



POLICY CHANGE ALERT #15-036F

TITLE: PROCESS CHANGES TO KINSHIP FOSTER CARE CASES RECEIVED FROM DCS ISSUE DATE: 10/28/2015

EFFECTIVE DATE: EFFECTIVE IMMEDIATELY

Summary

Programs Impacted: CA

This Policy Change Alert is being issued to inform staff of changes to the Kinship Foster Care (KFC) child only Cash Assistance (CA) application process received from the Department of Child Safety (DCS).

DCS no longer faxes the KFC child only CA application to a local office. DCS is to copy the applications single sided and annotate "KFC/DCS/P" in the upper right corner of the first page. This indicates that the application is a child only Kinship Foster Care, Department of Child Safety Placement application for CA.

DCS faxes the application to Centralized Document Services (CDS) at (602) 353-5736.

CDS registers the application in AZTECS then uploads the application to OnBase. Once the application is registered and uploaded to OnBase, CDS routes the FAA-1091A to the appropriate local office and adds the application to their phone tracker. This process will help ensure the applicant is contacted within the required 5 day time frame.

All KFC child only CA applications have special considerations in the application process, verification process, and CA and NA eligibility requirements. Applications received from DCS and annotated with "KFC/DCS/P" are considered to have met the relationship verification requirements and are to be completed in 20 days.

When the Foster Care (FC) code displays in the TY field on CAP2 for the KFC case AZTECS does not apply the CA Needy Family test or the State Benefit Limit (STBL).

Revision Details

The FAA Policy Manual will be updated to include the information in this Policy Change Alert during one of the next bimonthly revisions. Until then, an alert will be placed in each revised section with a link to this document as a reminder of the policy change.

POLICY REFERENCE: FAA2.L13A - KINSHIP FOSTER CARE-DCS RESPONSIBILITIES

The Department of Child Safety (DCS) staff is responsible for the following:

- Informing Kinship Foster Care families that they may be potentially eligible for CA for their related child.
- Providing the Kinship Foster Care family an [FAA application](#) and the TANF/CA Contact Form (FAA-1091A).
- Assisting the applicant in completing the **FAA** application and the FAA-1091A.
- **Copying the application single sided and annotating in the upper right corner "KFC/DCS/P" indicating the application is a child only Kinship Foster Care Department of Child Safety Placement.**



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- Faxing the application and the FAA-1091A to **Certified Document Services (CDS) at (602) 353-5736.**

POLICY REFERENCE: FAA2.L13B - KINSHIP FOSTER CARE-FAA RESPONSIBILITIES

When the Department of Child Safety (DCS) has placed a child with a specified relative, a CA Kinship Foster Care **child only** application may be faxed from DCS or turned in to FAA by the specified relative. CA Kinship Foster Care provides special considerations in the application process, verification process, and CA and NA eligibility requirements.

When the CA Kinship Foster Care application is faxed from DCS to Certified Document Services (CDS), the application is annotated in the upper right corner with "KFC/DCS/P". This indicates the application is a child only Kinship Foster Care, Department of Child Safety Placement.

CDS registers the application in AZTECS then uploads the application to OnBase.

Once the application is registered and uploaded to OnBase, CDS routes the FAA-1091A to the appropriate local office and adds the application to the local office phone tracker. This process will help ensure the applicant is contacted within the required five day time frame.

When the CA Kinship Foster Care application is received at the local office, FAA designated staff must ensure that all of the following apply to the Kinship Foster Care application:

- The [dependent child](#) is under the jurisdiction of DCS.
- The applicant is the [specified relative](#).
- The application is for CA benefits for the child only.
- The budgetary unit is [Basic categorically eligible](#) for NA.

NOTE When the dependent child's parent or siblings are also living in the home **they are not considered part of the budgetary unit. The child is a ward of the state placed with a specified relative.**



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When the specified relative chooses to be included in the CA case, process the application using time frames as outlined in [CA Application Time Frames](#).

When the specified relative DOES NOT WANT to be included, process the CA application as a Kinship Foster Care child only application as follows:

- Stamp the first page of the [official FAA application](#) with the KF/KS/LP stamp. Circle KF. When the KF/KS/LP stamp is not available, write KF on the application.
- Register the application for the programs requested by the applicant. The date of application is the date the **faxed** application is received **by FAA**.
On **REAP**, key KF in the REFERRAL SOURCE field.

WARNING

The KF Referral Source Code must display next to the PI keyed OU in the PT field on **SEPA**, and next to the child for whom benefits are being requested.

When the REFERRAL SOURCE field is keyed on REAP, the Referral Source Code displays on **RESE** next to all participants. Remove the KF Referral Source Code on RESE that displays next to all participants NOT included in the Kinship Foster Care benefit, other than the PI.

When the Referral Source Code does not display on RESE, key the KF Referral Source Code on RESE next to the PI coded OU, and the child coded IN or BC in the PT field on **SEPA**.

NOTE The specified relative may have a current CA case, or applies for their own children. When this occurs, the Kinship Foster Care child only case must remain separate from the specified relative's current CA case.

- Contact the Kinship Foster Care applicant as indicated on the TANF/CA Contact Form (FAA-1091A) within five calendar days of the application date. A face-to-face interview with the Kinship Foster Care applicant is NOT required at new application or at renewal. Offer the applicant the choice of a phone interview, home visit, or office interview. (See [Waiver of Office Interview](#))



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- Use the court order or minute entry as [verification of relationship](#).

EXCEPTION

When the application is received from DCS and annotated in the upper right corner with “KFC/DCS/P” indicating the application is a child only Kinship Foster Care Department of Child Safety Placement, relationship is considered verified.

- Use the [A1 Need Standard](#) in the eligibility determination. Verification is not required.
- Complete the eligibility determination as soon as possible, but no later than 20 calendar days from the date the application is received **by FAA**. (See [Determining Eligibility](#))
- Advise the Kinship Foster Care applicant to contact [Community Information and Referral](#) for other potential supportive services.

When the Kinship Foster Care family is authorized to receive [TANF benefits or services\(g\)](#) the family meets [Basic NA categorical eligibility](#) requirements.

Please contact the FAA Policy Support Team by phone at (602) 774-5523 or by e-mail at FAAPolicyMgmt@azdes.gov with any questions or concerns regarding this broadcast.

Please consider the environment before printing this broadcast.

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