



TEXAS

**Department of Family
and Protective Services**

Child Protective Services

**Services to Kinship
Caregivers
Resource Guide**

TABLE OF CONTENTS

INTRODUCTION.....1

DEFINITIONS1

POLICY.....3

KINSHIP CAREGIVER EVALUATIONS4

Background Checks4

Placement Review of Findings.....4

Criminal History.....4

Appealing a Denied Home Assessment Due to a Low-Risk Criminal Offense Conviction5

Risk Assessment5

Home Assessment5

Kinship Safety Evaluation6

DISASTER PLANNING6

SERVICES FOR KINSHIP CAREGIVERS7

WORKING IN IMPACT9

Working in the KIN Stage of Service in IMPACT9

Add a Kinship Home to IMPACT9

Search for a Home That Already Exists in IMPACT14

INTRODUCTION

The Value of Kinship Care

Kinship care refers to the care of a child by relatives or close family friends, also known as fictive kin. Kinship caregivers are the preferred placements for a child who must be removed from the child's home because it maintains the child's connections with the child's family and community. There are many benefits to placing a child with relatives or other kinship caregivers.

A child in kinship care:

- is less likely to re-enter care than a child in foster care.
- experiences fewer placement changes.
- is more likely to be placed with siblings and maintain relationships with birth parents and relatives.
- is more likely to remain in his or her community of origin and maintain connections to cultural identity.
- is more likely to remain in the same school and benefit from the school support system.
- typically has visits in his or her kinship care home, which is more likely to be arranged between the caregiver and the birth parent.
- may have his or her caregiver monitor visits, making them more family-like and more informal.
- experiences less trauma than a child placed with strangers, by being able to live with people the child knows and trusts.
- receives support from extended family that may be unavailable or sporadic in non-kinship placements.
- has a more positive opinion of his or her placement and is more likely than a child in a non-kinship home to report that he or she like the caregiver and that wishes for this to become his or her permanent home if family reunification is not an option.
- has fewer behavioral problems, as rated by caregivers, than peers in other out-of-home care settings.

DEFINITIONS

Kinship Care

The umbrella term used to describe substitute care provided to a child in DFPS conservatorship by relatives or fictive kin who live outside of the child's home.

Kinship Caregiver

A relative or fictive kin who provides care to a child in substitute care. A kinship caregiver:

- has been formally approved by DFPS, (Formal approval makes the kinship caregiver potentially eligible for assistance under the DFPS Relative and Other Designated Caregiver Program), but
- has not been verified as a foster parent, or otherwise licensed to provide 24-hour residential child care.

Kinship Foster Caregiver

A caregiver licensed as a foster parent to provide 24-hour residential care for a child. The kinship foster caregiver could be licensed by either:

- DFPS through the CPS Foster and Adoptive Home Development program (FAD); or
- a private child-placing agency.

A kinship foster caregiver may be eligible for Permanency Care Assistance, if the caregiver assumes permanent managing conservatorship of a child in DFPS conservatorship and meets the program's eligibility requirements.

Relative

A relative is related to a child by:

- blood or adoption (consanguinity); or
- marriage (affinity).

Exception:

For purposes of kinship assistance, the DFPS definition of relative excludes the child's:

- legal parent;
- birth parent (including noncustodial parents); or
- adoptive parent.

Longstanding and significant relationship

A kinship caregiver with a longstanding and significant relationship with the parents or child who must:

- be knowledgeable of the child, the child's family composition, dynamics, experiences, and values; and
- have shared history over a period of time where the caregiver has observed the child's development or witnessed the changing dynamics of the family.

Examples include a close family friend, godparent or someone considered to be an aunt or uncle, even though the person is not related to the child. A child may also develop a longstanding and significant relationship with an adult during his or her stay in substitute care, for example, with a parent of a close friend, a relative or family friend of a caregiver, coach or mentor, a teacher or counselor. This person could be considered for a kinship placement and may be eligible for Permanency Care Assistance.

