014 1:59:53 PM				
Last Changed Date:	12/30/2014 12:31:48 PM	Last Changed By:	Zz-Help Desk, Ssis/Dhs X		
Template Properties					
Name:	Kinship Assistance Eligibility Determination				
Document Template #:	281884				
Document Identification:	07/29/2014				
Format:	Forms				
Description:	Northstar Kinship Assistance Eligibility Determination				

Income Offsets Already Display

Setup	Document	Properties	Income Offsets	Discussions	Required Documents
-------	----------	------------	-----------------------	-------------	--------------------

Initial Income Offsets

Child Name:

Reporting Date:

Does the child receive any of the following Yes No

[RSDI: \(Social Security\)](#)

[Veterans Benefits \(VA\):](#)

[Railroad Retirement Benefits:](#)

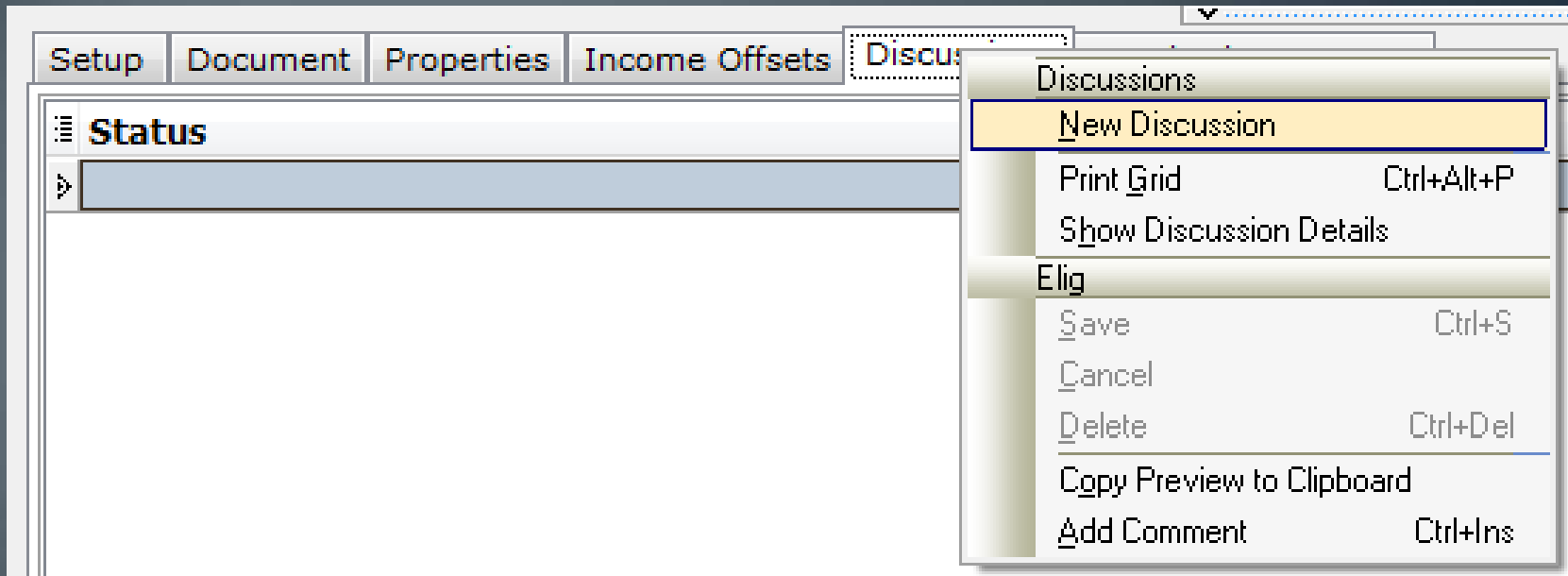
[Black Lung Benefits:](#)

Total Income Offsets: Benefit amount will be adjusted to reflect Total Income Offsets

Additional Monthly Income Offsets

[Supplemental Security Income \(SSI\):](#)

Ability to Create New Discussion



Add Comment

Discussion #: 212592655 County Code: 01 Agency Name: Dodge Response Code: State Response Requested

Description
required documents

User First Name	User Last Name	Agency Name	Posted Date/Time
<No data to display>			

Discussions

- New Discussion
- New
 - Save Ctrl+S
 - Cancel
 - Delete Ctrl+Del
 - Copy Preview to Clipboard
 - Add Comment Ctrl+Ins
 - Data Clean-up F8

Action ▼

Add Comment Entry Box

Discussion #: 212592655 County Code: 01 Agency Name: Dodge Response Code: State Response Requested

Description
required documents

User First Name	User Last Name	Agency Name	Posted Date/Time
-----------------	----------------	-------------	------------------

Add Comment

This is where you will type your actual question to DHS staff.


