

Kinship Guardianship Assistance
Payment (Kin-GAP) Program



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KIN-GAP

SECTION: 45-600
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I. BACKGROUND

Kin-GAP was established as an alternative to adoption for relatives caring for court dependents. It is an **optional** program for these caregivers. Movement into Kin-GAP is not automatic and is not necessarily the best plan for a particular child. The decision of whether to opt for Kin-GAP must be made on a case-by-case basis. The intent is that the relative will decide whether to exercise this option after receiving appropriate information from discussion with the Social Worker (SW). If the relative opts for Kin-GAP, dependency will be dismissed with legal guardianship granted to the relative, and there is no need for continued CWS intervention. The CWS case will be closed.

The Kin-GAP Program was initially established by SB 1901 (Chapter 1055, Statutes of 1998) as a state funded program. It became available to eligible children exiting the juvenile court dependency system on or after January 1, 2000 to live with a relative guardian. Effective October 1, 2006, AB 1808 (Chapter 75, Statutes of 2006) extended the provisions of the state Kin-GAP Program to eligible probation youth exiting the delinquency system to live with a relative guardian.

Subsequently, the Federal Fostering Connections to Success and Increasing Adoptions Act of 2008 was enacted by P.L.110-351. This legislation made extensive policy and program changes with the goal of improving the well-being and permanency outcomes for children served by public welfare agencies. Based upon the provisions of the new federal law, the State of California opted to participate in the federal subsidized guardianship assistance program. As a result of the enactment of AB 12, there have been a number of improvements to the existing Kin-GAP Program as listed below:

- Effective September 30, 2010, AB 12 (Chapter 559, Statutes of 2010) implemented the federal Kin-GAP Program in California and amended the state Kin-GAP Program. Among other things, AB 12 reduced the amount of time a child has to live with a relative caregiver in order to qualify for Kin-GAP, from 12 months to six months.
- Effective October 4, 2011, AB 212 (Chapter 459, Statutes of 2011) authorized certain Kin-GAP recipients to continue to receive Kin-GAP aid after 18 years of age.
- Effective January 1, 2013, AB 1712 (Chapter 846, Statutes of 2012) expanded the definition of “relative” for purposes of the federal Kin-GAP Program only. Please refer to section III for the definition of Fictive Kin.

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II. DEFINITION OF A RELATIVE

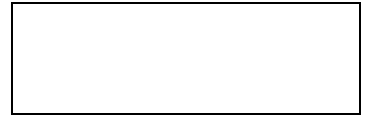
An adult who is related to the child by blood, adoption, or affinity (marriage) within the fifth degree of kinship, including stepparents, stepsiblings, and all relatives whose status is preceded by the words great, great-great or grand or the spouse of any of those persons even if the marriage was terminated by death or dissolution. Refer to EAS 45-101 (r)(1).

III. DEFINITION OF A FICTIVE KIN OR NON-TRADITIONAL RELATIVE

- A. Any adult listed in Section II above.
- B. An adult who meets the definition of an approved, non-related extended family member (NREFM), as described in W&I Section 362.7 below.
 - 1. When the home of a NREFM is being considered for placement of a child, the home shall be evaluated, and approval of that home shall be granted or denied, pursuant to the same standards set forth in the regulations for the licensing of foster family homes that prescribe standards of safety and sanitation for the physical plant and standards for basic personal care, supervision and services provided by the caregiver.
 - 2. A “non-relative extended family member” is defined as an adult caregiver who has an established familial relationship with a relative of a child, as defined in paragraph (2) of subdivision (c) of Section 361.3, or a familial or mentoring relationship with the child. The county welfare department shall verify the existence of a relationship through interviews with the parent and child or with one or more third parties. The parties may include relatives of the child, teachers, medical professionals, clergy, neighbors, and family friends.
- C. An adult who is either a member of the Indian Child’s tribe or an Indian custodian. Refer to Section 1903(6) of Title 25 of the United States Code.
- D. An adult who is the current foster parent of a child under the juvenile court’s jurisdiction who has established a significant and family like relationship with the child, and the child and the county welfare agency, probation department, Indian tribe, consortium of tribes, or tribal organization that has entered into an agreement pursuant to Section 10553.1 identify this adult as the child’s permanent connection.

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IV. KIN-GAP PROGRAM IMPROVEMENTS EFFECTIVE JANUARY 1, 2011

- A. Receiving Federal Financial Participation (FFP) through Title IV-E for foster children placed with an approved relative guardian who are Title IV-E eligible, and providing for a parallel state funded Kin-GAP Program for foster children placed with an approved relative who are not Title IV-E eligible;
- B. Reducing the length of time that a court-dependent child must reside in the approved home of the prospective relative guardian while under the jurisdiction of the juvenile court or a voluntary placement agreement from 12 consecutive months to six consecutive months;
- C. Providing for continued eligibility for Kin-GAP regardless of the state of residence of the relative guardian and child;
- D. Requiring the county child welfare agency or probation department to enter into a binding written agreement with the relative guardian;
- E. Allowing the county child welfare agency or probation department and the relative guardian to renegotiate the payment amount based on the changing needs of the child and the circumstances of the relative;
- F. Allowing entry into the Kin-GAP Program under a voluntary placement agreement with an approved relative that resulted in a guardianship being established in juvenile court under W&IC section 360 and
- G. Extending Kin-GAP benefits to age 21 for a youth who has a physical or mental disability that warrants the continuation of assistance.

**V. ELIGIBILITY REQUIREMENTS FOR BOTH STATE AND FEDERAL KIN-GAP
(APPLIES TO RELATIVES ONLY)**

The Kin-GAP program serves children exiting the foster care system because a relative caregiver has become their legal guardian and dependency has been dismissed. The children may have been receiving federal AFDC-FC, Approved Relative Caregiver (ARC) Program or CalWORKs or may not have been receiving any cash assistance. To be eligible to receive a Kin-GAP payment the child must meet all of the following:

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- ✓ Been removed from the parental home pursuant to a voluntary placement agreement or as the result of a judicial determination to the effect that continuation in the home would be contrary to the child's welfare and has been adjudged a dependent of the juvenile court or a ward of the court.
- ✓ Child lived in the approved home of the relative for at least 6 consecutive months while under jurisdiction of the juvenile court or under a voluntary placement agreement, or of a previously approved relative guardian.

IMPORTANT: Documentation of home approval must demonstrate that the relative guardian had been approved when caring for the child during the foster care episode, and that a fingerprint-based criminal history had been obtained from the California Department of Justice and the Federal Bureau of Investigation for all adults in the home and the criminal history had been either cleared or exempted by the standards in place prior to or at the time guardianship was established.