Fictive Kin or Other Designated Caregiver – As it Applies to the Relative and Other Designated Caregiver Program (to be considered for Kinship placement only)

- has a longstanding and significant relationship with a child in DFPS conservatorship, or with the child's family; and
- is approved by DFPS to provide substitute care for the child, but is not licensed or certified to operate a foster home, a foster group home, a foster home operated by a child-placing agency, or a foster group home operated by a child-placing agency; or
- is subsequently ordered by the court to be the permanent managing conservator of the child after having provided the care described in Texas Family Code [§264.751](#)(1B, 3B).

Fictive Kin or Other Designated Caregiver – As it Applies to Permanency Care Assistance Eligibility

A person is considered a fictive kin or other designated caregiver if the person had a longstanding and significant relationship with a child in DFPS conservatorship before DFPS placed the child in the caregiver's home. Or, if a prospective permanent managing conservator has previously entered into an agreement for permanency care assistance on behalf of one child, the same caregiver may be considered as fictive kin to the sibling of the child for the purposes of legal custody of that sibling.

Example, when an infant is born to a sibling group in which legal custody has already been attained.

DFPS Relative and Other Designated Caregiver Program

A DFPS program that offers financial assistance and other support to eligible kinship caregivers who have not been verified as foster parents.

Eligibility requirements include:

- Signing and abiding by a written caregiver assistance agreement; and
- Having a family income of less than or equal to 300% of the federal poverty level.

Frequent Visitor

Individuals who are frequently present at the residence: More than two non-continuous visits at the home in a 30-day period; one continuous stay per year at the home and the duration of the stay exceeds seven days; or more than two continuous stays per year at the home and the duration of each stay exceeds 48 hours.

Regular Visitor

A regular visitor is an individual who is present in the home on a scheduled basis.

Kinship Development Worker

Kinship development workers (KDW) provide support, resources, and case management services to kinship caregivers.

All kinship families are referred to a Kinship Development Worker and offered case management services, supports, and resources.

Kinship Foster Care

Kinship foster care is substitute care provided outside the child's home by relatives or fictive kin who have been licensed by DFPS or a private child placing agency as foster parents.

Permanency Care Assistance

The Permanency Care Assistance program (PCA) allows kinship foster caregivers to receive financial and healthcare benefits on behalf of a child, after meeting eligibility requirements.

Eligibility requirements include:

- serving as a licensed foster parent to the child for a minimum of six consecutive months; and
- entering into an agreement for permanency care assistance before becoming the child's permanent managing conservator.

Prospective Permanent Managing Conservator

A prospective permanent managing conservator is a licensed kinship caregiver (that is, a foster parent) who:

- has demonstrated a strong commitment to caring permanently for a child in DFPS conservatorship; and
- has applied for or has entered into an agreement with DFPS for permanency care assistance, but has not yet been named the permanent managing conservator of the child (also referred to as a prospective permanent custodian).

Permanency Care Assistance Successor (PCA-S)

A permanency care assistance successor is a person who is receiving permanency care assistance benefits on behalf of a child when the child's original kinship caregiver dies or becomes incapacitated. The successor must be named by the original kinship caregiver in the original permanency care assistance agreement or in an amendment to that agreement, must be awarded legal custody of the child by the court, and must meet other criteria.

Kinship caregiver will be the term used to reference both relative and fictive kin caregivers.

POLICY

For related policy, see the CPS Handbook section [6600](#) Case Planning with Relatives and Other Kinship Caregivers.

KINSHIP CAREGIVER EVALUATIONS

During the adversary hearing, the caseworker asks the child's family for information about additional relatives and other potential kinship caregivers.

