

Northstar Kinship Assistance Eligibility Determination

Kinship Assistance Eligibility Determination is used to determine a child's eligibility for Northstar Kinship Assistance and Title IV-E. The agency with financial responsibility shall complete a Kinship Eligibility Determination and Income Offsets, if applicable, and submit electronically to the State for approval.

To complete a Northstar Kinship Assistance Eligibility Determination, a child must be (1) in placement with a relative for the purpose of transfer of permanent legal and physical custody; and (2) 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, 260C.212, Subd. 2](#), or the equivalent under tribal code.

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 Northstar Kinship Assistance Eligibility Determination. There are no additional steps or actions required to request an exemption.

When the Northstar Kinship Assistance Eligibility Determination is completed, DHS reviews the Northstar Kinship Assistance Eligibility Determination and approves, denies, requests additional information/documentation or requests corrections. After approval of the Northstar Kinship Assistance Eligibility Determination, the financially responsible agency or tribal worker will be notified that they may proceed with completing the Northstar Kinship Assistance Benefit Agreement. The Northstar Kinship Assistance Benefit Agreement is a person document and remains beneath the client's Person node no matter which workgroup(s) the client is associated with.

Security Rights:

- View Kinship
- Create Kinship



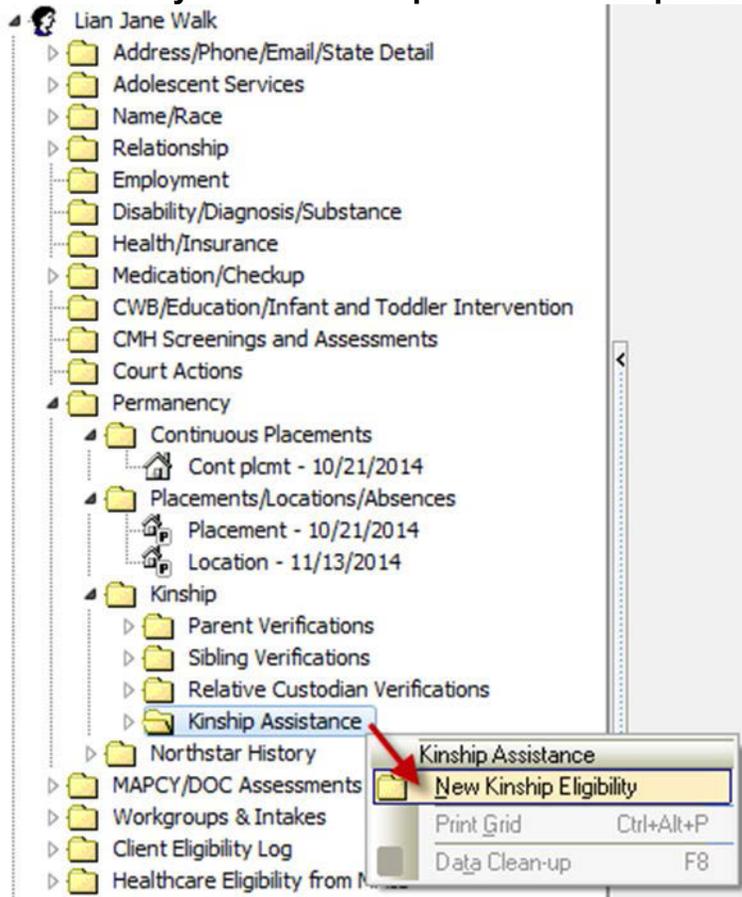
Warning: You must enter the Relative Custodian Verification, RCV-Initial, in order to create a Kinship Assistance Eligibility Determination.



References:

- For additional information on Placement, see the Placement module.
- For additional information on Kinship Folder and Kinship Verification, see the Kinship Folder and Kinships Verification Job Aid.

- For additional information on Kinship Assistance Benefit Agreement, see the Kinship Assistance Benefit Agreement Job Aid.

Permanency Folder>Kinship Folder>Kinship Assistance**To Create a New Kinship Eligibility:**

From the **Kinship Assistance** Folder access the **Action** menu and select **New Kinship Eligibility**.

The Kinship Eligibility Determination includes 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.

Kinship Eligibility Screen

Setup | Document | Properties | Discussions | Required Documents

1 required fields needed to complete.

Document template: Kinship Assistance Eligibility Determination

Description: Kinship Assistance Eligibility Determination

Status: Draft

Status change date: 11/5/2014 9:45:47 Initial submission date:



Hint: The Document template field autofills to Kinship Assistance Eligibility Determination. Kinship Assistance Setup Tab

Setup tab>Participant Section>Citizenship status field and Refresh Button

Setup | Document | Properties | Discussions | Required Documents

1 required fields needed to complete.

