

.02 Kinship Care

Kinship Care provides special considerations in the application process and CA eligibility requirements to nonparent specified relatives (NPSR).

NOTE When the child is placed in the home by DCYF, see [Kinship Foster Care](#).

When an application is received in the local office, FAA designated staff must determine whether the application indicates the following Kinship Care criteria:

- The application is for child only CA benefits. MA may also be requested. (See [Child Only Case\(g\)](#))
- The PI is an [NPSR\(g\)](#).

When the application is identified as Kinship Care, stamp the first page (E3 or S3) of the [official FAA application](#) with the KF/KS/LP stamp. Circle KS or write KS when the stamp is not available.

Register the application for the programs requested by the participant. Schedule the appointment within five [workdays\(g\)](#) of the date of application.

On REAP, key KS in the REFERRAL SOURCE field.

WARNING

Ensure that the KS Referral Source Code displays on CAP2 and RESE next to the PI keyed OU in the PT field on SEPA, and next to the child for whom benefits are being requested.

When the REFERRAL SOURCE field is keyed on REAP, the Referral Source Code displays on RESE next to all participants. Remove the KS Referral Source Code that displays on RESE next to all participants NOT included in the Kinship Care benefit, other than the PI.

When the Referral Source Code does not display on RESE, key the KS Referral Source Code next to the PI coded OU and the child coded IN or BC in the PT field on SEPA.

Kinship Care participants receive the following special considerations:

- Base the eligibility determination on the [A1 Need Standard](#). Verification for the Need Standard is NOT required.
- Complete the eligibility determination as soon as possible, but no later than 20 calendar days from the date the application is received in the local office. (See [Determining Eligibility](#))
- Advise the Kinship Care participant to contact [Community Information and Referral](#) for other potential supportive services.

NOTE When the NPSR applies for MA for the child, apply these Kinship Care special considerations for the MA determination.

When the NPSR chooses to be included in the CA or MA benefit, the Kinship Care considerations previously listed do not apply. Process the application as a regular CA or MA application.

When the budgetary unit is not eligible due to including the NPSR and the children of the NPSR, do not deny the case. Elevate the facts of the case via e-mail to the PST (see [PST](#) for the e-mail address). The PST, with direction from the Assistant Director, determines whether the PI can be approved in a separate case.