All Kinship Care (KC) cases are reviewed annually and KC caretaker relatives are required to complete an annual recertification in order to maintain benefits. This annual review may take place over the telephone or in person. Instructions for both types of interviews are contained on this tip sheet.

During the month prior to the recertification month, you will receive a “**Notice of Renewal Interview”** letter that states that you must call the statewide number at 1-855-306-8959 to complete the KC recertification. You may also go to the local DCBS office if you wish to be interviewed in-person.

The renewal notice will give a specific date by which contact must be made to begin the recertification. You can recertify as early as the 28th of the prior month up to the date on the notice. It is best to contact DCBS as soon as possible to ensure the recertification is completed timely.

If you do not complete the KC recertification by the date on the renewal notice, your KC case will be discontinued and you will not be able to re-apply. If discontinued, you can apply for KTAP benefits.

**Phone Interview**

When calling the statewide number, choose the KTAP option to speak to someone about Kinship Care. You can call the statewide number between the hours of 8:00 am and 4:30 pm, Monday through Friday.

During the phone interview, the case worker will review the case for changes. At the end of the interview, the case worker will let you know what information is needed to complete the recertification. A Request for Information (RFI) and other forms will be mailed to you with a due date (10 days from the date of the recertification interview).

If you have not received the RFI and forms within five days of your interview, contact the statewide number or visit the local office to have them reprint the required forms. This will allow you to return the required verification within the timeframe given. Signed applications and required verification must be provided no later than 10 days after the interview has been completed.

**Face to Face Interview**

If you want to be interviewed in-person, you can go to the local DCBS office, between the hours of 8:00 am and 2:00 pm. The renewal notice contains a list of potential verification that may be requested to complete the interview.

The case worker will review the case for changes and will let you know what information is needed to complete the recertification. If other information is needed, an RFI and other forms will be given, with a due date (10 days from the date of the interview). Any requested information must be returned by that date.

**If, after the interview, you need more time to gather the requested information, contact the statewide number at 855-306-8959 or visit the local office before the due date to request additional time. This will extend the 10-day due date.**

At the time of the interview, the case worker will discuss electronic signature and PIN process if you have not already chosen this option.