

The Relative Custody Assistance Report

Requirements Workers Must Address

Relative Custody Assistance (RCA)

- ▶ **What is Relative Custody Assistance?**
 - ▶ Court order establishing permanent legal and physical custody of a child with a relative or important friend with whom the child has resided or had significant contact
 - ▶ A Relative Custody Assistance Payment is a cash grant made for the child living with the relative custodian or important friend
 - ▶ Changes made to RCA in SSIS are due to the implementation of Northstar Care for Children
 - ▶ November 26, 2014 is the last date that a district or tribal court order for RCA can be issued
 - ▶ Northstar Kinship Assistance (NKA) replaces RCA and takes effect January 1, 2015



RCA Reimbursement to Counties

- ▶ In preparation for Northstar Care for Children, the Department of Human Services (DHS) requires additional reporting from counties on RCA payments beginning in Quarter 2 (April 1 – June 30), 2014.
 - ▶ This includes providing additional information on children, supplemental levels and payments
- Reimbursement for RCA payments are based on the new RCA Report – beginning with the Quarter 2, 2014 RCA Report
- ▶ Beginning January 1, 2015 - RCA reimbursement is included in the Northstar Reconciliation Process



Resources for RCA Information

▶ [Bulletin #13-68-12](#) –

Relative Custody Assistance Overview and Answers to Frequently Asked Questions

▶ [Bulletin #14-32-05](#) –

Relative Custody Assistance Reporting Requirements

▶ [Northstar Care for Children](#) – Frequently Asked Questions and Answers



Expectations of Child Welfare Workers

- ▶ Counties with RCA Payments must submit an RCA report quarterly using SSIS
 - 1st report is due Friday, July 18, 2014
 - This leaves Fiscal workers with approximately 7 weeks to ensure each RCA receiving child has a correct RCA Payment Worksheet.
 - Child Welfare Workers are responsible for creating the RCA Payment Worksheet since VI4.1 (end of February 2014)



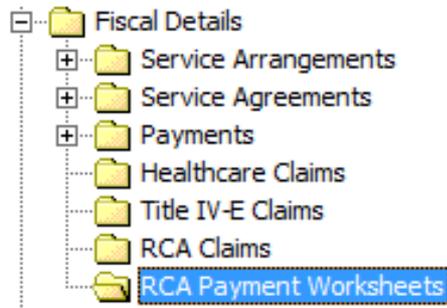
Worker Entry to support RCA Report Requirements

- ▶ In order for RCA Payments to be reimbursed, Payments must be:
 - ▶ In SSIS
 - ▶ Including children in the tribal initiatives
 - ▶ Client-specific
 - ▶ The child is the client on the payment
 - ▶ For BRASS Service 182 - Relative Custody Assistance
 - ▶ Workers enter this information on the Service Arrangement
 - ▶ A Finalized RCA Payment Worksheet must exist in SSIS for each child
 - ▶ The Worksheet Effective Date must be on or before the service start date of the payment



How Child Welfare Workers Access RCA Payment Worksheets

- ▶ The Relative Custody Assistance Payment Worksheet was released statewide in VI4.1
- ▶ It is located under the child's Fiscal Details folder



- ▶ Counties should already be entering RCA Payment Worksheets
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RCA Payment Worksheet

Remember to Finalize the worksheet!

Steps to Finalize:

- 1) Create Worksheet
- 2) Save
- 3) Access Action Menu
- 4) Select Finalize.

Client Name:	IV-E Washington, Ethan				
Date of Birth:	05/21/2009	Calculated Age:	4	PMI #:	00016580
Custody Transfer Date:	11/16/2010	Assessment Supplemental Level:	Level III		
Worksheet Effective Date:	11/16/2013	Revision:	0	Worksheet Status:	Draft
Rate Computation					
1. Base Assistance Rate:	\$247.00				
2. Supplemental Assistance Rate:	\$400.00				
3. Maximum Assistance Rate:	\$647.00				
Monthly Child Income Offsets					
4. MFIP:	\$125.00	MFIP Worksheet			
5. Supplemental Security Income (SSI):	\$0.00				
6. Veterans Benefits (VA):	\$0.00				
7a. RSDI:	\$0.00				
7b. Railroad Retirement Benefits:	\$0.00				
7c. Black Lung Benefits:	\$0.00				
7d. Applicable Child Support:	\$0.00				
7e. Other Income:	\$0.00				
8. Total Offsets:	\$125.00				
Payment Computation					
9. Net Maximum Assistance Rate:	\$522.00				
10. Annual Gross Family Income:	\$22,450.00				
11. Household Size:	5				
12. Applicable Federal Poverty Guideline:	\$27,570.00				
13. Gross Family Income Percentage:	81%				
14. RCA Percentage:	100%				
15. Monthly RCA Payment Amount:	\$522.00				
16. Daily RCA Payment Rate:	\$17.16				

RCA Payment Worksheets	
	New RCA Payment Worksheet
05/08/2014 Draft	
Create Duplicate	
	Save Ctrl+S
	Cancel
	Delete Ctrl+Del
Finalize	
Return to Draft	
Create Revision	
Print RCA Payment Worksheet	
	Data Clean-up F8



RCA Payment Worksheet Instruction Resources

▶ Resources

▶ [SSIS Update #393 April 4, 2014](#)

▶ Articles:

- When to Create a New RCA Payment worksheet
- Preparing for the New RCA Report in VI4.2

▶ [Fiscal Release Training Curriculum](#)

- ▶ VI4.1 Instructions for Relative Custody Assistance Payment Worksheet



When To Create a New RCA Payment Worksheet

- ▶ Policy States:
 - ▶ Create a New RCA Payment Worksheet
 - ▶ Every year as part of the annual affidavit process
 - ▶ Child reaches a significant birthdate
 - Ages 6, 12 & 15
 - ▶ A New RCA Payment Worksheet is NOT required for:
 - ▶ Federal Poverty Guideline changes
 - ▶ Cost of Living Adjustments (COLA)

- *Note: This is a change from VI 4.1 Release Training - Federal Poverty Guideline and COLA changes are included when the annual affidavit is completed*



Client Data Required Entry

- ▶ Fiscal Workers receive RCA Payment Report proofing (error) messages that must be entered or corrected by Child Welfare Workers. Examples include:
 - ▶ Child must have an actual date of birth
 - ▶ Child's age over maximum eligible age of 18
 - ▶ No finalized worksheet for the service dates
 - ▶ No worksheet for 15 months
 - ▶ Significant birthday needs new worksheet
 - ▶ Need for a finalized RCA Payment Worksheet that has an effective date on or before the service start date





Questions?