Document template: Kinship Assistance Eligibility Determination

Description: Kinship Assistance Eligibility Determination

Status: Draft

Status change date: 11/5/2014 10:12:45 Initial submission date:

Document

Document: Kinship Assistance Eligibility Determination

Agency

Agency: Test County Family Services

Agency name: Test County Family Services

Participant

Participant: Fire Cracker

Name: Fire Cracker

Date of birth: 01/01/2011

18th birthday: 01/01/2029

Citizenship status: Other documented non-citizen

If blank - return to Person and enter US Citizen Status.

Remember to refresh Setup/Participant

Setup tab>Kinship verification section>Removal from home field, Best interest statement field and Refresh Buttons

Kinship verification

Kinship: 10/22/2014 - Successful submission to DHS Remember to Refresh Setup/ Kinship

Continuous placement dates: 10/22/2014 - present

Placement location dates: 10/22/2014 - present

Legally responsible agency: White Earth Band of Ojibwe

Relative custodian 1: Christmas Tree

Rel cust 1 citizenship status: Other documented non-citizen

Relative custodian 2: Holly Bows

Rel cust 2 citizenship status: Other documented non-citizen

Mailing address: 1234 Holiday Holiday, MN 12345 If blank return to Continuous Placement/ Authority

Removal from home: Court ordered

Best interest statement: Yes If blank return to Court Actions/ Child's Finding

6 months IV-E claims: No

In the Participant and Kinship verification sections, watch for blank fields in the following fields:

- Citizenship status
- Removal from home
- Best interest statement

To prevent a false not eligible Kinship Eligibility result, you must go to the appropriate section of the Tree View to enter the information, return to the Kinship Eligibility Setup tab and click the refresh button(s) to have the information autofill into the previously blank fields.

Setup Tab> Kinship verification section> Worker Section

The screenshot shows a web form with two main sections. The top section is labeled 'MAPCY' and contains three input fields: a dropdown menu, a text box, and another text box. The bottom section is labeled 'Worker' and contains four input fields: a dropdown menu, a text box for 'Full name:', a text box for 'Phone:', and a text box for 'E-mail:'. Both dropdown menus have a yellow warning icon next to them.

In the Worker section, you should enter person whom DHS should contact regarding Eligibility; i.e., this may be the Financial Assistance Eligibility worker. It does not need to be the same person as the Primary worker.



To Complete the Setup Tab:

1. The **Document template** field autofills with **Kinship Assistance Eligibility Determination**.
2. Complete the **Setup** tab.
3. Click the **Document** tab.

Document Tab

Navigation bar within the Document tab.

Blue arrow: Indicates the Eligibility screen displaying to the right.

Red checkmark: Indicates Complete box is checked on this screen and this screen will print on the document.

Alternate Print Format: Prints with fewer page breaks.

Complete box: Must be checked for this section of the document to print.

Double arrows: Navigates forward or backwards by one screen.

Exemption Request section is enabled if applicable.

Kinship Eligibility Determination Document will guide the user through a series of questions based on how the previous question was answered. As the questions are answered a list of required supporting documents is being compiled. The user will need to review the Required Documents Tab to view the list.

Based on how the questions are answered, the Eligibility Determination Document will calculate the child's eligibility for Title IV-E or Non- Title IV-E Kinship Assistance.



Warning: On the Document Title Page, If you select 'No' to the question, Does the relative custodian(s) for this child wish to apply for Northstar kinship Assistance benefits?, you must have a signed 'Statement to decline' document to confirm the relative custodian(s) understanding of the denial.



To Complete the Document Tab:

1. Review the fields on the Title Page and ensure the data that merged in from the Tree View folders is accurate.
2. The Complete checkbox auto checks to ensure this screen prints on the document.
3. Click on each Navigation bar (or advance the screens by clicking the double-arrows at the bottom right of the screen) and answer the questions as listed.
4. Click **Save**.

Use the Discussion tab to communicate (i.e. Instead of sending an email) between the Agency and DHS. This allows you to retain communications specific to a person.

Discussions Tab



To Use the Discussion Tab:

1. Click on the Discussions tab and access the Action menu.
2. Complete entry based on selection.
 - New Discussion-To begin a new communication with DHS.
 - Print Grid-To print your screen
 - Show Discussion Details-To view detail communications between the Agency and the State.
 - Save- to save the communication.
 - Cancel- To exit without saving.
 - Copy Preview to Clipboard-To copy your entry to your clipboard.

- Add Comment- To add a comment to an existing discussion.
3. Click **Save**.

There are several required documents to submit to the State. Use the Required Documents tab to select the specific document your Agency is submitting to the DHS. DHS will verify receipt and accuracy of document(s)



Hint: You must first click on to the page for the Requirement Met By drop-down menus to display. Use the drop-down menus to identify the appropriate documents to satisfy this requirement.