CPS generally gives placement priority to appropriate and willing relatives and family friends. Often the child is already familiar with his or her potential kinship caregivers. The child may have an ongoing relationship with them, and they may have a personal interest in the child. Kinship caregivers are usually familiar with the issues and challenges faced by a child's family. Having an ongoing relationship with the child's parents often makes it easier to work toward the permanency goal selected.

If the potential kinship caregiver is not interested in caring for the child, or is unable to care for the child, the caseworker:

- documents the decision not to proceed in IMPACT on the *Contact Detail* page by selecting *Contact Summary Type*, and then selecting *Kinship Disposition Summary*;
- asks the potential caregiver if they are willing to be a Permanency Resource for the child by writing letters, having weekend visits, sending gifts for birthdays and Christmas, etc.;
- informs the potential caregiver that their decision does not impact future consideration should they express interest if the child is need of placement; and
- contacts the next potential kinship caregiver listed.

If the potential caregiver decides not to care for the child because the caregiver cannot afford to do so, the caseworker asks the caregiver to estimate the amount of assistance the caregiver believes would make the placement affordable. The caseworker then documents the caregiver's decision and estimated amount on the *Contact Detail* page in IMPACT by selecting *Contact Summary Type* and then selecting *Kinship Disposition and Summary*.

See [6610](#) Identifying a Potential Relative Placement Before the Adversary Hearing.

BACKGROUND CHECKS

See [6612](#) Conducting Background Checks.

PLACEMENT REVIEW OF FINDINGS

If a placement is not made because of a CPS history, the person living in the household of the potential caregiver who has the finding of Reason to Believe and is designated as a perpetrator may request a Placement Review of Findings to determine whether the findings should stand. A CPS resolution specialist conducts the placement review. To encourage placement with relatives or friends over placement with a family that the child does not know, the specialist gives scheduling priority to a review of a kinship placement over reviews for foster placements.

If a Placement Review of Findings results in an RTB finding being overturned and there is no other CPS or criminal history that affects the potential caregiver's eligibility for placement, the caseworker proceeds to [6623](#) Completing a Risk Assessment and a Written Home Assessment of the Kinship Caregiver.

If the finding is not overturned following a Placement Review of Findings, the caseworker does not place the child. Under no circumstances does a caseworker place a child in a home if there is an open CPS investigation involving the home.

CRIMINAL HISTORY

See [6613](#) Conducting a Criminal History Check.

APPEALING A DENIED HOME ASSESSMENT DUE TO A LOW-RISK CRIMINAL OFFENSE CONVICTION

DFPS has developed a list of certain low risk criminal offenses that have been determined to have a low risk of impacting a child's safety, well-being, or the stability of the placement. See http://www.dfps.state.tx.us/Adoption_and_Foster_Care/Kinship_Care/documents/Low-Risk_Offense_Appeal_Process.pdf for the list of offenses. If a potential kinship caregiver's home assessment is denied for one of these low risk criminal offenses, the potential kinship caregiver has a right to an appeal of that denial. The potential kinship caregiver must request the appeal using form [K-908-6583](#).

See 6624.1 Appeal Process for Denied Home Assessment and its subitems.

Process for Requesting an Appeal Process

When a potential kinship caregiver's home assessment is denied, the person denying the assessment sends the potential kinship caregiver a letter notifying him or her they were denied due to one of the low risk criminal offenses listed on [Low-Risk Criminal Offense List and Appeal Process](#).

The letter will include [Form 6583](#) Request for to Appeal a Denied Home Assessment Based on a Low-Risk Criminal Offense.

If the potential kinship caregiver wants to request an appeal, he or she must complete and return the form to the Conservatorship Program Administrator Assistant.

The CVS PA Assistant routes the request to the individual that the CPS Regional Director has designated to conduct the appeal. Once the request is received, CPS has 15 calendar days to conduct the appeal.

RISK ASSESSMENT

When seeking to place a child with a kinship caregiver, either temporarily or permanently, the caseworker should pay attention to the risk and safety issues that may be present. See [2270](#) Ensuring Child Safety.