- ✓ A written binding agreement entered into by the relative guardian and the county welfare agency or probation department prior to the establishment of the guardianship. Both the SOC 369 and 369A must be completed prior to the establishment of guardianship.
- ✓ Relative guardianship was established/ordered by the juvenile court and juvenile court dependency was dismissed and wardship terminated concurrently or subsequently to the establishment of the guardianship.
- ✓ Our department must document in the assessment/guardianship study that: being returned home or placed for adoption are not appropriate permanency options for the child; the child demonstrates a strong attachment to the prospective relative guardian; the relative guardian has a strong commitment to caring permanently for the child and,
- ✓ The child who has attained 12 years of age has been consulted regarding the kinship guardianship arrangement.

VI. SIBLING ELIGIBILITY FOR FEDERAL KIN-GAP

The federally funded Kin-GAP Program provides that the responsible agency may make a federal Kin-GAP payment pursuant to a kinship guardianship agreement on behalf of each sibling of a Title IV-E eligible child who is placed with the same relative under the same kinship guardianship arrangement regardless of the Title IV-E eligibility status of the siblings as long as one child is Title IV-E eligible. There is no requirement that the siblings be placed

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simultaneously. This includes step-siblings, half-siblings, and adoptive siblings of the eligible child.

VII. ELIGIBILITY REQUIREMENTS FOR FEDERAL KIN-GAP (APPLIES TO FICTIVE KIN ONLY)

- A. The judicial finding must have been made and the child must be eligible for the Federal Foster Care Program.
- B. The child must be eligible to Federal Foster Care during at least a six month consecutive period while residing in the home of the approved prospective fictive kin guardian.

IMPORTANT: Documentation of home approval must demonstrate that the relative guardian had been approved when caring for the child during the foster care episode, and that a fingerprint-based criminal history had been obtained from the California Department of Justice and the Federal Bureau of Investigation for all adults in the home and the criminal history had been either cleared or exempted by the standards in place prior to or at the time guardianship was established.

- C. Our department must determine that returning home or adoption is not an option and the child has a strong attachment with the proposed fictive relative guardian.
- D. The guardianship must be established by the juvenile court and dependency must be vacated and dismissed.
- E. For Federal eligibility the SOC 369 and 369A must be signed prior to the establishment of guardianship. If the SOC 369 and 369A are not signed prior to the establishment of guardianship the child would not be eligible to Federal Kin-GAP, but would be eligible to Foster Care.
- F. When a federally eligible child enters the Kin-GAP program with a legal guardian who is a fictive relative, the child's eligibility for benefits are similar to a child who enters guardianship with a traditional relative. Refer to 1. and 2. below for some differences from the Non-Related Legal Guardian Foster Care.
 - 1. If the child has a mental or medical condition that warrants benefits, the child is eligible to continue to receive Federal Kin-GAP to the age of 21, regardless of the age of the child at the time the negotiated agreement became effective.

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2. If the child was over the age of 16 when the negotiated agreement became effective, the child is eligible to receive Federal Kin-GAP benefits to the age of 21, if he/she meets at least one of the continued participation criteria. For eligibility criteria, please refer to the KG 3 form- Kin-GAP Mutual Agreement for Non Minor Former Dependents.

- G. Conversely, if the child was under the age of 16 when the negotiated agreement was effective and does not have a medical or mental health condition, the child is eligible to receive Federal Kin-GAP only to the age of 18.
 1. When the youth turns 18 years old the Federal Kin-GAP will discontinue, but the youth may be eligible to receive Non-Federal Foster Care benefits up to the age of 21. The guardian must continue to support the youth and the youth must be participating in at least one of the eligibility conditions of Extended Foster Care. For eligibility criteria please refer to the SOC 161 form – Six Month Certification of Extended Foster Care Participation.

VIII. OTHER ELIGIBILITY REQUIREMENTS

A. Age Requirements

1. Children Who Entered Kin-GAP Prior to Age 16

a. To be eligible for Kin-GAP, a child/youth must be under the age of 18, except that Kin-GAP benefits may continue up to the youth's 19th birthday when the youth:

- Is attending high school full time or,
- Is attending Vocational or Technical Training or,
- Is pursuing a GED and,
- Is reasonably expected to complete school by age 19.

IMPORTANT: As Kin-GAP no longer follows CalWORKs regulations the Individualized Education Plan (IEP) rule pursuant to EAS 42-101.6 is no longer applicable.

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- b. The Kin-GAP youth must agree to sign a KG 1 form, within 30 days of turning age 18.
- c. The Kin-GAP Guardian must agree to continue to support the youth.
- d. A youth with a physical or mental disability may qualify for continued benefits may qualify when verification from the treating professional(s) is submitted for review.
 - A request for continued benefits because of a disability must be made prior to the youth turning 18.
 - Verification from the treating professional(s) must be submitted for review.
 - The EW will forward all disability documentation to the designated staff for review and set a tickler for 30 days to follow-up.
 - When the review is complete, ensure the guardian receives a written notification of the final decision.
 - Take appropriate action in CalWIN to either allow the Kin-GAP case to discontinue if the continuation of benefits is denied, or if the review results in approval, enter appropriate coding to allow the case to continue to age 21.
- e. At the final Reinvestigation prior to the youth turning 18 years old, the EW must set a tickler for 90 days before the 18th birthday to send the KG 18, Important Information About Your Kin-GAP Benefits, and include the following items with the notice:
 - KG 1, Kin-GAP Mutual Agreement for 18 Year Olds.
 - Self-Addressed Stamped Envelope for KG 1 to be returned to the EW.

2. Youth Who Entered Kin-GAP On or After Reaching Age 16

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- a. A youth may be eligible for Extended Kin-GAP (EKG) benefits up to 21 years of age for a former dependent child/youth or ward of the juvenile court who attained 16 years of age after the Kin-GAP negotiated payments began. This is the same for both the federal and state funded Kin-GAP programs.
- b. In order to qualify, the youth must meet at least one of the five participating criteria listed below:
 - Completing high school or an equivalency program.
 - Enrolled or enrolling in a post-secondary or vocational school.
 - Participating in a program or activity that promotes or removes barriers to employment.
 - Employed at least 80 hours per month.
 - Incapable of participating in any one of the 4 items listed above, due to a documented physical or mental condition.
- c. The youth must complete the KG3, Kin-GAP Mutual Agreement for 18 Year Olds.
- d. The Kin-GAP Guardian must complete a new SOC 369A.
- e. At the final Reinvestigation prior to the youth turning 18 years old, the EW must set a tickler for 90 days before the 18th birthday to send the KG 18 EKG, Important Information About Your Extended Kin-GAP Benefits, and include the following items with the notice:
 - KG 3, Kin-GAP Mutual Agreement for Non-Minor Former Dependents,
 - SOC 369A, Kinship Guardianship Assistance Payment (Kin-GAP) Program Agreement Amendment,

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- Self-Addressed Stamped Envelope for the items above to be returned to the EW.

f. A youth with a physical or mental disability may qualify for continued benefits may qualify when verification from the treating professional(s) is submitted for review.