OK Cancel

Discussion Log Grid

Discussion #:	County Code:	Agency Name:	Response Code:
<input type="text" value="212592655"/>	<input type="text" value="01"/>	<input type="text" value="Dodge"/>	<input type="text" value="State Response Requested"/>

Description

required documents

 User First Name	User Last Name	Agency Name	Posted Date/Time
lisa	litchfield	Aitkin	2/2/2015 10:31:02 AM
▶ This is where you will type your actual question to DHS staff.			

Required Documents

Setup	Document	Properties	Income Offsets	Discussions	Required Documents
Requirement Needed: Placement Agreement or tribal equivalent		Requirement Met By: Signed Placement Agreement or tribal equivalent		State Received: <input checked="" type="checkbox"/>	State Verified: <input checked="" type="checkbox"/>
Comment:				Submission Method: Emailed	
Requirement Needed: Child's proof of citizenship/immigration status		Requirement Met By: Birth certificate		State Received: <input checked="" type="checkbox"/>	State Verified: <input checked="" type="checkbox"/>
Comment:				Submission Method: Mailed	
Requirement Needed: Background study		Requirement Met By: Background study Granny Northstar		State Received: <input checked="" type="checkbox"/>	State Verified: <input checked="" type="checkbox"/>
Comment:				Submission Method: Emailed	
Requirement Needed: Removal method		Requirement Met By: Removal court order		State Received: <input checked="" type="checkbox"/>	State Verified: <input checked="" type="checkbox"/>
Comment:				Submission Method: Emailed	
Requirement Needed: Out of Home Placement Plan		Requirement Met By: Out of Home Placement Plan		State Received: <input checked="" type="checkbox"/>	State Verified: <input checked="" type="checkbox"/>
Comment:				Submission Method: Emailed	
Requirement Needed: MAPCY		Requirement Met By: MAPCY Assessment Rating Report		State Received: <input checked="" type="checkbox"/>	State Verified: <input checked="" type="checkbox"/>
Comment:				Submission Method: Emailed	
Requirement Needed: Child's Income Offsets		Requirement Met By: Verification of child's income		State Received: <input checked="" type="checkbox"/>	State Verified: <input checked="" type="checkbox"/>
Comment:				Submission Method: Faxed	

Send for DHS Approval

The screenshot shows a software window with several tabs: Setup, Document, Properties, Income Offsets, Discussions, and Required Documents. The 'Required Documents' tab is active. The main area contains the following fields:

- No required fields needed to complete.
- Document template: Kinship Assistance Eligibility Determination
- Description: Kinship Assistance Eligibility Determination
- Status: Determination confirmed
- Status change date: 12/29/2014 1:59:53
- Initial submission date: 12/15/2014

Below these fields is a 'Display Setup' button. A context menu is open over the main area, listing the following actions:

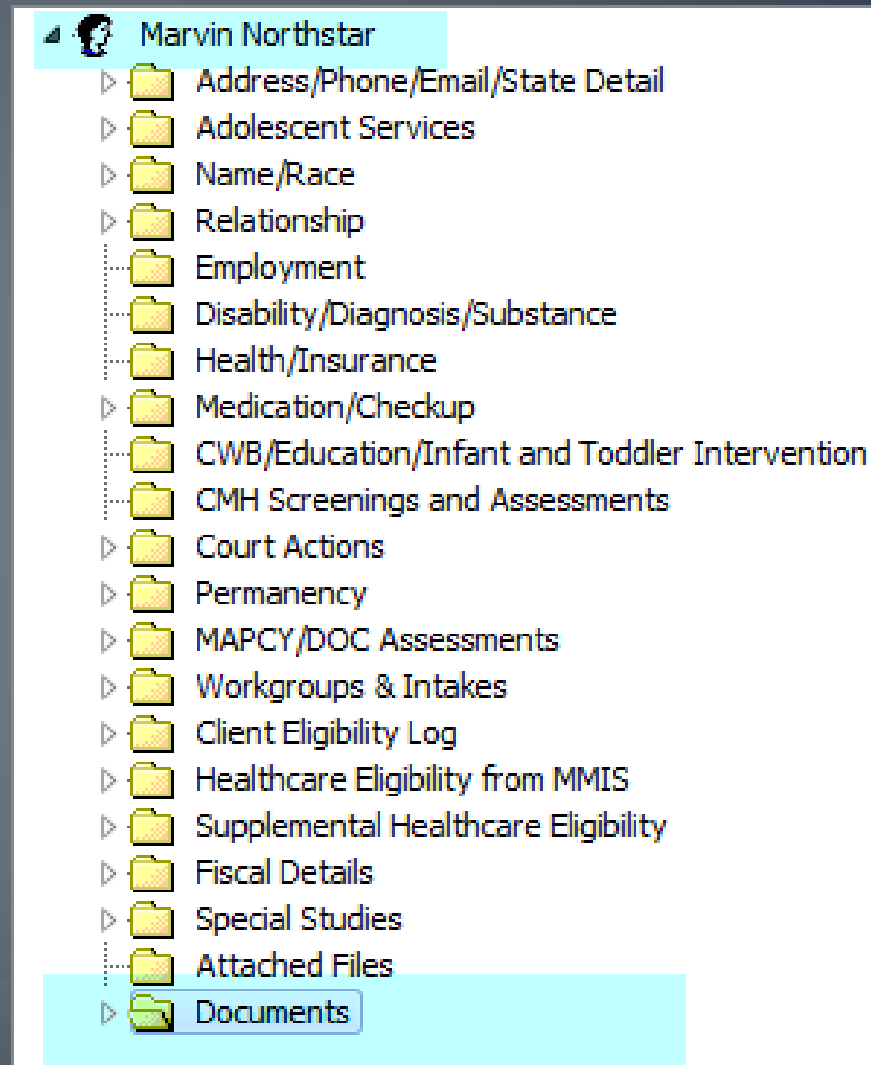
- Eligibility Determination
 - New Kinship Eligibility
 - Print Grid (Ctrl+Alt+P)
 - Show Discussion Details
- Setup
 - New Income Offsets
 - New Discussion
 - Save (Ctrl+S)
 - Cancel
 - Delete (Ctrl+Del)
 - Refresh Headers/Footers
 - Send for DHS Approval** (highlighted)
 - Inactivate
 - Send Elig Document to DHS
 - Data Clean-up (F8)

At the bottom left, there is an 'Action' dropdown menu.

