

C Kinship Foster Care - FAA Responsibilities

REVISION 45

(01/01/17 –12/31/17)

When the [Department of Child Safety \(DCS\)](#), a Tribal Court or a [Tribal Child Welfare Agency](#) in Arizona has placed a child that is in their custody with a specified relative or an unrelated adult, the child is potentially eligible for CA. A CA Kinship Foster Care (KFC) application may be emailed from DCS, a Tribal Court or a Tribal Child Welfare Agency in Arizona or turned in to FAA by the specified relative. These KFC [child only cases](#) are given special considerations in the application process, verification process, and CA and NA eligibility requirements.

NOTE The eligibility decision for the CA KFC application must be completed as soon as possible, but no later than 20 calendar days from the date the application is received in the local office.

When the CA KFC child only application is emailed from DCS, a Tribal Court or a Tribal Child Welfare Agency in Arizona to Certified Document Services (CDS), the application is annotated in the upper right corner with "KFC/DCS/P". This indicates the application is child only Kinship Foster Care.

The specified relative requirement is met when both of the following are met:

- The child is in the custody of DCS, a Tribal Court or a Tribal Child Welfare Agency located in Arizona
- The child is placed in the home of an unrelated adult

CDS registers the application in AZTECS, then uploads the application to OnBase.

Once the application is registered and uploaded to OnBase, CDS adds the application to the local office's phone tracker and notifies the office via email. FAA Staff must ensure the applicant is contacted within the required five-day time frame.

When the CA Kinship Foster Care application is received at the local office, designated FAA staff must ensure that all of the following apply to the Kinship Foster Care application:

- The [dependent child](#) is under the care and control of DCS, a Tribal Court or Tribal Child Welfare Agency in Arizona.

- The application is filed by the nonparent [specified relative](#). (Use the court order or minute entry as verification of relationship)
- The application is for CA benefits for the child only.
- The FC code displays next to TYPE on the CLPR screen. (See [Client Maintenance \(CLMA\) – Overview](#))

NOTE When the dependent child's parent or siblings are also living in the home, they are not considered part of the budgetary unit.

When the nonparent specified relative does not have eligible minor children and chooses to be included in the child only CA case, the case is no longer a child only case and must be processed in accordance with time frames as outlined in [CA Application Time Frames](#).

WARNING

Not all children placed by DCS are in the legal custody of the State of Arizona. In emergencies, DCS may step in and find placement with a relative or non-related adult. This is done to keep the child from becoming a ward of the state. When this occurs STBL and [Needy Family](#) criteria apply. (See [Kinship Care \(KS\)](#))

When the nonparent specified relative does not want to be included, process the CA Kinship Foster Care child only application as follows.

NOTE When the nonparent specified relative has a current CA case or applies for their own children, the Kinship Foster Care child only case must remain separate from the specified relative's current CA case.

Process the CA application as a Kinship Foster Care child only application as follows:

- Stamp the first page of the [official FAA application](#) with the KF/KS/LP stamp. Circle KF. When the KF/KS/LP stamp is not available, write KF on the application.
- Register the application for the programs requested by the applicant.

The date of application is the date the application is received by FAA.

On **REAP**, key KF in the REFERRAL SOURCE field.

WARNING

The KF Referral Source Code must display 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 KF Referral Source Code on RESE that displays next to all participants NOT included in the Kinship Foster Care benefit, other than the PI.

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

- Contact the Kinship Foster Care applicant within five calendar days of the application date. A face-to-face interview with the Kinship Foster Care applicant is not required at new application or at renewal. Offer the applicant the choice of a phone interview, [home-based interview](#), or office interview. (See [Waiver of Office Interview](#))
- Use the court order or minute entry as [verification of relationship](#).

NOTE When the application is received from DCS, a Tribal Court or a Tribal Child Welfare Agency in Arizona and annotated with "KFC/DCS/P" indicating the application is a child only Kinship Foster Care DCS placement, relationship is considered verified. See [DCS or Tribal Placement Provider](#).

- Use the [A1 Need Standard](#) in the eligibility determination. Verification 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 by FAA. (See [Determining Eligibility](#))
- Advise the Kinship Foster Care applicant to contact [Community Information and Referral](#) for other potential supportive services.