- A request for continued benefits because of a disability must be made prior to the youth turning 18.

- Verification from the treating professional(s) must be submitted for review.

- The EW will forward all disability documentation to the designated staff for review and set a tickler for 30 days to follow-up.

- When the review is complete, ensure the guardian receives a written notification of the final decision.

- Take appropriate action in CalWIN to either allow the Kin-GAP case to discontinue if the continuation of benefits is denied, or if the review results in approval, enter appropriate coding to allow the case to continue to age 21.

B. Income

1. The income requirements of EAS Sections 44-100 through 44-133 and Section 44-207 shall apply unless the child or non minor former dependent (NMFD) meets one the following under 2. a-c below:
2. Earned income is to be offset against the amount of the Kin-GAP payment with the following exceptions when the child/NMFD:
 - a. Is participating in the Job Training Partnership Act of 1982; or
 - b. Is a former dependent or ward of the juvenile court who is a full-time student pursuant to the Deficit Reduction Act of 1984; or
 - c. Is a NFMD or ward of the juvenile court, or 16 years of age or older, and is

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participating in the Independent Living Skills Program (ILSP).

3. For the *state-funded* Kin-GAP child and NMFD, the following Social Security benefits are to be counted as income, off-setting the state funded Kin-GAP payment dollar for dollar:
 - a. Supplemental Security Income (SSI/SSP),
 - b. Social Security Survivor's benefits, and
 - c. Social Security Disability benefits, allowing the \$225 disregard (see regulations 44-111.23 and 44-113.214)
 4. For the *federally-funded* Kin-GAP child and NMFD, Social Security benefits including SSI/SSP, Social Security Survivor's benefits and Social Security Disability benefits are not to be counted as income. The Social Security Administration (SSA) will offset these social security payments against the federal Kin-GAP payment.
- Note:** The Kin-GAP Guardian should notify the SSA to report when the child begins receiving Kin-GAP.
5. Any income of the child's parents, Kin-GAP guardian or any other relative living in the household is not to be used to determine the child's Kin-GAP eligibility.

C. Property/Assets

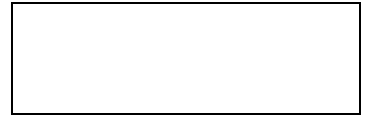
1. A child may not exceed the property limits in Section 42-201 of the 1996 AFDC Regulations.
2. For the purposes of determining property eligibility, a child in the Kin-GAP Program is treated in all aspects as a recipient, not as an applicant.
3. For the purposes of determining property eligibility, an amount not to exceed \$10,000 in cash savings, including interest, in addition to any other property accumulated pursuant to W&I code section 11257 or 11257.5.

D. Residence

Under both the state and federally funded programs, Kin-GAP payment/benefits continue

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regardless of the state of residency in which the relative guardian and child resides. A child who is under the jurisdiction of the California juvenile court system and is placed with an out-of-state relative is eligible for the Kin-GAP Program, if all requirements are met.

E. Citizenship

A child/youth must meet the citizenship and alienage requirements in Section 42-430 through 42-435 of the 1996 AFDC Regulations.

IX. COUNTY WITH PAYMENT RESPONSIBILITY

The county that had court ordered jurisdiction of the child shall be responsible for paying the child's benefits regardless of where the child resides.

X. BEGINNING DATE OF AID (INTRAPROGRAM STATUS CHANGE)

The beginning date of aid is the first day of the month following the month in which the *Kin-GAP Program Agreement Amendment* (SOC 369A) is signed by the relative guardian and our department or the probation department. When a child receiving benefits under the AFDC-FC, Approved Relative Caregiver (ARC) Program or CalWORKs becomes eligible for benefits under the Kin-GAP Program during any month, the child shall continue to receive benefits under the AFDC-FC, Approved Relative Caregiver (ARC) Program or CalWORKs, as appropriate, to the end of that calendar month, and Kin-GAP payments shall begin the first day of the following month (W&IC sections 11374(b) and 11390(e)).

XI. RATES

- A. Kin-GAP provides a monthly payment to the relative guardian which shall not exceed the foster care maintenance payment that would have been paid based upon the state approved foster family home care rate and any applicable SCI rate for the child placed in the home of an approved relative. Kin-GAP recipients are entitled to receive age increases automatically as well as any California Necessities Index (CNI) increase.
- B. To determine the correct rate of payment the guardianship established date must be known. Please refer to the FC 400 on FormSTAR for current rates.

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C. When the Kin-GAP child moves to another State where the rate is lower than the California rate, and when the guardian is not willing to complete an updated SOC 369A to lower the rate, the California rate will continue to be paid until the next RV when the rate will be lowered to the Residence State's rate.

1. If the Residence State does not have a Guardianship Assistance Program (GAP) then the Agreement State rates apply.

XII. OTHER BENEFITS

- A. Specialized Care Rates (Applies to both Fictive Kin and Traditional Relatives)

Kin-GAP recipients are entitled to the Specialized Care Increment (SCI) aka Difficulty of Care (DOC). For the initial request the relative guardian must complete the KG 12, Request To Apply for Difficulty of Care. The EW will forward the request to the designated service staff for review and approval. The SCI rate is based upon each county's plan approved by the State. Our county's DOC is available to the relative guardian if the child has been determined to meet the criteria. If the relative guardian resides outside the county or state the EW will contact the host county or host state to determine their rate. The DOC can be increased or decreased as the child's special needs change, when the relative guardian submits a new request via the KG 12. A new SOC 369A must be completed when the DOC amount is changed.

- B. Clothing Allowances (Applies to both Fictive Kin and Traditional Relatives)

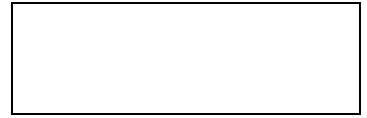
A child receiving Kin-GAP may be entitled to receive clothing allowance per county policy. Clothing allowances will be issued according to the financially responsible county regardless of the child's residence. Kin-GAP children residing in Contra Costa County may only receive supplemental clothing for unusual need and must be requested by the Kin-GAP caregiver. For supplemental clothing allowance rates refer to the FC CA 400 located in FormSTAR.

- C. Teen Parents (Applies to both Fictive Kin and Traditional Relatives)

If a Kin-GAP child has a child of his or her own who also lives with the relative guardian, the relative guardian is entitled to receive an Infant Supplement on behalf of the Kin-GAP minor-parent's child. But, if the minor-parent's child was a also a court dependent and the caregiver relative was appointed guardian and the dependency was dismissed, the relative guardian can receive a Kin-GAP payment on behalf of both the minor-parent and his/her

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child, each in their own separate Kin-GAP case record. The child of the Kin-GAP minor-parent is not entitled to a CalWORKs payment. Refer to the FC 400 in FormSTAR for current infant supplemental rates.