After obtaining the results of the risk assessment, the caseworker or contractor:

- incorporates the risk results into the written home assessment;
- attaches the risk results to the written home assessment

See [6623.1](#) The Risk Assessment.

HOME ASSESSMENT

If, after completing IMPACT and criminal history checks, more than one person is identified as a potential caregiver for the child, the caseworker takes all of the following steps to determine the most favorable caregiver:

- Consider the wishes of both parents and the child; a family group conference may be held to assist with ascertaining the family's wishes.
- Consider the totality of the circumstances in the potential kinship caregivers' homes, including the relationship between any potential caregiver and the child.
- Conduct a written home assessment for the identified potential kinship caregiver, as determined through consultation with the caseworker's supervisor.
- Multiple studies may be conducted at the same time with prior approval from the supervisor.

The point at which the parents identify potential kinship caregivers determines the date by which the caseworker must complete the written home assessment. See [6623.2](#) The Written Home Assessment.

A supervisor can approve the written home assessment, whether preliminary or full, done by CPS staff or contractor, only if:

- there are NO concerns listed in the home assessment recommendations section AND
- the caseworker and supervisor do not independently identify concerns.

See [6624](#) Obtaining CPS Approval of the Home Assessment and Placement of a Child in a Kinship Home.

The caseworker documents a Kinship Caregiver Home Assessment in IMPACT in the *FSU* stage of service in external documents.

See [6623.2](#) The Written Home Assessment and [6624](#) Obtaining CPS Approval of the Home Assessment and Placement of a Child in a Kinship Home.

KINSHIP SAFETY EVALUATION

The caseworker completes a Kinship Safety Evaluation (KSE) to obtain approval for a kinship placement when someone in the home has a DFPS abuse or neglect or criminal history. Much of the information in a KSE may already be contained in the Home Assessment. However, the KSE makes it clear why the potential kinship caregiver's home is safe despite the DFPS history and criminal history.

See [6625](#) Requirements for a Kinship Safety Evaluation (KSE).

DISASTER PLANNING

Caregivers of children in DFPS conservatorship are required to evacuate their home if an evacuation is mandated for the area in which the caregiver lives. The Kinship Development Worker (KDW) is responsible for ensuring that the kinship homes complete [Form 2288](#) (Disaster Plan for Foster/Adoptive & Kinship Homes). Each Kinship home must have a written disaster plan on file with DFPS, as these homes need to be prepared and have an evacuation plan in the event of an emergency. KDWs must review disaster plans with each of their families during the initial home visit and remind caregivers of the requirement to evacuate if mandated by local officials. The KDW provides a copy of the completed Form 2288 to the home and places the original in the case file. In addition, the disaster plan information should be documented electronically in IMPACT.

Below are the KDW responsibilities in the event of a disaster.

1. Within 24-hours of the advisory, the KDW will:
 - a. ensure that the Kinship placement logs are reflected accurately in IMPACT;
 - b. make telephone contact with each of their assigned families located in the advisory area and:
 - i. verify the information on Form 2288;
 - ii. remind the family that evacuation is required if mandated for their area;
 - iii. remind the family to take at least a two-week supply of medication for the child, if applicable, and if the family evacuates; and
 - iv. instruct the family how to contact DFPS in order to report the children's whereabouts and conditions after they reach their evacuation destination.
2. Workers will update their supervisor regarding their efforts to contact all kinship families who have children placed in their homes.
3. Following an evacuation, workers will contact their kinship families on the tentative return date, inquire on the condition of the child(ren) and follow-up on any issues that arose during the evacuation.

In addition KDW supervisors are responsible for providing the Program Director with an update on the families' evacuation process after gathering the information from their workers. The Program Director will then ensure the Incident Commander is kept informed of the status of the process.