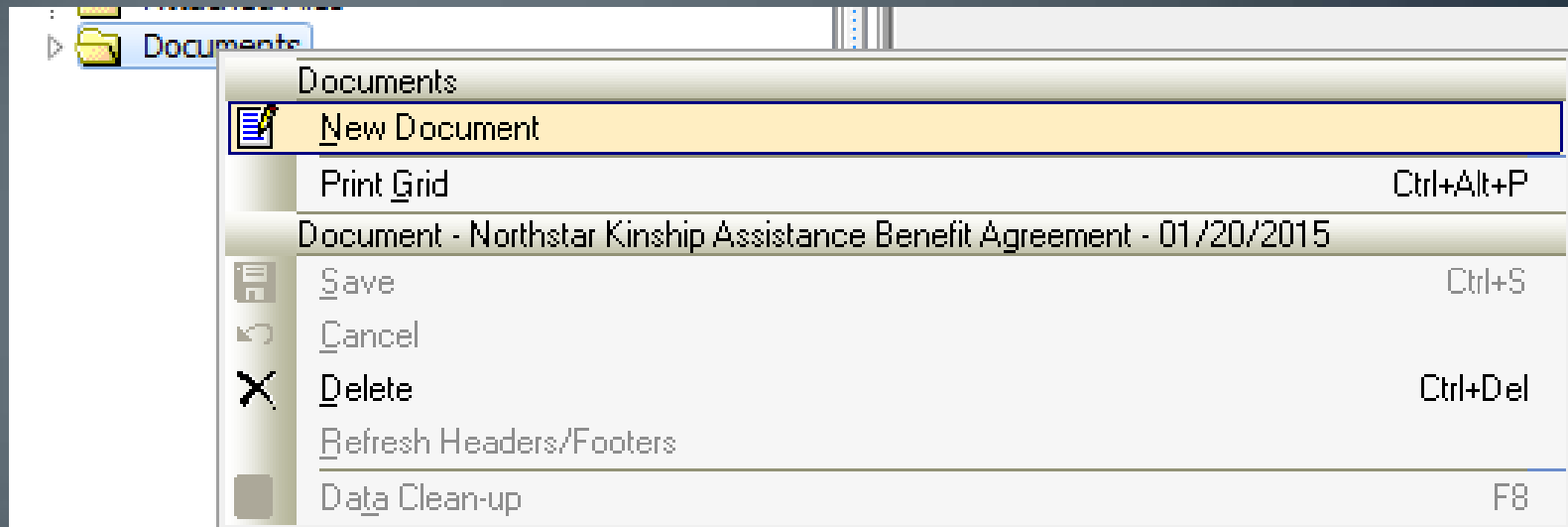
Status: Determination Confirmed

Setup	Document	Properties	Income Offsets	Discussions	Required Documents
Kinship Document Properties					
Description:	Kinship Assistance Eligibility Determination				
SSIS Document #:	212837555				
Created Date:	12/15/2014 8:09:13 AM	Created By:	Zz-Help Desk, Ssis/Dhs X		
Initial Submission Date:	12/15/2014	Pre-school Indicator:	No		
Status:	Determination confirmed				
Determination:	Eligible for Non-Title IV-E				
Determination Reason:	Exemption approved				
Infant Benefit Level:	E	Child Benefit Level:	D	Teen Benefit Level:	C
Last Edited Date:	12/29/2014 1:59:53 PM				
Last Changed Date:	12/30/2014 12:31:48 PM	Last Changed By:	Zz-Help Desk, Ssis/Dhs X		
Template Properties					
Name:	Kinship Assistance Eligibility Determination				
Document Template #:	281884				
Document Identification:	07/29/2014				
Format:	Forms				
Description:	Northstar Kinship Assistance Eligibility Determination				
Action ▼					

NKA Person Documents



Create New Person Document



Select Northstar Assistance Benefit Agreement

Template Search Northstar Kinship Assistance Benefit Agreement

Document template: Northstar Kinship Assistance Benefit Agreement

Template Search

- Extraordinary Level Approval Notice
- Extraordinary Level Denial Notice - Auto-Denial
- Extraordinary Level Denial Notice - Requirements Not Met
- Extraordinary Level Withdrawal Notice
- MAPCY Assessment Notice-Caregiver
- MAPCY Assessment Notice-Youth
- Northstar Adoption Assistance Benefit Agreement
- Northstar Adoption Assistance Benefit Agreement (manual)
- Northstar At Risk Adoption Assistance Benefit Agreement (mar
- Northstar Care Title IV-E Foster Care Eligibility Documentation
- Northstar Kinship Assistance Benefit Agreement**
- Northstar Kinship Assistance Eligibility Status
- Northstar Kinship Placement Agreement
- Northstar Kinship RCA CT Benefit Agreement

MINNESOTA DEPARTMENT OF HUMAN SERVICES
NORTHSTAR KINSHIP ASSISTANCE BENEFIT AGREEMENT
Created on: <<DOCUMENT.ELEMENTS.CREATION_DATE.DATE>>

The commissioner of the Minnesota Department of Human Services is authorized to enter into Northstar Kinship Assistance Benefit Agreements pursuant to the Northstar Care for Children Act, Minnesota Statutes, Chapter 256N.

This agreement is among the commissioner of the Minnesota Department of Human Services ('commissioner'), <<DOCUMENT.PARTICIPANT.KINSHIP_VERIFICATION.RELATIVE_CUSTODIAN_1>> and <<DOCUMENT.PARTICIPANT.KINSHIP_VERIFICATION.RELATIVE_CUSTODIAN_2>> ('relative custodian(s)'), and <<DOCUMENT.AGENCY.AGENCY_NAME>>, the financially responsible agency, for the purpose of facilitating the transfer of permanent legal and physical custody of <<DOCUMENT.PARTICIPANT.NAME>> ('child'), and to aid the relative custodian(s) in providing proper care for the child.