D. Dual Agency (Applies to both Fictive Kin and Traditional Relatives)

A child who is a consumer of regional center services and who also receives Kin-GAP payments may be eligible for a dual agency rate and the supplement to the rate for extraordinary care and supervision. Refer to the FC 400 in FormSTAR for current dual agency rates.

E. Medi-CAL (Applies to both Fictive Kin and Traditional Relatives)

A child determined Title IV-E Federally eligible for Kin-GAP is categorically eligible for Medicaid in the state where the child resides. A child receiving non-Title IV-E, state-funded Kin-GAP is eligible for Medi-Cal as long as the child is eligible for the Kin-GAP payment and is a resident of California in accordance with residency requirements pursuant to Title 22, California Code of Regulations (CCR) section 50320. Prior to the termination of a Kin-GAP payment (either Title IV-E or state funded Kin-GAP), counties shall immediately complete a redetermination to reevaluate eligibility of the child for all Medi-Cal programs in accordance with W&IC section 14005.37.

Social Workers are to encourage relative guardians to apply for Medicaid on behalf of the child in the new state of residence. Families moving out of California or the United States are also to be encouraged to research the applicable laws of the new state or country of residency to determine the impact the move will have on all other issues, including the ability to enroll the child in school, arrange for health coverage and accessibility to other appropriate services.

F. Independent Living Services (ILS)

1. A child in receipt of Kin-GAP benefits will remain eligible for Independent Living Services. The EW shall send the FC 899, *ILSP Speed letter*, 2 months prior to the child turning age 16 to inform the guardian of the child's eligibility to ILSP.
2. At the Reinvestigation prior to the child turning age 16, the EW shall set a tickler to be reminded to send the FC 899.

G. Funeral Expenses (Applies to both Fictive Kin and Traditional Relatives)

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The guardian of a child receiving Kin-GAP is entitled to the allowance for funeral expenses, where appropriate, as specified in MPP 11-420.2. See DM 45-300.6 for policy.

XIII. PROCESS FOR NEW KIN-GAP CASES (RELATIVE GUARDIANS)

A. Policy

Once it has been determined that guardianship with a relative caregiver is the appropriate permanency option to move the child/youth out of foster care our department must follow the procedures below prior to establishing the guardianship and terminating dependency.

B. Procedures

1. Document that the dependent child/youth or ward has resided with the approved relative caregiver (prospective relative guardian) for at least six consecutive months. This is evidenced by the SOC 815 and any record that verifies the date of placement with the approved relative caregiver. These children may be in receipt of Foster Care, Approved Relative Caregiver (ARC) Program or CalWORKs.
2. Document Title IV-E eligibility to determine if the case will be in the federally-funded program. To verify a foster child's eligibility for Title IV-E foster care benefits, eligibility documentation must include the FC 2, FC 3, FC 3A, and/or SOC 158A. If the child is not Title IV-E eligible, the case must be placed in the state funded Kin-GAP Program.

Note: There is no eligibility to Kin-GAP when the Fictive Kin case is determined to be non-federal.

3. If not already provided, determine whether the child/youth should be assessed for additional rates such as the DOC rate or other such special rate(s) based on the status of the child/youth as a teen custodial parent or a dual agency regional center consumer. If a special rate is already provided, determine if the needs of the child/youth have changed to warrant an adjustment.
4. Negotiate with the prospective relative guardian to determine the Kin-GAP payment. Factors to be addressed in the negotiations must include the child's needs and the relative guardian's circumstances. The Kin-GAP payment cannot exceed the amount the child/youth would have received while in foster care.

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5. Ensure the prospective relative guardian completes and signs the *Determination of Kin-GAP Eligibility* (KG 2).
 6. The Social Worker will meet with the relative guardian and execute the initial *Agency-Relative Guardianship Disclosure* (SOC 369) and the *Kin-GAP Program Agreement Amendment* (SOC 369A). **These forms must be completed prior to the establishment of guardianship.** Subsequent amended SOC 369A forms can be completed with the relative guardian and EW meeting in person or by telephone. If an agreement as to the payment amount cannot be reached, our department will complete the SOC 369A and have the relative guardian sign the form indicating the guardian disagrees with its terms and requests a state hearing. If the relative guardian refuses to sign the SOC 369A, the relative guardian is ineligible for participation in the Kin-GAP Program.
 7. Send a Notice of Action (NOA) informing the relative guardian of the negotiated payment amount and how to request a state hearing if the prospective relative guardian disagrees.
- C. Currently Assigned Social Worker (SW) Responsibilities
1. Prior to dismissal of dependency determine if guardianship is appropriate and if the relative is interested in Kin-GAP. If the relative is interested in Kin-GAP, review and complete the SOC 369 and SOC 369A with the relative **prior to guardianship being established**. When these forms are not completed prior to the guardianship date the case cannot be federally eligible.
 2. Do not schedule the Vacate and Dismiss court date until the 6 consecutive month eligibility criteria has been met.
 3. Prepare the Court Report recommending establishment of guardianship and dismissal of dependency.
 4. If the child is 15.5 years or older, ensure the TILP (Transitional Living Plan) was completed and the child is referred to Independent Living Skills Program (ILSP) using the FC 899, *KG-NRLG Referral* form.
 5. Determine whether the child should be assessed for additional rates such as the DOC, dual agency, or infant supplement rate.
 - a. If the child had received a DOC rate while in foster care, determine if the

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needs of the child have changed to warrant an adjustment.

6. Negotiate with the relative guardian to determine the Kin-GAP payment. Complete the Guardianship Assistance Payment (Kin-GAP) Program Agreement Amendment (SOC 369A). Both the relative guardian and Social worker must sign the document prior to the guardianship being established.
 - a. If a rate cannot be agreed upon, the relative caregiver must indicate such by signing on Page 3 of the SOC 369A thus requesting a state hearing.
 7. Send the CWS 16 to the Clerical Specialist indicating “ Guardianship Ordered: Kin-GAP” along with the following documents:
 - a. Court Order establishing Guardianship and dismissing dependency,
 - b. Filed Letters and Orders of Guardianship,
 - c. SOC 369 signed by the relative guardian and SW,
 - d. SOC 369A signed by the relative guardian and SW,
 - e. GEN 22 signed by the relative guardian indicating language preference, and
 - f. Close the CWS/CMS case with a “Case Closure Reason Type” of “Kin-GAP”.
- D. Clerical Specialist Responsibilities
1. Receive CWS 16 with Kin-GAP documents from Social Worker.
 2. Take the following actions in CWS/CMS:
 - a. Go into the “Placement Notebook” (red button). Click on the 1st icon (Open Existing Placement). Click on current placement and click okay.
 - b. Go to “On-Going Request” page – enter “Payment Stop Date”. The date will be the Vacate and Dismiss date.

