**PROTECTION AND PERMANENCY TRANSMITTAL LETTER, 13-02**

**TO:** Service Region Administrators

 Service Region Administrator Associates

 Service Region Clinical Associates

 Regional Program Specialists

 Family Services Office Supervisors

**FROM:** Michael Cheek

 Division of Protection and Permanency

**DATE:** March 7, 2013

**SUBJECT:** Kinship Care/Relative Placement

Beginning April 1, 2013, there will be a moratorium on new kinship care applications. If staff has a family that is eligible for the kinship care program, all applications must be received by central office no later than close of business on March 20, 2013.

After April 1, 2013, there will be no new approvals for the kinship care program; however, relatives who are currently approved will continue to receive benefits. After April 1, 2013, the benefits offered to relatives will be modified and the attached SOP sections explain the new procedures:

* [SOP 4.5 Relative Evaluation and Placement](https://manuals.sp.chfs.ky.gov/chapter4/09/Pages/45KinshipCareProgram-Introduction.aspx);
* [SOP 4.5.1 Kinship Care and Relative Benefit Regional Logs](https://manuals.sp.chfs.ky.gov/chapter4/09/Pages/451KinshipCareRegionalLogs.aspx) (renamed);
* [SOP 4.5.2 Eligibility Criteria for Children Approved for Kinship Care Benefits Prior to April 1, 2013](https://manuals.sp.chfs.ky.gov/chapter4/09/Pages/453InitialDeterminationofEligibilityforKinshipCare.aspx) (renamed);
* [SOP 4.5.6 Ongoing Assessment and Permanency for the Child Placed through Kinship Care or Relative Placement](https://manuals.sp.chfs.ky.gov/chapter4/09/Pages/456PermanencyfortheChild.aspx) (renamed);
* [SOP 4.5.7 Start-Up Costs for Children Approved for Kinship Care Prior to April 1, 2013](https://manuals.sp.chfs.ky.gov/chapter4/09/Pages/457Start-UpCosts.aspx) (renamed);
* [SOP 4.5.9 Redetermination and Reapplication for Children Approved for Kinship Care Prior to April 1, 2013](https://manuals.sp.chfs.ky.gov/chapter4/09/Pages/459RedeterminationandReapplication.aspx) (renamed); and
* [SOP 4.5.10 Service Appeals for Kinship Care Providers or Relative Caregivers](https://manuals.sp.chfs.ky.gov/chapter4/09/Pages/4510ServiceAppealsforKinshipCareProviders.aspx) (renamed).

Several forms have been developed and revised regarding the updated process for relative home evaluations and are listed below:

* [DPP-1275A Notice to Relative of Removal of a Child](https://manuals.sp.chfs.ky.gov/Resources/sopFormsLibrary/DPP-1275A%20Notice%20to%20Relative%20of%20Removal%20of%20a%20Child.doc);
* [DPP-1277 Relative Home Evaluation](https://manuals.sp.chfs.ky.gov/Resources/sopFormsLibrary/DPP-1277%20Safety%20Check%20and%20Review.doc) (New);
* [DPP-1277 Relative Home Evaluation-Example](https://manuals.sp.chfs.ky.gov/Resources/sopFormsLibrary/DPP-1277%20Relative%20Home%20Evaluation-Example.doc) (New);
* [DPP-1277A Relative Placement Support Benefit Statement of Need Worksheet](https://manuals.sp.chfs.ky.gov/Resources/sopFormsLibrary/DPP-1277A%20Relative%20Placement%20Support%20Benefit%20Statement%20of%20Need%20Worksheet.docx) (New);
* [DPP-1278 Relative Placement Support Benefit Acknowledgment Form](https://manuals.sp.chfs.ky.gov/Resources/sopFormsLibrary/DPP-1278%20Relative%20Placement%20Support%20Benefit%20Acknowledgment%20Form.doc) (New);
* [Adding a Relative to the Resource Directory](https://manuals.sp.chfs.ky.gov/Resources/sopFormsLibrary/Adding%20a%20Relative%20to%20the%20Resource%20Directory.doc) (revised and renamed);
* [Entering a Child Placed with a Relative in TWIST](https://manuals.sp.chfs.ky.gov/Resources/Related%20Resources%20Library/Entering%20a%20Child%20Placed%20with%20a%20Relative%20in%20TWIST.docx) (revised and renamed);
* [Ongoing Workers Checklist for Kinship Care-For Approvals Prior to April 1, 2013](https://manuals.sp.chfs.ky.gov/Resources/sopFormsLibrary/Ongoing%20Workers%20Checklist%20for%20Kinship%20Care-For%20Approvals%20Prior%20to%20April%201%2C%202013.docx); and
* [Resource Options for Relatives to Explore](https://manuals.sp.chfs.ky.gov/Resources/Related%20Resources%20Library/Resource%20Options%20for%20Relatives%20to%20Explore.docx) (New).

Staff should begin utilizing the DPP-1277 Relative Home Evaluation form when considering approval for new relative placements, after April1. The other documents that have been developed as a result of this change are related to the relative placement support benefit. This is a one-time monetary benefit that may be used to assist a family with the purchase of essential items for the child (e.g. beds, dressers, clothing, etc.). Detailed information regarding process changes are outlined in the attached SOP.

If you have any questions regarding this transmittal letter, please contact lisaa.durbin@ky.gov, or by telephone at (502) 564-2136, ext. 3567.