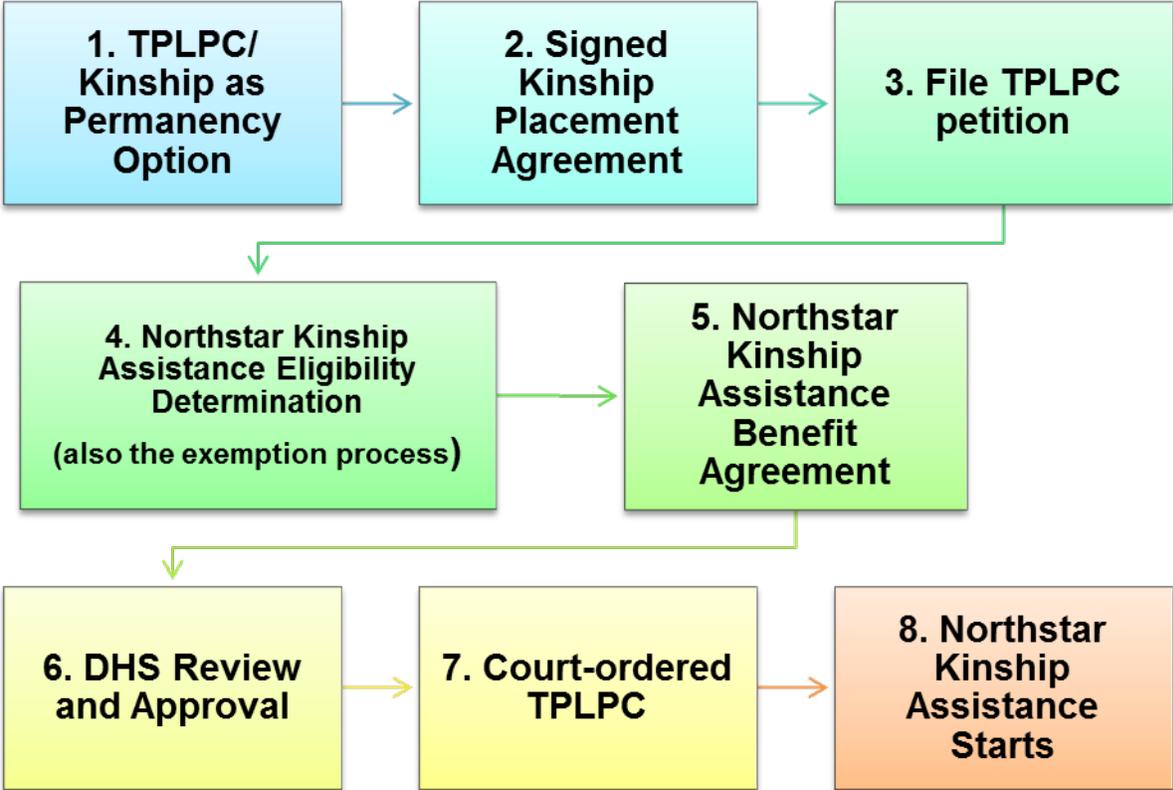


Northstar Kinship Workflow

Contents

- Northstar Kinship Workflow 2
- Northstar Kinship 3
- Change Placement Setting 4
 - To Change Placement Setting to Pre-kinship home- relative:..... 5
- Kinship Folder and Kinship Verifications 6
 - Kinship Folder 7
 - To Create a New Kinship: 8
 - Parent Verifications 8
 - Kinship>Parent Verifications 8
 - To Verify Legal Parents:..... 8
 - Sibling Verifications 9
 - To Verify Siblings:..... 9
 - Relative Custodian Verifications: RCV Initial..... 9
 - To Complete the RCV -Initial:..... 11
 - Relative Custodian Verifications: RCV Update 11
 - To Complete the RCV -Update: 12
 - Relative Custodian Verifications: RCV-Close..... 12
 - To Complete the RCV-Close:..... 13
- Northstar Kinship Placement Agreement (KPA) 14
 - To Access the Northstar Kinship Placement Agreement: 15
 - To Complete the Northstar Kinship Placement Agreement: 16
- Northstar Kinship Assistance Eligibility Determination..... 17
 - To Create a New Kinship Eligibility:..... 19
- Kinship Assistance Setup Tab 20
- Document Tab 24
- Discussions Tab 25
- Required Documents 26
- Income Offsets Tab 27
 - To Send for DHS Approval:..... 29
- Northstar Kinship Assistance Benefit Agreement 30
 - To Access the Northstar Kinship Assistance Benefit Agreement: 31
 - To Create the Northstar Kinship Assistance Benefit Agreement:..... 32

