Process Flow for Kinship Care Approvals-Prior to April 1, 2013

Investigative SSW completes a Prevention Plan with a relative.

INV worker completes at minimum a home inspection, CAN and criminal, CA/N and Sexual Offender Registry

checks when the child is placed in the relative’s home.

Investigative SSW or Kinship Care point person (depending on regional protocols) completes Kinship Care paperwork (including a comprehensive home evaluation).

Kinship Care is discussed with the relative at the time of placement, and the KC-01 is signed to determine if the relative is interested in being considered for Kinship Care if the child(ren) do not return to their parents within the 30 working days the investigation/FINSA is being completed.

Investigative SSW sends completed Kinship Care eligibility packet (including Kinship Care checklist) to their Regional Kinship Care point person.

FSOS reviews the packet first to ensure information is accurate and comprehensive.

Regional Kinship Care point person approves the packet and sends the checklist to the DPP Kinship Care mailbox.

The designee reviews the entire packet and sends the checklist to: CHFS DCBS DPP Kinship Care. Kinship Care program staff can assist with any questions that designees have about eligibility.

DPP Kinship Care Program Specialists in CO will review the checklist, clarify any information with the regional point person or the investigator. Approval or denial emails will be sent back to the regional designee.

DPP in CO reviews the checklist and sends email approval or denial back to Regional Kinship Care point person.

Regional KC point person shares the approval/denial with the investigative worker.

Regional point person forwards the approval/denial email to the investigative worker, or processes the referral if approved, based on regional protocols.

If approved by CO, the Investigative SSW or Regional point person sends the packet and approval email to Family Support.

Family Support will not process the Kinship Care application without an email approval from DPP Central Office staff.