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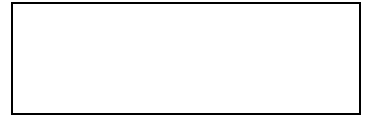
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- c. Enter “Placement Episode Termination Reason” as “Guardianship” and enter “Placement Episode End Date.” The date will be the Vacate and Dismiss date.
 - d. Generate the SOC 158 with the following instructions to the EW: End Placement – Relative granted Guardianship – Dependency Vacated – Petition dismissed, applying for Kin-GAP – Pay Foster Care until xx/xx/xx (End of month).
 - e. Send the Kin-GAP Intake packet to the Foster Care Intake Clerk.
4. Send a copy of the SOC 158 with the Vacate and Dismiss order to the assigned Foster Care Field EW.
- E. Foster Care Intake Clerk Responsibilities
- 1. Receive Kin-GAP Intake packet from Clerical Specialist.
 - 2. Perform clearances and register Kin-GAP application in CalWIN following instructions on Foster Care Opening Worksheet.
 - 3. Give the Kin-GAP Intake packet to assigned Intake EW.
- F. Intake Eligibility Worker Responsibilities
- 1. Receive appropriate Kin-GAP intake documents from Foster Care Intake Clerk (Court Order, SOC 369, SOC 369A, Filed Letters and Orders of Guardianship, GEN 22).
 - 2. Obtain documentation that the child has resided in the home of the approved relative caregiver for at least six consecutive months.
 - a. The documentation must prove the relative guardian had been approved to care for the child during the Foster Care episode.
 - 3. Document Title IV-E eligibility to determine if the case will be in the federal or state Kin-GAP Program. Eligibility documentation must include the FC-2, FC 3, FC 3A, and SOC 158A. These documents must be scanned and indexed into the Kin-GAP case.

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4. Schedule an interview with the relative guardian and attempt a face to face interview. If there is financial hardship or they reside out of county, a phone interview is acceptable.
5. During either the face to face or phone interview review/complete the KG 2. Also, request any necessary verification. Allow ten days for relative guardian to provide verifications.

XIV. REASSESSMENT AND ONGOING REQUESTS FOR CHANGE IN SPECIAL NEEDS

A. Policy

A reassessment is required prior to the child and relative guardian entering into the new Kin-GAP Program. A “reassessment” is the review of the needs of the Kin-GAP recipient child or circumstances of the guardian which is performed initially and no less frequently than every two years following inclusion in the Kin-GAP Program. A reassessment is different than and in addition to a redetermination that may be required for the Medi-Cal program. If the needs of the child or circumstances of the guardian change, our department and guardian may negotiate to adjust a payment or benefits more frequently than every two years.

B. Procedures

1. The Kin-GAP guardian may request a reassessment of the child’s needs at or prior to the reassessment which is scheduled every two years. If the child is already receiving a DOC the EW must send a new KG12 to the guardian approximately 60 days prior to the RV due date to allow processing time.
2. Upon receipt of the request from the guardian or the signed KG 2 and/or KG 12 indicating the child has special needs, the designated Social Worker will review the special needs of the child and determine if an increase or decrease is warranted.
3. If a change in the rate is necessary negotiate with the relative guardian to determine the Kin-GAP payment. Complete the Guardianship Assistance Payment (Kin-GAP) Program Agreement Amendment (SOC 369A). Both the relative guardian and Social Worker or Eligibility Worker must sign the document.
4. Send a Notice of Action (NOA) informing the guardian of the negotiated payment

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amount.

IMPORTANT: Host county/host state rates apply for both Foster Care/Kin-GAP and SCI rates.

C. Eligibility Worker Responsibilities

1. The guardian may request a reassessment of the child's needs at or prior to the reassessment which is scheduled every two years.
2. Upon receipt of the request from the guardian or the signed KG 2 and/or KG 12 indicating the child has special needs, send to the designated staff, who will review the special needs of the child and determine if an increase or decrease is warranted.
 - a. If no special needs are indicated, proceed with the reassessment.

D. Designated Social Worker (SW) Responsibilities

1. Review the completed KG 2 and/or KG 12 and other documents submitted by the guardian and determine if the special needs of the child have changed to warrant the adjustment of the existing Difficulty of Care (DOC) rate or the initiation of a new DOC rate. Also review for any other possible special care rates such as Dual Agency or Infant Supplement.
 - a. If special needs are indicated complete the appropriate DOC forms.
2. Meet with the guardian (face to face or by telephone) to negotiate and determine the Kin-GAP payment.

Note: The Kin-GAP payment may not exceed the amount the child would have received while in foster care.

3. Complete the Guardianship Assistance Payment (Kin-GAP) Program Agreement Amendment (SOC 369A). Both the guardian and SW must sign the document.
 - a. If a rate cannot be agreed upon, the caregiver must indicate such by signing on Page 3 of the SOC 369A thus requesting a state hearing.
 - b. Forward completed documents to EW.

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E. Additional Eligibility Worker (EW) Responsibilities

1. Receive from designated SW the KG 2 and the completed SOC 369A and ensure both forms are complete and signed. Also, review that any additional forms are completed and signed.
2. If the negotiated rate has changed send a Notice of Action (NOA) informing the guardian of the new negotiated payment amount.
3. Document the reassessment using the ABCD 158 KG RRR, Kin-GAP Reinvestigation Worksheet.
4. Enter Case Comments in CalWIN documenting the reassessment.

XV. DISCONTINUING A KIN-GAP CASE

A. Reasons to Discontinue

Once a child is determined eligible to receive Kin-GAP benefits, the child remains eligible unless one of the following occurs:

1. The child/youth has attained the age of 18; or up to age 19 as long as the youth is attending high school, vocational or technical training school full-time or pursuing a General Equivalency Diploma; is reasonably expected to complete school by their 19th birthday; continues to live with the Kin-GAP guardian; and signs the KG 1, Mutual Agreement.

IMPORTANT As Kin-GAP no longer follows CalWORKs regulations the IEP rule pursuant to EAS 42-101.6 is no longer applicable.

2. The youth has attained the age of 21 if the youth has a qualifying physical or mental disability.
3. Our department determines the guardian is no longer providing support for the child such as:
 - a. Guardianship is terminated and court jurisdiction under W&I 300, 601 or 602 is restored.

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- b. Child becomes legally emancipated under Family Code 7120, marries, dies or enlists in the military.

IMPORTANT: Support may include any type of financial contributions such as: maintaining a room for the youth; covering costs for clothing and personal incidentals, tuition, or therapy; or paying for other expenses related to the child's care. Also, if the youth is attending a post-secondary school and is not living with the guardian, payments may continue as long as the guardian continues to support the child.

- 4. Our department is unable to verify continued eligibility, such as the guardian failing to complete and return the KG 2. When the guardian signed the SOC 369A, the guardian agreed to accept responsibility for reporting changes including changes in the needs of the child or the circumstances of the guardian that could affect the payment.