Northstar Kinship Workflow



Northstar Kinship

For children and families in which a Transfer of Permanent Legal and Physical Custody (TPLPC) for a child is the identified permanency outcome, SSIS will provide additional tools to record information about this process. These changes are due to Northstar Care for Children and include: screens for identifying the kinship child, the current legal parents, all siblings, the prospective relative custodians, and for completing the Northstar Kinship Assistance Eligibility Determination. Additional information about Northstar Kinship Assistance can be found in the [Northstar Care for Children Practice Guide](#).

Typically, a child will reside with the prospective relative custodians as they move towards completing the Transfer of Permanent Legal and Physical Custody to the relatives. In some circumstances may not be in a pre-kinship placement setting with the prospective relative custodians at the time the Kinship Placement Agreement is signed; i.e., the child is in a treatment facility, but the prospective relative custodian intends to accept a TPLPC. You must still notify DHS of the prospective relative custodian's intention to accept a TPLPC. The Kinship Eligibility must be approved and the Kinship Benefit Agreement signed before the TPLPC is finalized in court.

In preparation for creating the Kinship folder, make sure you have entered the following:

- Citizenship for the child and the relative custodians
- Race
- Relationships (add the birth father detail, if known)
- All child clients, known legal parents (either biological or adoptive), prospective relative custodians and all siblings must be cleared to SWNDX to begin the Kinship verifications.
- Completed Continuous Placement
- Completed Pre-kinship Placement (when appropriate), with Foster Parent relationships defined
- The Business Organization record with the prospective relative custodians identified as the individual providers

In preparation for creating the Kinship Eligibility Determination, make sure you have entered the following:

- Completed Court Action with Best Interests recorded (only required for initially Court Ordered Placements)
- A MAPCY Assessment.

Security 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)



Warning: Kinship folder and Kinship Verifications must be completed prior to completing Kinship Eligibility.



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.

Change Placement Setting

Placements/Locations/Absences screen - Setting must be Pre-kinship home- relative if the child is in a pre-kinship placement and the prospective relative custodians have signed a Kinship Placement Agreement.

Placement>Change Placement Setting (Child with Same Family)

Access the Placements/Locations/Absences or Placement Action menu to change the Placement Setting.

The screenshot shows a file tree on the left with folders such as 'Permanency', 'Continuous Placements', 'Placements/Locations/Absences', and 'Northstar History'. The 'Placements/Locations/Absences' folder is selected. A context menu is open over this folder, listing actions like 'New Placement/Location/Absence', 'Save', 'Delete', and 'Change Placement Setting (Child with Same Family)'. The 'Change Placement Setting (Child with Same Family)' option is highlighted in yellow. A red box surrounds the folder name in the tree and the menu option, with a red arrow pointing from the text box to the folder and another pointing to the menu option.

Placement>Change Placement Setting (Child with Same Family)>Change Location



To Change Placement Setting to Pre-kinship home- relative:

1. Access the Placements/Locations/Absences or Placement **Action** menu and select **Change Placement Setting (Child with Same family)**.
2. Select **Pre-kinship home-relative** from the **Change Setting To** field.
3. Select the effective date.