SERVICES FOR KINSHIP CAREGIVERS

Babysitters and Intermittent Caregivers

A child who is 16 years old or older, including a child in a kinship placement, may serve as a babysitter for children under the age of 13 as long as:

- The child acts as a babysitter for no more than eight hours per day and never over night;
- The child is certified in first aid and CPR; and
- Neither the child babysitting nor any of the children in the babysitter's care is receiving treatment services.

Caregiver Training

In certain areas of Texas, kinship caregivers may attend group training and education sessions (known as Kinship Care Support/Education Group Training) designed to support kinship caregivers. The kinship development worker facilitates the group training, which follows a structured, 10-week curriculum.

Topics covered include:

- stress management;
- self-esteem;
- substance abuse;
- sexual abuse;
- discipline;
- identifying and accessing community resources; and
- information about CPS processes.

If kinship support training is not available in the caregiver's area, the kinship development worker conducts the training in the caregiver's home. The kinship development worker also researches availability through the local support groups and provides a list of options to the kinship caregivers.

Local Assistance

The worker may also refer families to local sources of financial assistance, such as the following, to help them meet the child's needs and ensure the stability of the placement:

- Food banks
- Churches
- Utility companies

When Other Services Are Not Available

If there are kinship caregiver or child needs services that are not available through Medicaid or through nonprofit organizations in the caregiver's community, workers use services provided by DFPS contractors, as funding allows.

Federal Financial Assistance Available to an Unverified Kinship Caregiver

TANF

See [6651.1](#) When the Caregiver Is Related to the Child.

TANF Grandparent Grant

See [6651.2](#) When the Caregiver Is the Child's Grandparent.

The Relative and Other Designated Caregiver Program

See [6652.2](#) CPS Relative and Other Designated Caregiver Program.

Kinship Monthly Reimbursement Payment

See [6652.3](#) Kinship Monthly Reimbursement Payment and its subitems.

Post-Permanent Managing Conservatorship Annual Reimbursement Payment

See [6652.4](#) Post-Permanent Managing Conservatorship Annual Reimbursement Payment and its subitems.

Obtaining a Foster Parent License

If a relative or fictive kin expresses interest in becoming a foster parent for the child, the kinship caseworker:

- refers the relative or fictive kin to the regional foster adoption (FAD) worker who can help pursue licensing;
- informs the relative or fictive kin about the option to pursue licensing through a private, child-placing agency;
- notifies the caseworker and supervisor of the caregiver's desire to pursue verification.

The kinship development worker also explains:

- the caregiver is no longer eligible for the benefits provided under the Relative and Other Designated Caregiver Program once verified, but may be eligible for the Permanency Care Assistance Program;
- the caregiver may not qualify for day care benefits provided for foster care;
- if the kinship foster parent receives Social Security benefits on behalf of the child, DFPS will become the payee for those benefits to offset the costs of foster care payments for the child; and
- if the kinship foster parent receives child support payments on behalf of the child the payment will be redirected to DFPS while the foster parent is receiving foster care payments;
- on the first day of the foster placement, CPS's priority is to achieve positive permanency for the child.

See:

[6660](#) Kinship Caregivers Interested in Becoming Verified as Foster Parents

[7515](#) Foster Home Verification

WORKING IN IMPACT

WORKING IN THE KIN STAGE OF SERVICE IN IMPACT

To open a Kinship stage of service for a new kinship caregiver home, take the following steps in IMPACT, depending on one of the circumstances explained in this section.

ADD A KINSHIP HOME TO IMPACT

To add a kinship home that does not already exist in IMPACT as a provider resource for kinship payments, and for whom a *KIN* stage does not already exist, take the following steps in IMPACT.

A. Conduct a home search to determine whether a KIN stage exists in IMPACT

1. Click the first-level *Search* tab and then the second-level *Home* tab.
The *Home Search* page displays.
2. Conduct a home search by choosing the appropriate criteria, including *Resource Home Name*, *Resource ID*, *Region*, and *County*.
Revise the search, as needed, to find the home.

