

## .02 Kinship Care

**REVISION 17**  
(7/01/11 – 09/30/11)

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 [DCYE](#), 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/MA benefits. (See [Child Only Case\(g\)](#) and [SPRD nonparents](#))
- 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.

### WARNING

Register all people in the [caretaker relative\(g\)](#)'s [family\(g\)](#) of the child for whom benefits are being requested. This is so AZTECS is able to conduct the [CA Needy Family Test](#).

On REAP, key KS in the REFERRAL SOURCE field.

**WARNING**

The EI must ensure that the KS Referral Source Code displays on CAP2 and RESE next to each of the following:

- The PI who is coded OU on SEPA
- The child for whom benefits are requested
- All people within the caretaker relative's family of the child for whom benefits are requested.

When the REFERRAL SOURCE field is keyed on REAP, the Referral Source Code displays on RESE next to all participants.

When the Referral Source Code does not display on RESE, key the KS Referral Source Code next to the PI coded OU, the child coded IN or BC in the PT field on SEPA, and all people within the caretaker relative's family of the child for whom benefits are requested.

When the child lives with a NPSR, and the PI is only requesting CA benefits for the child, see [Child Only CA requirements](#) for special policy and procedures.

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 [Policy Support Team](#) (PST). The PST, with direction from the Assistant Director, determines whether the PI can be approved in a separate case.

**WARNING**

When the child is receiving guardian subsidy payments from DCYF or is placed in licensed foster care or a group home by DCYF, the child is not eligible for CA.