



Minnesota Department of **Human Services**

Northstar Kinship Assistance

Non-recurring Expenses reimbursement may be available, per child, for costs incurred during the Kinship process. The expenses include, but are not limited to, court filing fees, travel expenses, and birth certificates.

[Non-recurring expense instructions](#)

Kinship Assistance Agreement Extension

Your child's Kinship Assistance Agreement terminates on his/her 18th birthday, unless your agreement has been amended. DHS staff will mail an extension package four months prior to the agreement termination date.

DHS **must** receive your child's completed extension request, along with required supporting documentation, 60 calendar days prior to the end of your agreement. You must sign the extension amendment and return it to the Kinship unit at least ten business days before the end of the current Kinship Assistance Agreement. The extension amendment is not valid unless you and DHS Permanency Support staff sign the amendment prior to:

- Your child reaching age 18; or,
- The last extension termination date

Kinship Assistance and Social Security

If your child is eligible for Supplemental Security Income (SSI), or a Social Security payment based on a birth or adoptive parent's status, the child may receive benefits from SSI, RSDI and the Kinship Assistance Program. The family is responsible to report the amount of Kinship assistance payments to the Social Security Administration. The Social Security Administration will decide what effect, if any, the Kinship assistance payment will have on the SSI or RSDI.

Medical Assistance (MA)

You must cooperate with the Medical Assistance program rules and procedures in the state where your child currently resides. Your insurance provider may require prior authorization for medical services. Coverage of medical services is limited by Medical Assistance in your child's state of residence. Items covered by Medical Assistance may vary from state to state. For further information, call your Medical Assistance worker in your county of residence for questions regarding medical payments.

Notification of changes

Within 30 days of the event, you are responsible to report to DHS Permanency Support Unit of any changes according to your Kinship Assistance Agreement. For example, if your child is living outside of your home, you or your child has a new address or a name change. Review your Kinship Assistance Agreement for all required notification of changes.

Reimbursement postmark procedure

All reimbursement requests, excluding Non-Recurring Adoption must be postmarked no later than the fifth of each month for reimbursement. If a holiday is on the 5th of the month, the postmark must be no later than the 4th of the month. For example, if your reimbursement envelope is postmarked by Jan. 5th, the payment will be issued with the Feb. check. If your reimbursement form is postmarked between Jan. 6th, and Feb. 5th, the payment will be issued with the check.

Minnesota's fiscal year deadline

Minnesota's fiscal year ends on June 30th every year. You must submit statements for expenses incurred between July 1st and June 30th to DHS Adoptions Unit within 60 days after the end of the fiscal year for reimbursement. Please submit all expenses dated July 1st through June 30th, by August 29th, to the DHS Adoptions Unit. **All requests postmarked after this date cannot be reimbursed.**