B. Effective Date of Discontinuance

The last date of payment for an ineligible Kin-GAP case shall be:

- 1. The date of the termination of the guardianship with a Kin-GAP guardian,
- 2. The date the child or non-minor former dependent no longer meets the age requirements as stated in EAS Section 45-602.31, or
- 3. The date the youth is emancipated, married, enlists in the military or dies.
- 4. The date the department determines the guardian has failed to complete and return the KG 2 or otherwise fail to cooperate in verifying continued eligibility.

XVI. SCHOOL VERIFICATIONS

- A. School verification (IM 3 KG, *Consent for School Verification—Kin-GAP*) is required for youth at the age of 16.5 years or older. The youth must be attending high school, vocational, or technical training school full-time or pursuing a GED and reasonably expected to complete school by the youth's 19th birthday. Also, to continue to receive benefits after age 18, the youth must sign a Mutual Agreement form, KG1 before or in the month of the youth's 18th birthday.

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NOTE: When the youth enters Kin-GAP at age 16 or older, an IM 3 KG is not required. The youth will be participating in the required criteria in order to be eligible to Extended Kin-GAP.

IMPORTANT As Kin-GAP no longer follows CalWORKs regulations the IEP rule pursuant to EAS 42-101.6 is no longer applicable.

XVII. SUCCESSOR GUARDIANS AND SUBSEQUENT (ALTERNATE)/CO-GUARDIANS

A. Successor Guardian

1. A successor guardian is defined as the replacement of the guardian in the event the current relative guardian passes away or is otherwise incapacitated and is no longer able to care for the child. The successor guardian does not have to be a relative or non-related extended family member (NREFM) to be eligible for Kin-GAP funding. Federal law does not prohibit identifying more than one successor guardian.
2. Federal law was changed in 2014 to provide for the continuation of federal Kin-GAP when the relative guardian dies or is incapacitated **and** the successor guardian is named in the written agreement, or any amendment to the agreement. The six-month placement requirement will be waived for the successor guardian if an assessment has been done pursuant to W&I Code sections 361.3 and 361.4 and dependency jurisdiction has been terminated.

NOTE: To be considered a successor guardian, the individual must have been named on the SOC 369A (#25) in the initial agreement or any subsequent amendments to the agreement. This is also one of the requirements for the determination of the case to be potentially federally eligible.

3. To ensure eligibility is maintained for federally-funded Kin-GAP cases, it is strongly recommended that a successor guardian be named when executing the initial Kin-GAP agreement. If the current guardian is not able, or is unwilling to identify a successor guardian at the time of the initial agreement, a successor guardian may be subsequently named in an amendment to the agreement at RV on the SOC 369A (#25).

B. Subsequent (Alternate) Guardian or Co-Guardian

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1. A subsequent or co-guardian may be appointed for reasons other than death or incapacity of a guardian or if a successor guardian was not named in the initial or subsequent agreement(s). If such appointment results in the case no longer being federally eligible, eligibility would then continue under the state-funded Kin-GAP Program, assuming all other eligibility conditions are met.
2. A subsequent guardian, or co-guardian who was appointed after the initial guardianship had been established, does not have to complete a six-month placement period. The six-month period will be waived for the subsequent guardian or co-guardian if an assessment has been done pursuant to W&I Code sections 361.3 and 361.4 and dependency jurisdiction has been terminated. The subsequent guardian need not have been named in the initial Kin-GAP agreement or any subsequent amendment(s).

C. Process

1. When a guardian is no longer able to care for the Kin-GAP child due to death or incapacity, the new successor guardian [previously named on the SOC 369A (#25)] must notify the EW of the original guardian's death or incapacity.
2. The EW will tell the successor guardian to call the Child Protective Service (CPS) Hot Line to report the situation and to request that the previous dependency be re-opened.
3. The EW will discontinue the existing Kin-GAP case effective the day the death or incapacity took place.
4. The previous guardianship must be terminated in Juvenile Court prior to the new guardianship being established.
5. The successor guardian and their home must be assessed and **approved by the Juvenile Court.**
6. The successor guardian will be appointed as indicated in the minute orders with letters and orders to follow.
7. The assigned SW will forward a new intake packet to Foster Care eligibility.
8. When a guardianship is dismissed and a previous dependency is reinstated, (whether or not a new guardian is appointed) a new Foster Care eligibility

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determination must be made. The guardian must meet the Resource Family Approved (RFA) requirements. Foster Care may not be paid to an unapproved placement.

9. A new Kin-GAP agreement (SOC 369A) between the successor guardian and our department must be completed and signed prior to the court's appointment of the successor guardian.
10. Once the dependency is vacated and dismissed, the EW will process the application for the new Kin-GAP case with the successor guardian.
 - a. If there are no new abuse/neglect allegations, the dependency is re-instated with a modification of terms on the previous orders. **(It is not a new 300 case, but it must go through court as a 388 motion).**

NOTE: The Intake EW must have a copy of the 388 motion prior to granting the Kin-GAP case.

XVIII. TERMINATION OF GUARDIANSHIP/REINSTATEMENT OF DEPENDENCY

A. Termination of Guardianship

If the guardian petitions to terminate the guardianship, the court must, prior to the hearing on the petition, order the Department to evaluate whether the guardianship can be preserved with the provision of services and identify recommended services, if appropriate.

B. Reinstatement of Dependency

If Dependency is reinstated, the Kin-GAP case is discontinued and a new application for AFDC-FC is registered and processed through Foster Care Intake. If the guardianship is terminated Title IV-E requisite findings must be made as well as a new eligibility determination.

XIX. INTERSTATE COMPACT ON ADOPTION AND MEDICAL ASSISTANCE (ICAMA)

A. General

1. Children receiving Title IV-E Kin-GAP are automatically eligible for Medicaid,

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without a separate Medicaid application or an annual Medicaid eligibility redetermination.

2. For federally eligible children that reside out-of-State that are receiving Kin-GAP benefits from our county are eligible to receive Medicaid in their Residence State.

a. There is no requirement for non-federal Kin-GAP children to automatically receive the same Medicaid services.

3. Children residing in California who are receiving Kin-GAP benefits from the Agreement State are eligible to receive Medi-Cal.

NOTE: When the Kin-GAP Guardian moves to another California County the Medi-Cal will be transferred to the county of residence.

4. Verification of ICAMA States can be found on the 'Association of Administrators of the Interstate Compact on Adoption and Medical Assistance' (AAICAMA) website at: <http://aaicama.aphsa.org>

NOTE: For further policy and procedures refer to the ICAMA Desk Guide.

XX. CALFRESH (FOOD STAMPS)

For CalFresh purposes, children receiving Kin-GAP will be treated in the same manner as children who receive AFDC-FC benefits. They will be considered boarders but without any requirement to pay reasonable compensation for lodging and meals. Living arrangements are not considered shared. See CalFresh Handbook section 63-502.22 for policy and procedures. CalFresh should never be granted in the Kin-GAP case.