If the search does not produce a match, ensure that an entry does not exist as follows:

3. Click the *Add Kin Home* button on the *Home Search* page.
The *Add Home* page displays.
4. Click the *Select Resource* button.
The *Resource Search* page displays, pre-filled with the following criteria:
 - Resource Type = Provider
 - Category = Other
 - Service = Relative Caregiver Integration Payment

Additional criteria may be added to further refine the search.

Search for all four kinship services. Conducting a refined search ensures that the home does not already exist in IMPACT.

If after completing the more refined search the provider is still not found, take the following steps:

5. Click the *Continue* button.
6. Complete the following sections on the *Add Home* page:
 - Home Demographics (Home Name, Marital Status, and Annual Income)
 - Address (Primary is required)
 - Phone (must be validated)
7. Click the *Save & Assign* button.
8. The *Assign* page displays, pre-filled with the *Stage Name* and *Primary Worker's Name*.
9. Click the *Save* button.

When the *Home Information* page is displayed with a new Resource ID, the case and stage are open and will display on the workload page:

1. Click the *My Tasks* Tab
2. Click the hyperlink in the *Stage Name* column for the new kinship home that is being added.

B. Click the Person tab to add the primary kinship caregiver and any other household members to the new KIN stage

1. Click the *Add* button.
The *Person Search* page displays.
2. Enter the relevant search criteria for the caregiver and click *Search*.

3. If the results of the search include the caregiver being searched for, click the radio button for the caregiver and click the *Relate* button to link the caregiver with the existing Person ID number. The *Person Detail* page displays, pre-filled with the name.

It is very important that if the name of the caregiver is already entered in IMPACT, the same Person ID is used, especially if children have already been placed with this caregiver.

Only if you are certain that the caregiver being searched for does not already have a Person ID, click the *Add* button to add the caregiver in IMPACT.

Complete required fields in the Demographics section:

1. Enter the caregiver's gender, date of birth, and marital status.
2. Select *Principal* from the drop down list for *Type*, in the *Current Stage* section of the *Person Detail* page.
3. Select the relevant option for *relationship/interest* from the *Rel/Int* drop down list. Once an option is selected, it displays in the *Rel/Int* field.
4. Add the caregiver's race and ethnicity.
5. Click *Save*.
6. Click *Address* on the *Person Detail* page to expand the section.
7. Click the *Add* button.
8. Add an address and define the *Type* as *Primary*.
9. Click the *Validate* button to perform and validate the address, and then click *Ok*.
10. Click the *Save* button on the *Address Detail* page.
11. Click the *Phone* section and when it expands click the *Add* button to enter a primary phone number.
12. Click *Save*.
13. Enter the caregiver's Social Security number in the *Person Identifiers* section, if the number is available. (Although not required, entering a Social Security number enables you to conduct person-relate actions, as needed, and preprint the number on reports.)
14. Click *Save*.
15. Click *Home Member Training* to expand the section. Click the *Add* button to add any training the caregiver has received and enter the relevant information in the training-related fields.
16. Click *Save*.

Designate the caregiver as the Primary Kinship Caregiver:

1. Click the third-level *CVS/Home* tab on the page.
2. Enter the caregiver's annual income.
3. Click the check box titled *Primary Kin Caregiver*.
4. Click the *Save* button.

Once the primary kinship caregiver is designated and saved, the *Home Name* field on the *Home Information* page updates to reflect the caregiver's name.

Only one person can be designated as the primary kin caregiver. The Person ID for that caregiver is linked to the Resource ID in the *KIN* stage and is used to populate the Placement Log in the *KIN* stage.

To update the stage and case name:

1. Click the *Case Management* second level tab.
2. Select the name from the *New Name* drop-down list.
3. Click the *Save* button.

C. Add a home assessment

To be compatible with IMPACT, you must complete the assessment in Arial 10 font.

