

B Kinship Foster Care-FAA Responsibilities

When DCYF has placed a child with a specified relative, a CA Kinship Foster Care application may be FAXed from DCYF or turned in to FAA by the specified relative. CA Kinship Foster Care provides special considerations in the application process, verification process, and CA eligibility requirements.

Upon receipt of the application, FAA designated staff must ensure that all of the following apply to the Kinship Foster Care application:

- The [dependent child](#) is under the jurisdiction of DCYF.
- The applicant is the [specified relative](#).
- The application is for CA benefits for the child only.

NOTE When the dependent child's parent or siblings are also living in the home, elevate to the Policy Support Team (PST) via e-mail. The PST provides direction on how to proceed. (See [PST](#) for e-mail address)

When the specified relative chooses to be included in the CA case, process the application using time frames as outlined in [CA Application Time Frames](#).

When the specified relative DOES NOT WANT to be included, process the 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 FAXed application is received in the FAA local office.

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.

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

- Contact the Kinship Foster Care applicant as indicated on the TANF/CA Contact Form (FAA-1091A) 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 visit, or office interview. (See [Waiver of Office Interview](#))
- Use the court order or minute entry as [verification of relationship](#).
- 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 FAXed application is received in the local office. (See [Determining Eligibility](#))
- Advise the Kinship Foster Care applicant to contact [Community Information and Referral](#) for other potential supportive services.

When the Kinship Foster Care family is authorized to receive [TANF benefits or services\(g\)](#) the family meets [FS categorical eligibility](#).