XXI. CHILD SUPPORT

A. General

If reunification services are not offered or are terminated, the case may be referred to the Department of Child Support. If the referral to child support may impact the stability of the placement with the guardian the Social Worker may complete the CW 51, *Good Cause Claim for Noncooperation*, making the claim determination that it is not in child's best interest to

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refer to Child Support. The CW 51 has been updated to add the reason of “permanency plan with related guardian under the Kin-GAP Program.”

B. Income

1. If the child support is paid directly to the Kin-GAP guardian, the \$50 disregard amount is subtracted from the child support received and the remainder is counted as unearned income.

2. It is the relative’s responsibility to report child support income received for the Kin-GAP child, however it is the EW’s responsibility to review the Child Support Interface at intake and at each RV. When the EW becomes aware that the guardian is receiving child support on the child’s behalf, the EW shall send the on-line Child Support Communication Template to verify the dates and amount of child support sent to the Guardian.

3. How to count child support to the Kin-GAP grant:

a. The \$50 disregard is deducted from the total child support received. If the child support amount is less than \$50, nothing will be deducted from the Kin-GAP grant.

b. After disregarding the first \$50, any remaining child support received in any month must be counted as income.

EXAMPLE: Child support of \$330 is received by the Kin-GAP Guardian for the child. $\$330 - \$50 = \$280$ to be counted as income to the Kin-GAP grant.

c. Kin-GAP payments are paid in a month for that same month. Therefore, it is not possible to count the income in the month it is actually received.

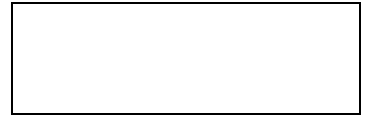
d. Once verified, the EW will take action to deduct the countable child support in the following month, allowing for a timely 10-day notice, as appropriate.

XXII. OVERPAYMENTS

Consistent with the Federal Improper Payments Act of 2002, AB 12 made the new state and

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federally funded Kin-GAP Programs subject to the same overpayment recoupment and remittance rules as federal AFDC-FC and AAP, pursuant to W&IC section 11466.24 and EAS Manual sections 45-304 thru 45-306. Kin-GAP overpayments may be collectible and referred to collections if the Kin-GAP guardian contributed to the overpayment by failing to comply with the reporting responsibilities per number 13 on the SOC 369A - Kinship Guardianship Assistance Payment (Kin-GAP) Program Agreement Amendment form. Overpayments that are a result of client error (CE) may be recovered by a one-time charge or a reduction in current and future Kin-GAP benefits.

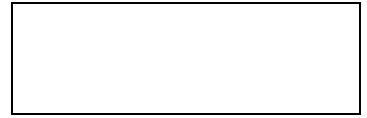
XXIII. AID CODES

Beginning January 1, 2011, new and existing Kin-GAP cases determined federally eligible for the federally funded Kin-GAP Program will be coded to Aid Code 4T. New Kin-GAP cases that are not federally eligible will remain in aid code 4F. Aid code 4G will be used for state-only Kin-GAP cases with a Permanent Residence Under Color of Law (PRUCOL) immigration status as is currently done and for state-only cases which are extended beyond age 18 due to a disability. Please see chart below for further details on each Kin-GAP aid code.

<p>4T Federal</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Aid code 4T captures Kin-GAP Title IV-E eligible cases. <input type="checkbox"/> Effective January 1, 2011, all new Kin-GAP cases determined Title IV-E eligible shall be coded to 4T. <input type="checkbox"/> Effective January 1, 2011, all existing Kin-GAP cases that are determined Title IV-E eligible at their annual redetermination shall be coded to 4T. <input type="checkbox"/> The sharing ratio for aid code 4T is 50/39.5/00/10.5 (Federal/State/Health/County).
<p>4F State</p>	<p>Kin-GAP Non-Title IV-E Eligible</p> <ul style="list-style-type: none"> <input type="checkbox"/> Aid code 4F captures Kin-GAP cases that are not Title IV-E eligible. <input type="checkbox"/> Beginning January 1, 2011, new and existing Kin-GAP cases that are not Title IV-E eligible shall be coded to aid code 4F, with the <u>exception of non-Title IV-E eligible Kin-GAP cases which are extended beyond age 18 due to a disability.</u> <input type="checkbox"/> Aid code 4F also includes new and existing Kin-GAP cases that are not Title IV-E eligible due to a PRUCOL immigration status.

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	<p><input type="checkbox"/> The sharing ratio for aid code 4F is 00/79/00/21 (Federal/State/Health/County).</p>
4G	<p>Kin-GAP Non-Title IV-E Eligible</p> <p><input type="checkbox"/> Beginning January 1, 2011, this aid code shall be used for all non-Title IV-E Kin-GAP cases that have been extended beyond age 18 due to a disability.</p> <p><input type="checkbox"/> The sharing ratio for aid code 4G is 00/79/00/21 (Federal/State/Health/County).</p>
4S	<p>EFC Kin-GAP Federal</p> <p><input type="checkbox"/> Beginning January 1, 2012 this new aid shall be used to capture Kin-GAP Title IV-E eligible cases. Serves former and current foster youth over age 18 but under age 21, by moving them from FC placements into more permanent placement options</p> <p><input type="checkbox"/> through the establishment of a relative guardianship that occurred on or after age 16 and the youth is participating in one of five conditions.</p> <p><input type="checkbox"/> Sharing ratio is 50/39.5/00/10.5 (Federal/State/Health/County).</p>
4W	<p>EFC Kin-GAP Non-Federal</p> <p><input type="checkbox"/> Beginning January 1, 2012, this new aid shall be used to capture Kin-GAP cases that are not Title IV-E eligible. Covers non-minors age 18 but under age 21, eligible for extended Kin-GAP assistance based on a disability or based on the establishment of the guardianship that occurred on or after age 16 and youth is participating in one of the five conditions. Non-minors are subject to a full Medical eligibility review.</p> <p><input type="checkbox"/> Sharing ratio is 00/79/00/21 (Federal/State/Health/County)</p>

XXIV. EXTENDED KIN-GAP

A. Effective January 1, 2012, the maximum age for eligibility for Kin-GAP benefits was extended. The age extension was phased in as follows:

1. January 1, 2012, up to age 19 (this means between 18- and 19-years old);

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2. January 1, 2013, up to age 20 (this means between 18- and 20-years old);
 3. January 1, 2014 up to age 21, for youth who do not have a documented mental or physical disability.
- B. A youth may be eligible for continued Kin-GAP benefits up to 21 years of age for a former dependent child/youth or ward of the juvenile court who attained 16 years of age before the Kin-GAP negotiated payments began. This is the same for both the federal and state funded Kin-GAP programs.
1. The EW must notify the Kin-GAP guardians of the child/youth's potential eligibility to extended benefits prior to the child/youth's 18th birthday.