1. Click the second-level *Home Assessment/Addendum* tab.
2. Click the *Add* button on the *Home Assessment/Addendum List* page.

3. Select the appropriate radio button to:
 - select *CPS Home Assessment*, then click the *Document* button to display the *CPS Home Assessment* template; OR
 - select *Contract Home Assessment*, then click the *Document* button to display a blank text box. Copy and paste the home assessment directly into the text box.
4. Click the *Document* button.
5. Enter the appropriate information.
6. Click the *Save* icon in the document window.
7. Click *Close* in the *File* menu, or click the *X* in the upper right corner of the toolbar.
8. Click the check box titled *Output Completed* when to submit the home assessment for approval.
9. Click the *Save & Submit* button.
10. Click the *Save* button.

To check the status of a home assessment approval:

1. Click the second-level *Home Assessment/Addendum* tab.
2. Click *Home Assessment/Addendum Type*.
3. Click *OK*.
4. Click the *Approval Status* button.

This approves the **home assessment** only. The kinship caregiver's home must also be approved.

Record Information About the Home

When the home assessment or an addendum to the home assessment has been approved, complete the *Home Information* page to record information at the home level.

All home assessments and addendums to a home assessment must be in approval (APRV) status before you select *Save and Submit* for the overall home for approval.

Access the kinship home from the workload.

Click the *Home Information* tab.

Complete the sections titled *Home Demographics* and *Kinship Information*.

Record Information About the Kinship Caregiver

Completing the *Kinship Information* section is required for approval:

1. Choose the *Relative Caregiver* checkbox, the *Fictive Kin Caregiver* checkbox, or both, as appropriate.
2. Enter the number of persons living in the household.
3. Answer the four questions that display.
4. Click *Save*.

Add a Vendor ID:

1. Click *Address List* on the *Home Information* page to expand the section.
2. Click *Primary Type*.
3. Type in the Vendor ID.
4. Click the *Save* button.

Add a Phone Number:

1. Click *Phone List* to expand the section to add a primary phone number, if not previously entered on the *Add Home* page.
2. Click the *Add* button in the *Phone List* section to add another phone number, if needed.
3. Click the *Save* button.

The kinship caregiver's home now has all the components necessary for you to save and submit the home for approval. The Resource ID displays on the *Home Information* page.

Review the information displayed under the *Person* tab and the *Home Assessment/Addendum* tab to ensure that all of the information has been entered and approved.

D. Submit the home information for approval

1. On the *Home Information* page, choose *Pending Approval* from the drop-down list for *Status*.
2. Click the *Save & Submit* button.
3. Click the *Save* button.
4. Add the components required for approval of the home, as indicated by any error messages that appear. When all errors are corrected, save and submit the home information again.

Once the home is approved and a vendor ID number is entered, create a contract for the home to receive the monthly reimbursement payment.

Once the contract is created, service authorizations can be created and paid for the home, provided that all other criteria for authorization are met.

Contracts are not automatically created on approval of a kinship caregiver's home. You must request that a contract be created.

E. Request a contract

To request that a contract be created, take the following steps:

1. Navigate to the *Home Information* page in IMPACT.
2. Launch the form *Kinship Caregiver Resource/Contract Request*.

To print the form, pre-filled with information about the home, take the following steps:

1. Select *Request for Kinship Caregiver Resource/Contract* from the drop-down list for forms.
2. Click the *Launch* button.
3. Click *Print Preview* and print the form. The form prints with much of the information pre-filled.