Kinship Folder and Kinship Verifications

The Kinship folder is created for a child in an open continuous placement when Transfer of Permanent Legal and Physical Custody is the identified permanency outcome for the child. 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 or Relative custodian, i.e., the prospective relative custodians divorce.
- Temporary Absences - 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
- View kinship
- Access kinship reports



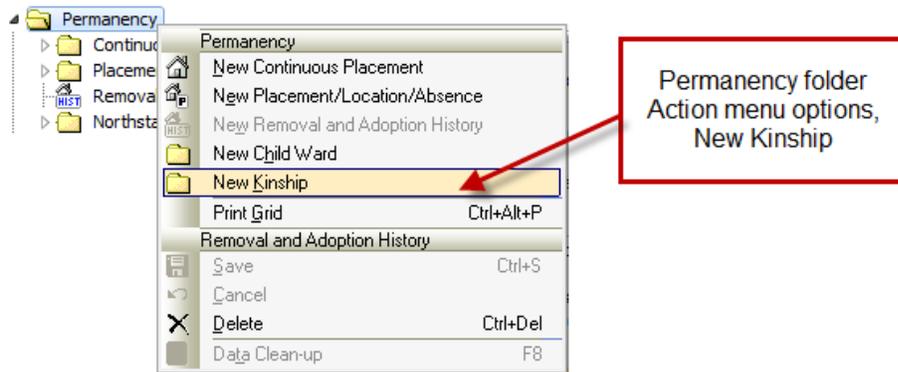
Warnings: You cannot create Kinship Eligibility Determination without a creating the Kinship folder and RCV-Initial verifications.



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:	10/23/2014
Status at DHS:	
Workgroup:	Gaynor Shadea CW Assessment 10/22/2014
Primary Contact:	
Continuous Placement:	10/22/2014 - Present (212354735)
Legally Responsible Agency:	
Person Kinship ID:	212354815
DHS Number:	

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 clients with adoptive or birth parent(s). Stepparents should not be 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:

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.

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

Busines 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 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 placement business organization from the **Business Organization** field, and select the mailing address of the placement business organization 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.
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**.

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
 Initial Kinship Placement Agreement Date: 10/23/2014
 Continuous Placement
 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 (212354753)

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?
 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 -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 additional changes. Fields that you do not changed, will autofill with information from the initial Relative Custodian Verification.
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). The menu item must be enabled if the RCV – Close is deleted before saving with a verified date.



Warnings:

- Some reported changes require the signing of a new KPA.
- The RCV - Update cannot be deleted once it is saved with a verified date.

Kinship>RCV-Close

Relative Custodian		
Relative Custodian Verification - Close	10/23/2014	Continuous Placement
Initial Kinship Placement Agreement Date		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"/> Org, 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**.

Northstar Kinship Placement Agreement (KPA)

The KPA is the agreement between the Prospective Relative Custodian(s) and the county/tribal social service agency that has legal authority for the placement of kinship child in foster care. The KPA must be attached to the petition to transfer permanent legal and physical custody of the child to the prospective relative custodian(s) and submitted to the court with jurisdiction in this matter.

The KPA documents the following:

- Reunification and adoption are not appropriate permanency options
- A strong attachment between the child and the prospective custodian and the prospective custodian has a strong commitment to caring permanently for the child
- The prospective relative custodian's understanding of the legal and financial difference between adoption and transfer of permanent legal and physical custody
- A child, age 14 or older, was consulted about the permanency options.

This is a person document and is located beneath the client's node in the Tree View. Person documents remain with the client no matter which future workgroup(s) the client becomes associated with.

Thus, the KPA must be created per child. You must answer all questions on the Documents>Setup tab, as appropriate. The correct KPA (Kinship Placement Agreement- Indian Child- under age 14, Kinship Placement Agreement-Indian Child- age 14 and over, Kinship Placement Agreement-non-Indian Child-under age 14, or Kinship Placement Agreement-non-Indian Child- age 14 and over) will generate based on the selections made.