NOTE: Send the KG 18 EKG, 'Important Information About Your Extended Kin-GAP Benefits', 90 days prior to the child's 18th birthday. This notice also gives the Kin-GAP guardian the opportunity to notify the EW if the child has a mental or physical disability that warrants continuation of Kin-GAP to age 21.

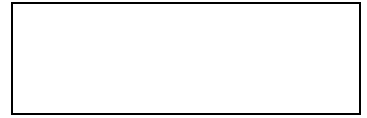
2. It is the responsibility of the Kin-GAP guardian to request extended benefits as well as agreeing to continue to provide support for the NMFD.
3. The NMFD must sign the Kin-GAP Mutual Agreement (KG 3) within 30 days after the NMFD's 18th birthday. This form documents the youth's participation as well as agreeing to comply with terms of the Extended Kin-GAP Program. A new SOC 369A shall also be obtained at this time.
4. The EW must document in the Kin-GAP eligibility file that the youth meets one of the participation criteria listed below for extended benefits and include supporting documentation via both the SOC 369A and KG 3.

Participation Criteria

- Attending/completing high school or an equivalency program.
- Enrolling in post-secondary or vocational school.
- Participating in a program or activity that promotes or removes barriers to employment.

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- Employed at least 80 hours per month.
 - The youth is incapable of participating in any of the above due to a documented physical or mental condition.
5. Rate negotiations and Kin-GAP agreements (SOC 369A) continue to be conducted between the Kin-GAP guardian and our department and must be signed by both.

IMPORTANT: The youth cannot receive the benefit directly; the warrant will continue to go directly to the Kin-GAP guardian.

6. Kin-GAP guardians are responsible for notifying the EW if the youth is not satisfying at least one of the participating criteria.
7. If there is a change of participation criteria by the NMFD, yet the NMFD still meets one of the five participation criteria, a notation may be made on the KG 3 form to record the criteria change; a new KG 3 form does not need to be executed.
8. Other than at the initial determination and at the redetermination it is not required to obtain additional verification or request certification that the NMFD continues to meet one of the participation criteria.
9. If the county has information suggesting the NMFD no longer meets the participation criteria the EW has the responsibility to determine whether the NMFD continues to be eligible for Extended Kin-GAP benefits.

B. Re-entry to Foster Care from Kin-GAP

1. Guardian's Death

Effective January 1, 2014, the non minor seeking re-entry under W&I section 388.1 must be a NMFD whose legal guardian received aid after the youth attained 18 years of age under the state or federal Kin-GAP Program or as a Non-Related Legal Guardian (NRLG) whose guardianship was established in dependency or delinquency court and whose guardian has died after the non minor attained age 18 years of age, but prior to attaining age 21 and would have been otherwise eligible to continue to receive Extended Kin-GAP or NRLG benefits up to age 21, but for the guardian's death.

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2. Guardian's Failure to Support the Youth

Effective January 1, 2015, a NMFD whose legal guardian received aid after the youth attained 18 years of age under the state or federal Kin-GAP Program, or as a NRLG whose guardianship established in dependency or delinquency court and whose former guardian or guardians no longer provide on-going support to, and no longer receive aid on behalf of, the non minor after the non minor attained 18 year of age, but prior to attaining 21 years of age, and would have been otherwise eligible to continue to receive Extended Kin-GAP or NRLG benefits up to age 21, but for the guardian failure to support the youth.

XXV. REFERENCE

EAS Manual Section 45-600

[ACIN I-76-15E, Errata to Extended Foster Care \(EFC\) Update](#)

[ACL 14-28, Expansion of the Definition of the Relative for Federal Kinship Guardianship Assistance \(Kin-GAP\) Program](#)

AB 12, 212 and 1712

[ACL 12-48E, Errata to Extended Benefits for Non Minors Living with Current or Former Non-Related Legal Guardians \(NRLG\)](#)

[ACL 11-86, Extension of Kinship Guardianship Assistance Payment \(KIN-GAP\) Program Benefits and Adoption Assistance Payments \(AAP\) to Age 21](#)

[ACL 11-67, Case Plan and Kinship Guardianship Assistance Payment \(Kin-GAP\) Program](#)

[ACL 11-63, Assembly Bill 106, Chapter 32, Statutes of 2011](#)

Department Memo 125, dated 9/26/11

[ACL 11-15, New Kinship Guardianship Assistance Payment \(Kin-GAP\) Program Requirements \(Supersedes all ACL's and ACIN's describing the Kin-GAP program requirements in existence prior to January 1, 2011\)](#)

[ACL 11-15E, Errata to New Kinship Guardianship Assistance Payment \(Kin-GAP\) Program Requirements](#)

[ACL 11-15EII, Errata II to New Kinship Guardianship Assistance Payment \(Kin-GAP\) Program Requirements](#)

[ACL 15-66, Federal Kinship Guardianship Assistance Payment; Successor Guardian](#)

[ACL 16-26, 2015 Title IV-E Foster Care Eligibility Review Results and Findings](#)

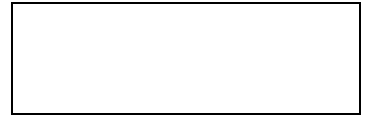
XXVI. FORMS

ABCD 158/Kin-GAP

Kin-GAP Intake Worksheet

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ABCD 158 KG RRR	Kin-GAP Reinvestigation Worksheet
CW 2.1	Child Support Notice and Agreement
CW 2.1Q	Support Questionnaire
CW 371	Referral to Local Child Support Agency (LCSA)
CW 51	Child Support – Good Cause for Noncooperation
CWS 16	Children’s Services Clerical Specialist Form
FC 1683	Lump Sum Notice
FC-2	Statement of Fact Supporting Eligibility for AFDC-FC Instructions
FC3/3A	Determination of Federal AFDC-FC Eligibility
FC 899	ILSP Speed letter
FC OW 1	Foster Care Opening Worksheet
GEN 22	Documentation of Language Capability and Action Plan
IM3 KG	Consent for School Verification – Kin-GAP
KG 1	Kin-GAP Mutual Agreement for 18 Year Olds
KG 2	Statement of Facts for Kin-GAP
KG 3	Kin-GAP Mutual Agreement for Non Minor Former Dependents
KG 12 Checklist	AB 12 Kin-GAP Checklist
KG 12 Information Letter	AB 12 Kin-GAP Informing and RV Letter
KG 12 Request to Apply	AB 12 Request to Apply for DOC
KG 18	Important Information About Your Kin-GAP Benefits
KG 18 EKG	Important Information About Your Extended Kin-GAP Benefits
SOC 158A	Foster Child’s Data Record of AFDC-FC Certification
SOC 369	Agency-Relative Guardianship Disclosure
SOC 369 A	Kin-GAP Agreement Amendment
SOC 815	Approval of Family Caregiver Home