<<DOCUMENT.PARTICIPANT.KINSHIP_VERIFICATION.LEGALLY_RESPONSIBLE_AGENCY>> is the legally responsible agency that is responsible for the placement, care and supervision of the child through court order or voluntary placement agreement. In this agreement, <<DOCUMENT.AGENCY.AGENCY_NAME>>, with information from <<DOCUMENT.PARTICIPANT.KINSHIP_VERIFICATION.LEGALLY_RESPONSIBLE_A

NKA Benefit Agreement Setup

Setup | RTF Document | Properties

No 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: 1/20/2015

Agency

Agency: Test County Family Services

Agency name: Test County Family Services

Is agency county or region: Yes

Participant

Participant: Marvin Northstar

Name: Marvin Northstar

First name Last name: Marvin Northstar

Date of birth: January 01, 2001

18th birthday: January 01, 2019

Kinship Verification

Kinship: 11/25/2014 - Active at DHS

Legally responsible agency: Test County Family Services

Relative custodian 1: Granny Northstar

Relative custodian 2:

Mailing address: 123 ABC
XYZ, MN 12345

Eligibility Determination

Eligibility determination: 12/15/2014 - Non Title IV-E - Standard

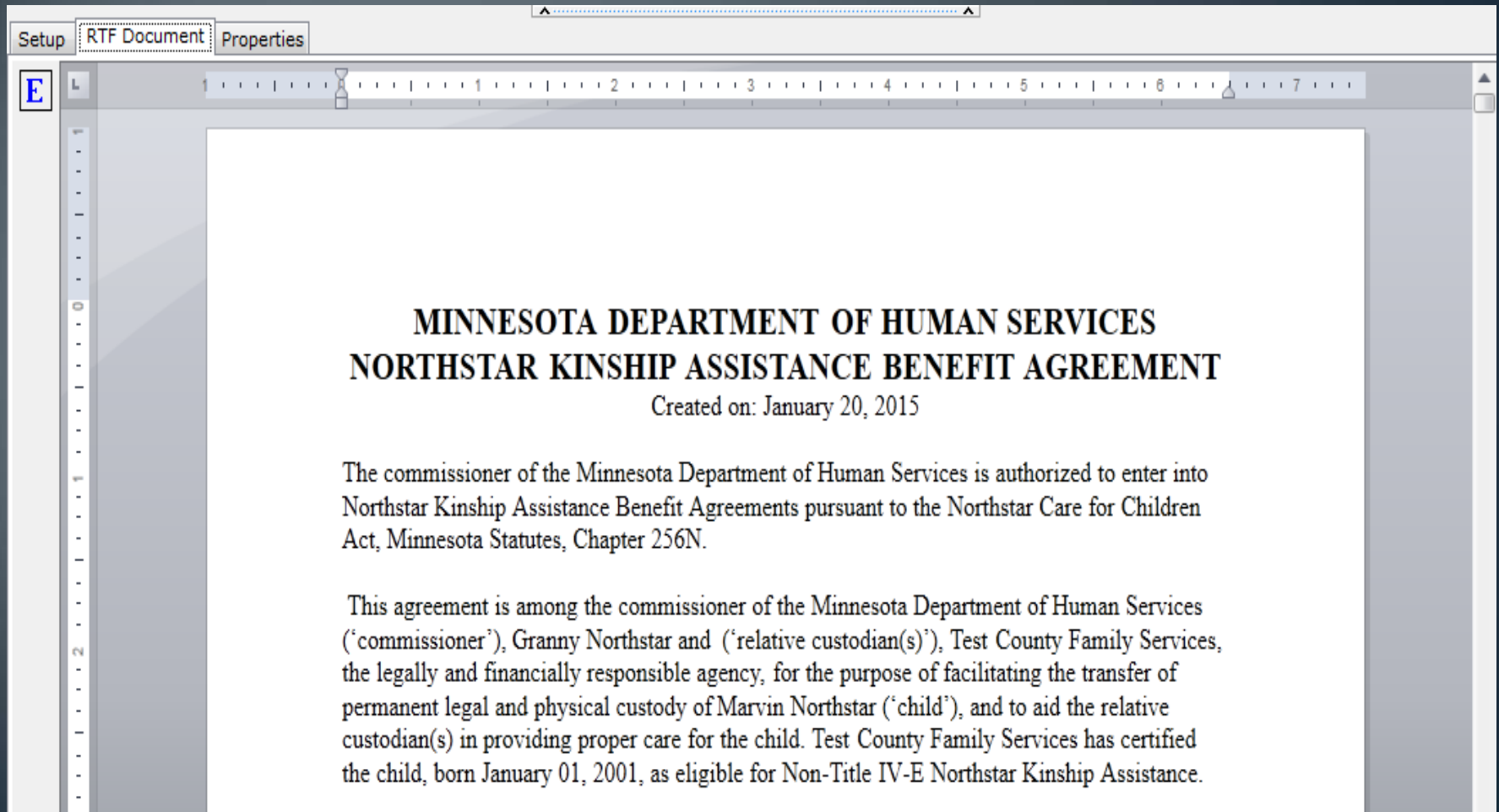
Funding source: Non-Title IV-E

Preschool indicator: No

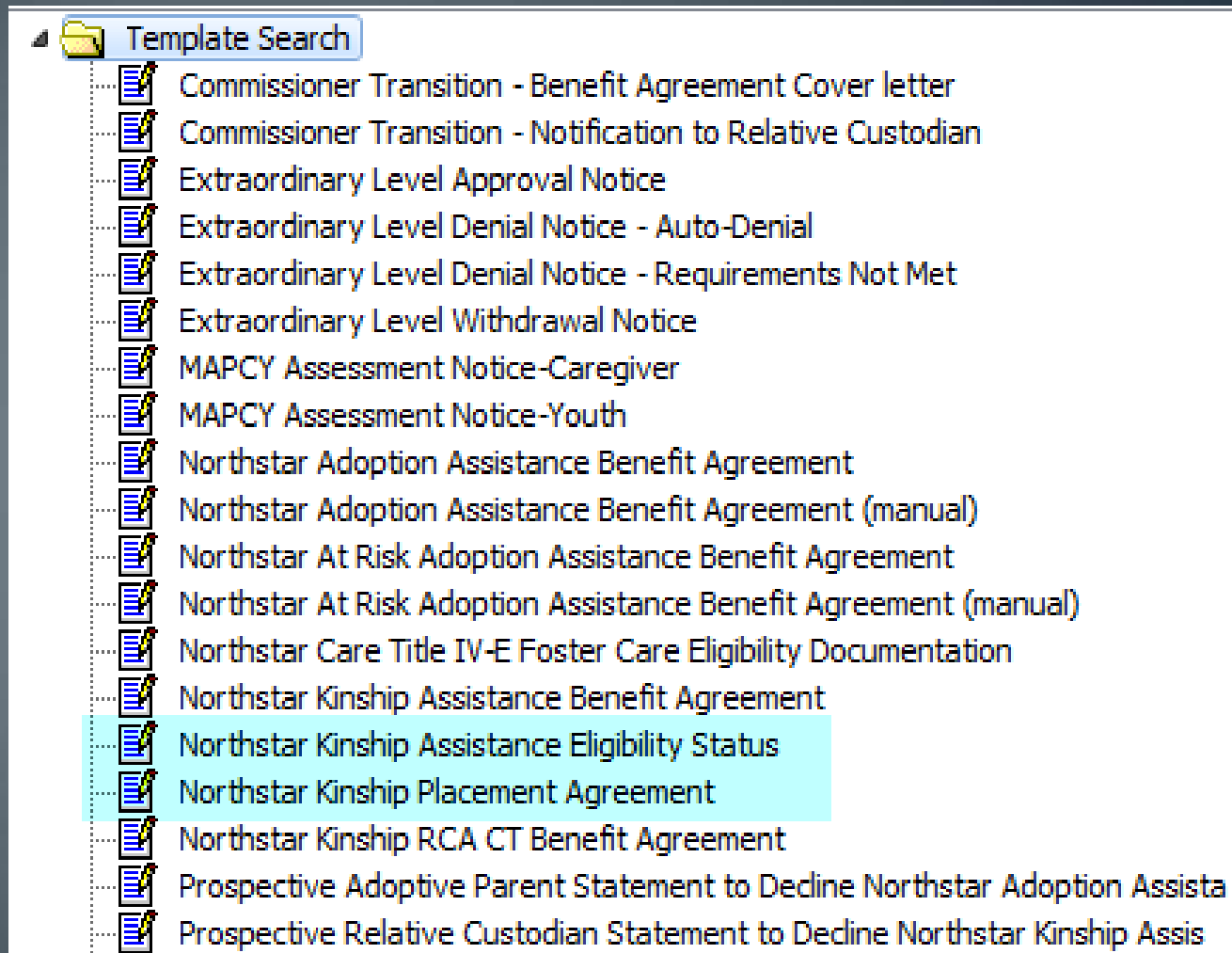
Approved benefit level: Level C

Monthly basic payment:

NKA Benefit Agreement Document



Two Additional NKA Person Documents



Questions?

SSIS Help Desk

651-431-4801

dhs.ssishelp@state.mn.us

Northstar Care for Children Policy

northstar.benefits@state.mn.us