Warning:

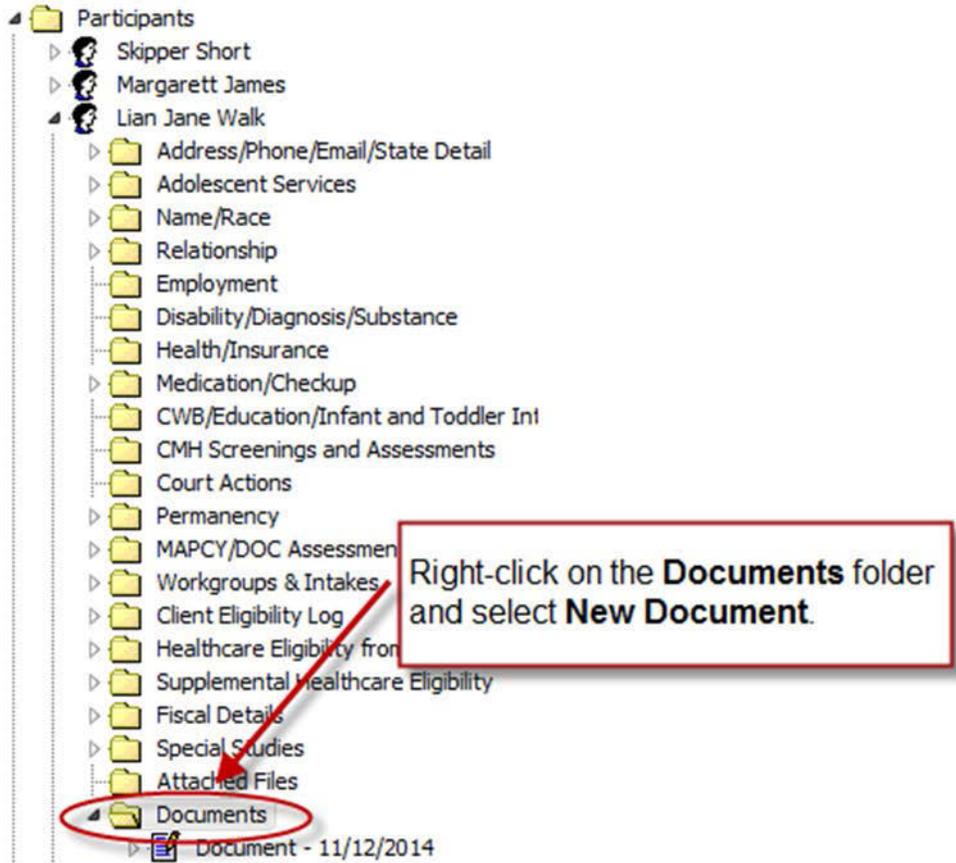
- You must click the blue E from the Document tab to edit the KPA.
- Proof your document prior to finalizing to ensure it reads as intended.
- You should add data to the database first in order to have the option of selecting it from the Setup tab to merge into the document. No data typed directly into the document will backfill into the application.
- Person documents are not located in Chronology.



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 Eligibility, see the Kinship Eligibility Job Aid.

Participants Folder>Client Node>Documents Folder



To Access the Northstar Kinship Placement Agreement:

1. Expand the **Participants** folder and double-click on the child's participant's node.
2. Right-click on the **Documents** folder and select **New Document**.
3. Click the search icon in the **Document template** field.
4. Highlight **Northstar Kinship Placement Agreement** and click **Select**.

Client Node>Documents>Northstar Kinship Placement Agreement

Kinship Placement Agreement

This agreement is between _____ the Prospective
(Prospective Relative Custodian)

Relative Custodian, and _____, the county/tribal
(Legally Responsible Agency)

social service agency that has legal authority for the placement of Lian Jane Walk, born 03/09/1996, a child in foster care.