F. Complete 2054 for the Kinship Monthly Reimbursement Payment

To process a 2054 for the Kinship Monthly Reimbursement Payment, take the following steps:

1. Go to the oldest child's sub-care stage.
2. Click the *Service Authorization Tab*. The *Service Authorization List* page displays. Click *Add*.
3. Complete *County*, *Category* and *Effective date*.
4. Chose appropriate Service Codes from *Service* drop down menu,
5. Select the kinship caregiver by clicking *Select Resource*.
6. Click on the *Primary Client for Delivery of Services* drop down menu and select the name of the relative/caregiver to receive integration payment.
7. Leave the *Preferred Subcontractor* field blank.
8. If necessary, enter any comments in the *Comments* field.
9. Ignore the *Subcontractor List*. It is not used.
10. Expand *Service Authorization List* section and click *Add*.
11. The *Service Authorization Detail* page displays with the following pre-filled: *Service*, *Authorization Type*, *Begin Date*, *Unit type*, *Requested Units*, and *Units Suggested*. On this page, do the following:
 - a. Leave *Authorization Type* as "one-time".
 - b. Leave the *Vendor Information* fields blank.
 - c. Enter the *End Date*.
 - d. In the *Period* drop down menu, select *Day*.
 - e. Enter "1" in the *Frequency Field*.
 - f. For *Units*, enter "Suggested Units" located under the *Frequency Field*
12. Click the *Child in Group* selection. If there is more than one click the first child ONLY. Then click *Save*.
13. You will be brought back to the *Service Authorization Header*. If you only have one child, check the *Complete* box and save and submit to the supervisor.

14. If there are siblings residing in the same home, then a detail will need to be created for each child separately. To add the next child, click *Add* from the *Service Authorization Header* and repeat steps 11 and 12.
15. Once all children in the sibling group have been added, check *Complete* from the *Service Authorization Header*, and save and submit to the supervisor.

G. View the home's placement log

Displayed on the resource placement log are the names of the children placed with a primary adult who is also designated as the primary kinship caregiver.

To check the placement log, click:

1. the second-level tab titled *Home Information*; and
2. the third-level tab titled *Placement Log*.

As needed and appropriate, you may enter under the *Contacts/Summaries* tab:

- a development plan for the kinship caregiver's home; and
- the *Regular Contacts*, *Kin Transfer Summary Contacts*, and *Kin Closing Summary Contacts*.

SEARCH FOR A HOME THAT ALREADY EXISTS IN IMPACT

To search for a home that has already been entered as a resource in IMPACT, take the following steps.

1. Click the first-level *Search* tab and then the second-level *Home* tab.
The *Home Search* page displays.
2. Conduct a home search by choosing the appropriate criteria, including *Resource Home Name*, *Resource ID*, *Region*, and *County*.
Revise the search, as needed, to find the home.
3. Click the *Add Kin Home* button on the *Home Search* page, after completing the search.
The *Add Home* page displays.
4. Click the *Select Resource* button.
The *Resource Search* page displays, pre-filled with the following criteria:
 - Resource Type = Provider
 - Category = Other
 - Service = Relative Caregiver Integration PaymentThis very specific search ensures that the provider does not currently exist in IMPACT.
After finding the resource, click the radio button that corresponds with the *Resource Name* in the results list and then take the following steps:
5. Click the *Continue* button.
The *Add Home* page displays, pre-filled with the *Resource Address* and *Resource Phone*, if that information exists in IMPACT for the resource.
6. Review the following sections on the *Add Home* page:
 - Home Demographics
 - Address (Primary is required)
 - Phone
7. Click the *Save & Assign* button.
The *Assign* page displays, pre-filled with the *Stage Name* and *Primary Worker's Name*.
8. Click the *Save* button.
The *Home Information* page is displayed with the existing Resource ID. The *Case* and *Stage* are now open and will be listed on the workload.
9. Click the *My Tasks* tab and click the link in the *Stage Name* column for the new *KIN* home that was added.
10. Continue the instructions from Section B, above, to add and approve the *KIN* stage.
11. Once the *KIN* stage is created in IMPACT the kinship development worker:
 - completes the paperwork to provide the resources and support services to the kinship caregiver;
and
 - makes the child's caseworker the secondary worker in the *KIN* stage.