

FOSTER CARE AND KINSHIP CARE DESK AID

All Eligibility and Verification rules apply for Foster Care and Kinship Care cases except for Financial Eligibility, Child Support Cooperation and Liquid Asset limit. If Natural parents' income is above 200% FPL, then Foster Parents/Kinship relatives' income is used to determine eligibility. Foster Care and Kinship Care parents approved Activity MUST be verified. **To be a Kinship Care case they must be approved for Kinship, have Court Order and be receiving a Kinship Care payment. If all three of the criteria listed above is not met, then the relative is treated as a regular Wis Shares case and all financial and non-financial eligibly rules apply.** See Child Care Handbook 7.7 and 7.8 for complete list of verification items.

	Address Residency	Identity for Foster Parents or Kinship Relative	SSN for Children	Citizenship or Qualified Immigrant for children	Child Placement	Natural Parents Income	Foster Parents or Relatives Income	Foster Parents or Relatives Approved Activity	Absent Parent page	Foster Payment or Kinship Care Payment	Auth Begin Date	EBT CSAW code
FOSTER CARE	Lease Utility Bill Check Stub	SSA Data Exchange DMV data exchange State ID Passport	All children must have a SSN SSA Data exchange	BQ SSA Data Exchange Birth Certificate SAVE	Court Order (CO) Letter from Child Protective Services (CPS)	Worker needs to assist and request it from CPS CWW income on natural parents' open case	Not required Unless requesting FoodShare	Last 30 days of Paystubs EVFE Tax Returns SEIRFs School Schedule FSET	Do not refer to Child Support	Not required unless open for food share	No sooner than RFA date	FOS
KINSHIP CARE	Lease Utility Bill Check Stub	SSA Data Exchange DMV data exchange State ID Passport	All children must have a SSN SSA Data exchange	BQ SSA Data Exchange Birth Certificate SAVE	Court Order (CO) Letter from Child Protective Services (CPS)	Worker needs to assist and request it from CPS CWW income on natural parents' open case	If CO KC with KC payment, then only if requesting FoodShare If no CO KC with or without payment, then income must be verified	Last 30 days of Paystubs EVFE Tax Returns SEIRFs School Schedule FSET W-2	Do not refer to Child Support	CPS letter or email Kinship Care payment is \$375.00	No sooner than RFA date unless Court Order Kinship Care with payment then RFA date, 1 st of the month or date of placement	KIN NCK if not open for KC or no Court Order

Known Work Arounds

- HH Relationship Page-** the parents should be coded as **"Filling Parental Role"** for all children
- Benefits Received Page under Childs name- Foster Care/ Kinship Care Placement will not pend.** Worker will need to pend for this by entering a ? on the General Case info page under Household Composition and add text to Verification Check List.
- Manual CC Eligibility Page- (Natural Parents Income)-** CWW will not pend. The page must be completed, to get off the page. The worker will need to enter an amount, family size and enter code "S" to Pass the case. Worker will need to enter a ? on the PP activity and write comments on the Verification Check List. Once verification is received from CPS, then the worker has to go back to the Manual CC Eligibility Screen and enter the natural parents' family size, income and Eligibility Result--- pass if lower than 200%FPL or Fail if income is above 200%FPL. Reminder can use income from natural parents' case if open in CWW.