By signing this agreement, the legally responsible agency assures and has documented the following determinations:

- To the extent practical, consulted with the child's legal parent(s), custodian(s), or guardian(s) and _____ regarding permanency options for the child.
- Explained to _____ the legal and financial differences and physical custody.
- Determined _____ in the child's best interest because [Select an item](#).
- Determined that a transfer of permanent legal and physical custody to the prospective relative custodian(s) is in the child's best interest.
- Made an individualized determination of the child's needs based on 10 best interest factors, according to Minn. Stat., section 260C.007, including sibling relationships and placement relative's capacities, the agency determined _____ willing. If the child is American Indian, placement consistent with placement preferences under _____
- Determined that the prospective relative custodian is _____ according to Minn. Stat., section 260C.007, custom, if the child is an American Indian of _____ Relationship 1 [Select an item](#) Relationship 2 [Select an item](#)
- Determined that a strong attachment exists between _____ and the child and there is a strong commitment _____
- Has provided the prospective relative custodian with the Northstar Kinship Assistance Eligibility Status Report and commits to working with the prospective relative custodian on eligibility for Northstar Kinship Assistance, to the extent the Custodian wants to pursue it.
- Consulted with the child, age 14 or older, regarding permanency options for the child.

Click on the **Select an item** fields to access the drop-down menu for each of these fields in the document.

Click the **Select an item** drop-down menu to view the options and make the appropriate selection.

Click the checkmark to save your selection.



To Complete the Northstar Kinship Placement Agreement:

1. From the Document **Setup** tab, complete all applicable fields.
2. Click the **Document** tab and click the Blue E, editor button.
3. Complete the document, as appropriate.
Note: Click the **Select an item** field to choose the appropriate response from the drop-down menu and click the checkmark to save your selection.

4. Click **Save**.

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.

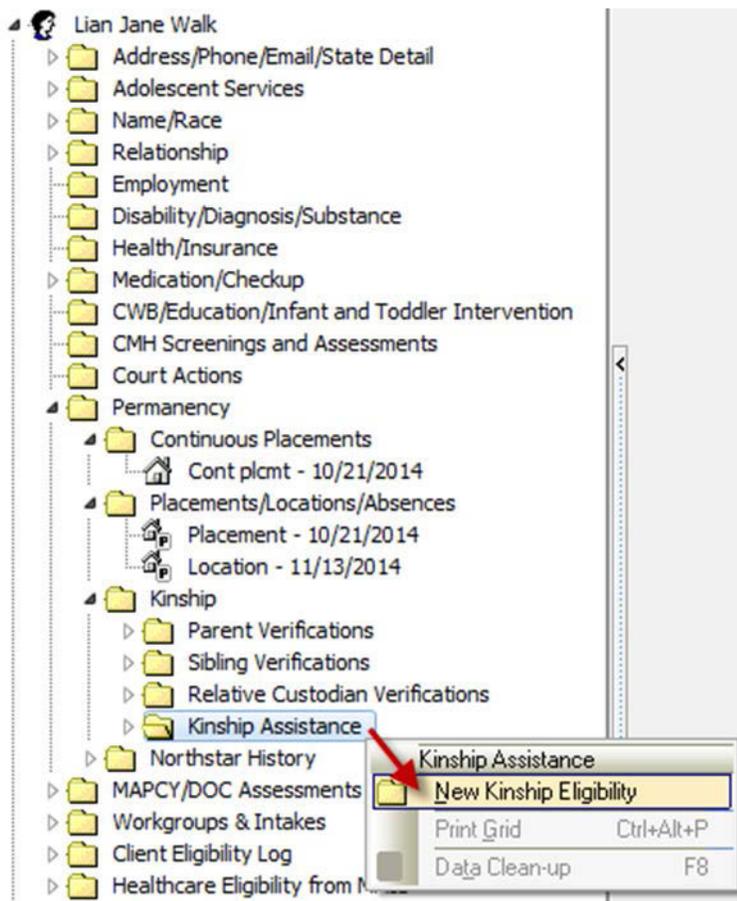


References:

- 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:

1. From the **Kinship Assistance** Folder access the **Action** menu
2. 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 Assistance Setup Tab

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.