Required Documents Tab

Requirement Needed:	Requirement Met By:	State Received:	State Verified:
<i>Kinship Placement Agreement or tribal equivalent</i>	Signed Kinship Placement Agreement or tribal equivalent	<input type="checkbox"/>	<input type="checkbox"/>
<i>Relative's proof of citizenship/immigration status</i>	Holly Bows	<input type="checkbox"/>	<input type="checkbox"/>
<i>Background study</i>	Christmas Tree and Holly Bows	<input type="checkbox"/>	<input type="checkbox"/>
<i>Removal method</i>		<input type="checkbox"/>	<input type="checkbox"/>
<i>MARCY</i>		<input type="checkbox"/>	<input type="checkbox"/>



To Complete the Required Documents Tab:

1. Click on the **Required Documents** tab.
2. Select the required document from the **Requirement Met By** field drop-down menu.
3. Select the submission method from the **Submission method** drop-down menu.
4. Enter comment in the **Comment** field as applicable.
5. Repeat steps 2-4 for each required document listed on the screen.
6. Click **Save**.

You are required to enter Income Offsets if you are requesting an Exemption or if determination is Child is Eligible for Title IV-E or Title Non- IV-E Kinship Assistance.

**Hints:**

- The Income Offsets tab displays on the Kinship Eligibility screen once an Income Offset screen is selected from the Action menu.
- The Total Income Offsets is the combined amounts entered for RSDI (Social Security), Veteran's Benefits, Railroad Retirement Benefits and Black Lung Benefits fields.
- The Supplemental Security Income (SSI) can be adjusted because of Kinship Assistance, but not vice-versa.

Income Offsets Screen

Setup	Document	Properties	Discussions	Required Documents	Income Offsets
Initial Income Offsets					
Child Name:	<input type="text" value="Fire Cracker"/>				
Reporting Date:	<input type="text" value="11/5/2014"/>				
Does the child receive any of the following	<input type="radio"/> Yes <input type="radio"/> No !				
RSDI: (Social Security)	<input type="text"/>				
Veterans Benefits (VA):	<input type="text"/>				
Railroad Retirement Benefits:	<input type="text"/>				
Black Lung Benefits:	<input type="text"/>				
Total Income Offsets:	<input type="text" value="\$0.00"/>				Benefit amount will be adjusted to reflect Total Income Offsets
Additional Monthly Income Offsets					
Supplemental Security Income (SSI):	<input type="text"/>				

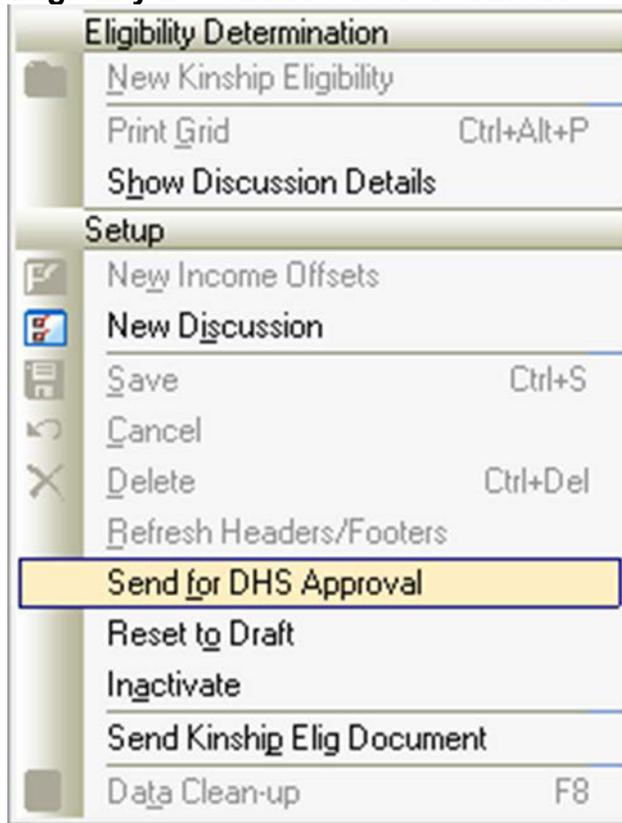
**To Complete the Income Offsets:**

1. From the Kinship Eligibility screen, access the **Action** menu and select **Income Offsets**.
2. Complete the screen as applicable.
3. Click **Save**.

The State must confirm all determinations and requests, even when the relative custodian is not eligible for Kinship Assistance.



Hint: When DHS sends back to the Agency for a correction, the Agency will need to complete the request and re-send for DHS approval.

Eligibility Determination Action Menu**To Send for DHS Approval:**

From the Kinship Eligibility screen, access the **Action** menu and select **Send for DHS Approval**.