

FOSTER CARE AND KINSHIP CARE DESK AID

All Eligibility and Verification rules apply for all Foster Care and Kinship Care cases except the Financial Eligibly and Child Support Cooperation.

If natural parents income is above 200% FPL, then foster parents/Kinship relative income is used to determined eligibility. Foster Care/ Kinship Care Parents and Natural parents income Must be verified on the case. See Child Care manual 1.6.10 and 1.6.12 or complete listing of acceptable verification.

	Address	Identity for foster parents or Kinship relative	DOB for all AG Members	SSN Child(ren)	Citizenship for all Children	Foster Parent or Relative's Income	Child Placement	Natural Parents income	Absent Parent page	Foster payment or Kinship care amount	Authorization Begin Date	EBT CSA W code
Foster Care	Lease utility bill Check stub	Drivers License State ID card Passport Photo ID	BQ Birth Certificate Driers License SOLQ Data exchange	All children must have a SSN SOLQ Data exchange	BQ Data Exchange Birth Certificate passport	Last 30 days of Paystubs EVFE Tax Returns SEIRF'S For Self employment CC auth is not limited to Net Income rules	Court Order Or Letter from Child Protective Services (CPS)	Receive from CPS Non- Dane County Licensed Foster homes the PP has to get from their social worker	Do not refer to child support Do not put unknown unknown if data is available	If known at time of foster placement listed under the child's name If not known then enter zero under the child's income.	No sooner than the RFA date	FOS
Kinship Care	Lease utility bill Check stub	Drivers License State ID card Passport Photo ID	BQ Birth certificate Drivers license SOLQ Data Exchange	All children must have a SSN SOLQ Data exchange	BQ Data Exchange Birth Certificate passport	Last 30 days of Paystubs EVFE Tax Returns SEIRF'S For Self Employment CC auth is not limited to net income rules	Court Order or Letter from Child Protective Services (CPS) Voluntary Kinship Care or guardianship must have Court Order	Receive from CPS	Do not refer to child support Do not put unknown unknown if data is available	Kinship Care payment is \$232.00 listed under child's name	No sooner than RFA date Unless Court Order for Kinship Care and KC payment then RFA date, 1 st of month or date of placement	KIN NCK if not open for KC or no Court Order

To be a Kinship Care Case they must be open for Kinship Care **and** be receiving Kinship Care payment. Code the foster children as Not Related and the foster parent as Filling Parental Role. Once confirmed open, if FC/KC parents income is above 200%FPL then case should open with Code 301-- AG failed. Manual CC eligibility used for KC/FC children. You can email Julie Swenson at NPO to get verification of the Kinship Care [placement and natural parents income Swenson.julie@countyofdane.com](mailto:Swenson.julie@countyofdane.com)

NOTE: Not all Foster Care homes are licensed by Dane County Human Services. Some are licensed by private agencies, such as Lutheran Social Services, Catholic Charities' or Children's Hospital. If out side agency, then the foster parent is responsible to get placement and natural parents income verification from their social worker. If Dane County Foster Home or Kinship Care case then ask them for name of their Dane County social worker and worker will email social worker to get verification of the FC/KC placement and natural parents information. If foster parent is applying for Food Share, it is up to them if they want their foster child in the FS group, if they do then the Foster Care income is budgeted.

KNOWN WORK AROUNDS

1. **Income-** most cases will fail for over income if the correct income is entered on the EI page, worker will need to lower the amounts to get the case to pend. Once the verification of income is received, the worker needs to go in and put the correct income so that the case fails for Regular Wis Shares and passes for Foster Care/Kinship Care.
2. **Foster or Kinship Care Placement-** The **Benefits Received page under the child's name** will not pend for this, worker will need to ? on the General Case Info page under the House Composition and write comments on the Verification Check List.
3. **Natural parents income-** case will not pend for this, worker will need to ? on the PP activity and write comments on the Verification Check List. On **Manual CC Eligibility Screen** enter the natural parents family size, income and Eligibility Result--- pass if lower than 200%FPL or Fail if income is above 200%FPL.
4. **Some Cases will still pass** with missing verification- worker needs to ? on the PP activity page, and then case will pend for all verification.

Kinship Care Relative Income Eligibility & Copayment Type Chart

Applicant is a Kinship Care Relative (see Definition of Kinship Care Relative)?	Court Order for Placement (includes all types of guardianship court orders for physical care of the child)	Kinship Care Benefits Being Paid	Income Used to Calculate Financial Eligibility	Co-Pay Type
Yes	Yes	Yes	Child's natural or adoptive families' gross income at the time of placement; if the natural or adoptive parent is a minor use the income of the AG that the minor is a member of (example: the minor's parent's AG).	KIN (zero co-pay) or up to the county Maximum
Yes	Yes	No	Kinship Care Relative	KIN (zero co-pay) or up to the county maximum
Yes	No	Yes	Kinship Care Relative	NCK (minimal co-pay)
Yes	No	No	Kinship Care Relative	NCK (minimal co-pay)