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

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

Removal from home: Court ordered

Best interest statement: Yes

6 months IV-E claims: No

If blank return to Continuous Placement/Authority

If blank return to Court Actions/ Child's Finding

Remember to Refresh Setup/ Kinship

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

MAPCY

MAPCY: 

MAPCY:

Worker

Worker: 

Full name:

Phone:

E-mail:

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 Kinship Assistance Setup Tab:**

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

must have a signed 'Statement to decline' document to confirm the relative custodian(s) understanding of the denial.



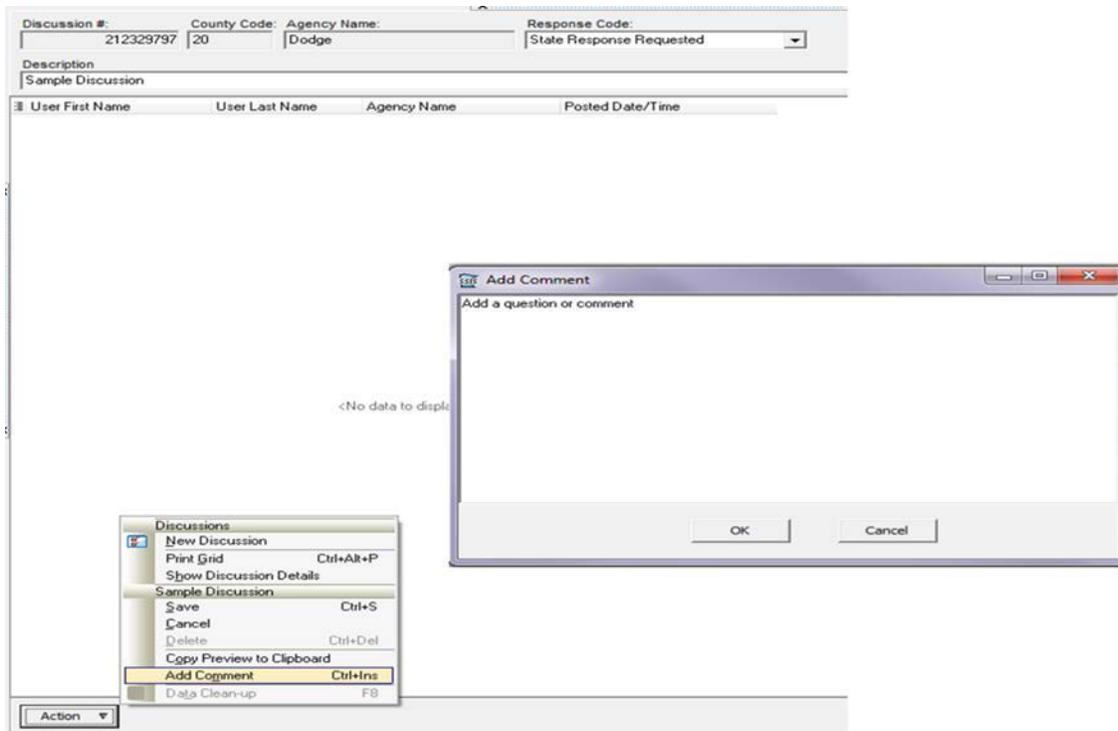
To Complete the Document Tab:

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**.

Discussions Tab

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**.

Required Documents

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

Setup Document Properties Discussions Required Documents			
Requirement Needed:	Kinship Placement Agreement or tribal equivalent	State Received:	<input type="checkbox"/>
Requirement Met By:	[Dropdown]	Submission Method:	[Dropdown]
Comment:	Signed Kinship Placement Agreement or tribal equivalent		
Requirement Needed:		State Received:	<input type="checkbox"/>
Requirement Met By:		Submission Method:	
Comment:			
Requirement Needed:	Relative's proof of citizenship/immigration status	State Received:	<input type="checkbox"/>
Requirement Met By:	Holly Bows	Submission Method:	
Comment:			
Requirement Needed:	Background study	State Received:	<input type="checkbox"/>
Requirement Met By:		Submission Method:	
Comment:	Christmas Tree and Holly Bows		
Requirement Needed:	Removal method	State Received:	<input type="checkbox"/>
Requirement Met By:		Submission Method:	
Comment:			
Requirement Needed:	MARCY	State Received:	<input type="checkbox"/>
Requirement Met By:		Submission Method:	
Comment:			



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**.

Income Offsets Tab

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:

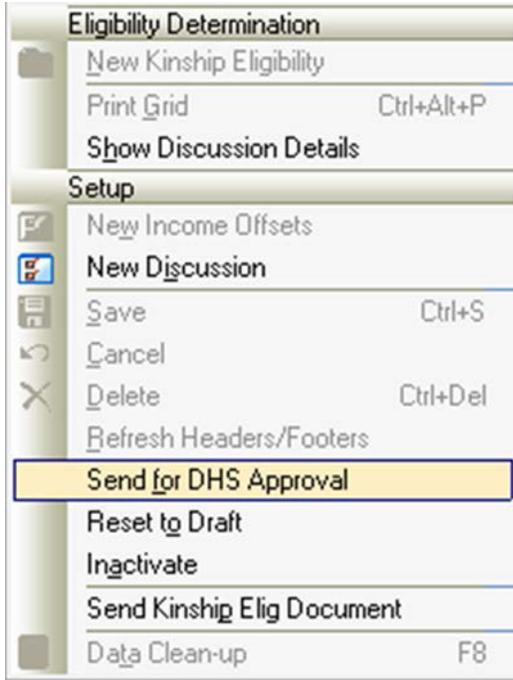
1. From the Kinship Eligibility screen, access the **Action** menu and select **Income Offsets**.
2. Complete the screen as applicable.
3. Click **Save**.

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:

1. From the Kinship Eligibility screen, access the **Action** menu.
2. Select **Send for DHS Approval**.

Northstar Kinship Assistance Benefit Agreement

After DHS approval of the Kinship Assistance Eligibility Determination, the financially responsible agency worker will be notified to proceed with completing the Northstar Kinship Assistance Benefit Agreement.

This is an agreement between the commissioner of the Minnesota Department of Human Services, relative custodian(s), and, the legally and financially responsible agency, for the purpose of facilitating the transfer of permanent legal and physical custody of kinship child, and to aid relative custodian(s) in providing proper care for the child.

The Northstar Kinship Benefit Agreement is a person document and is located beneath the client's node in the Tree View. Person documents remain with the client no matter which future workgroup(s) the client becomes associated with.



Warning:

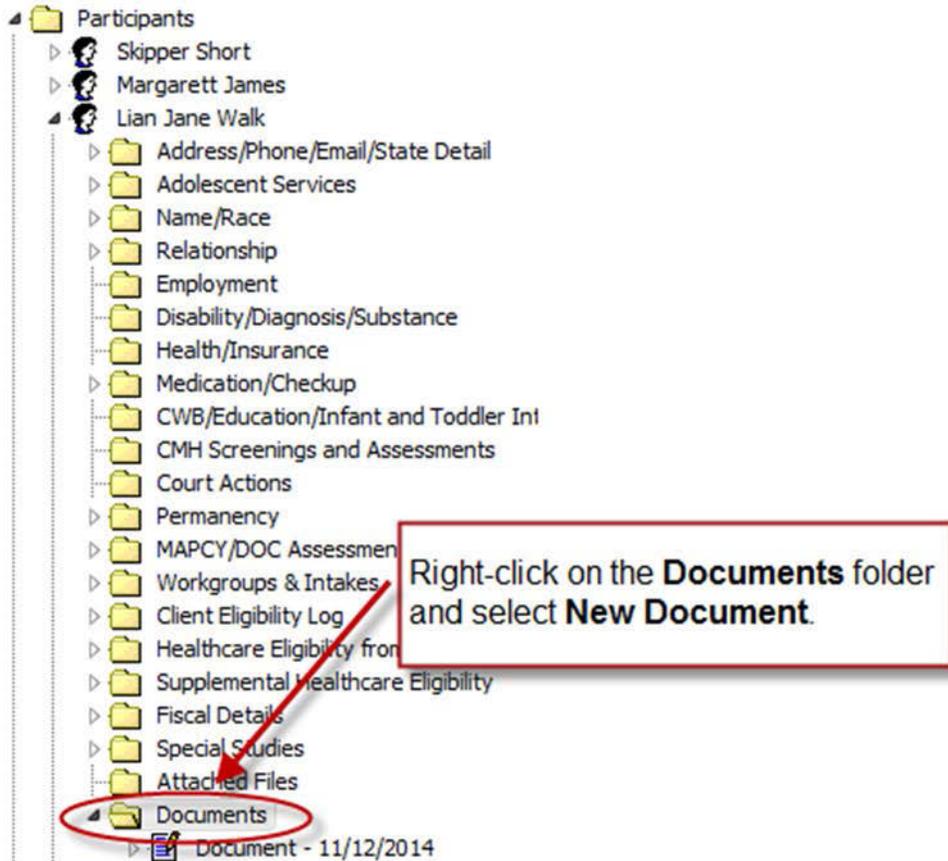
- You must click the blue E from the Document tab to edit the document.
- Proof your document prior to finalizing to ensure it reads as intended.
- You should add data to the database first in order to have the option of selecting it from the Setup tab to merge into the document. No data typed directly into the document will backfill into the application.
- Person documents are not located in Chronology.



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 Eligibility Determination, see the Kinship Assistance Eligibility Determination Job Aid.

Participants Folder>Client Node>Documents Folder



To Access the Northstar Kinship Assistance Benefit Agreement:

1. Expand the **Participants** folder and double-click on the child's participant's node.
2. Right-click on the **Documents** folder and select **New Document**.
3. Click the search icon in the **Document template** field.
4. Highlight **Northstar Kinship Benefit Agreement** and click **Select**.

Client Node>Documents>Northstar Kinship Assistance Benefit Agreement

MINNESOTA DEPARTMENT OF HUMAN SERVICES
NORTHSTAR KINSHIP ASSISTANCE BENEFIT AGREEMENT

Created on: November 14, 2014

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'), Abby Kin and Adam Kin ('relative custodian(s)'), and Test County Family Services, the financially responsible agency, for the purpose of facilitating the transfer of permanent legal and physical custody of Naruto Quincy Uzumaki ('child'), and to aid the relative custodian(s) in providing proper care for the child. Nicollet County 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, Test County Family Services, with information from Nicollet County, has certified the child, born November 02, 2008, as eligible for Title IV-E Northstar Kinship Assistance.

Test County Family Services has identified and brought to the attention of the relative custodian(s) any additional resources available to meet the child's needs beyond those available through Northstar Kinship Assistance.

A. SCHOOL AGE AGREEMENT

This child's Northstar Kinship Assistance Benefit Agreement is the School Age Rate Agreement. This agreement is for all children who enter the Northstar Kinship Assistance Program between the ages of 6 and 17. Children are eligible to receive up to the amount they would otherwise receive in foster care under Minnesota Statutes, section 256N.26, subdivision 3 and 4. This document is the initial Northstar Kinship Assistance Benefit Agreement.

B. COURT HEARING

The relative custodian(s) agree that they intend to facilitate the transfer of permanent legal and physical custody of Naruto Quincy Uzumaki, and that they have signed this document prior to finalization of that transfer. The agreement is subject to the court making the required findings and ordering the transfer of permanent legal and physical custody.



To Create the Northstar Kinship Assistance Benefit Agreement:

1. From the Document **Setup** tab, complete all applicable fields.
2. Click the **Document** tab and click the Blue E, editor button.
3. Click **Save**.
4. Click **Print** to print a copy for signatures.