Families and Children Letter FCL #005
OFFICE OF FAMILIES AND CHILDREN

To: PCA Directors, IV-E Courts

From: Jeffery Van Deusen, Deputy Director
Office of Families and Children

Date: March 1, 2021

Subject: Kinship Support Program Kinship Assessment Approvals for Payment

Background
As efforts are underway to support the implementation of the Kinship Support Program (KSP), the Office of Families and Children (OFC) would like to share additional information on the kinship assessment approval process for caregivers and outline the steps needed by the PCSAs and IV-E Courts so that caregivers receive payments for KSP.

Kinship Assessment Approval and Payment Issuance
A critical step in determining the appropriateness of a kinship relative or non-relative placement setting is verifying the home meets the needs of each child through the kinship assessment tool. Title IV-E Agency approval of the tool confirms the background and safety checks have been completed on the home in accordance with Administrative Code 5101:2-42-18 (Approval of Placements with Relative and Nonrelative Substitute Caregivers). This rule also supports the requirement for data entry of the kinship assessments into SACWIS.

OFC has reviewed kinship providers in SACWIS who are potentially eligible for KSP payments and discovered numerous kinship providers statewide where one or more children are showing in the system as placed without an approved kinship assessment. A separate kinship assessment must be completed per child to assess the needs of each child being placed.

Title IV-E Agencies are asked to review eligible kinship caregiver provider records to reflect the rationale for the placement decision and ensure all kinship assessments are entered timely. Agencies will need to ensure all kinship caregivers reflect an approved or denied status in SACWIS prior to KSP payments being issued. The deadline for data entry is April 1, 2021. Requests for payments will be processed through SACWIS on April 10, 2021.
Kinship providers will not receive the KSP per diem for placements until the kinship assessment is completed and approved in Ohio SACWIS.

**Agency Assistance:**
Technical Assistance Specialists and SACWIS staff will reach out to identified agencies who have kinship providers in pending status to offer guidance in preparing for the issuance of KSP payments.

A Knowledge Base Article is available to provide step-by-step instructions on how to record a Kinship Assessment within SACWIS:
[SACWIS Knowledge Base - Completing a Kinship Home Assessment (jfskb.com)](SACWIS_Knowledge_Base_Completing_a_Kinship_Home_Assessment_(jfskb.com))

If you have questions about the information contained in this letter, please contact the Ohio SACWIS Help Desk at sacwis_help_desk@jfs.ohio.gov.
To: PCSA Directors, IV-E Court Administrators  
From: Jeffery Van Deusen, Deputy Director  
Office of Families and Children  
Date: March 30, 2021  
Subject: Kinship Support Program Kinship Assessment Approvals for Payment  

Background  
As efforts are underway to support the implementation of the Kinship Support Program (KSP), the Office of Families and Children (OFC) would like to share additional information on the kinship assessment approval process for caregivers and outline the steps needed by the PCSAs and IV-E Courts so that caregivers receive payments for KSP.

Kinship Assessment Approval and Payment Issuance  
A critical step in determining the appropriateness of a kinship relative or non-relative placement setting is verifying the home meets the needs of each child through the kinship assessment tool. Title IV-E Agency approval of the tool confirms the background and safety checks have been completed on the home in accordance with 5101:2-42-18 (Approval of Placements with Relative and Nonrelative Substitute Caregivers). This rule also supports the requirement for data entry of the kinship assessments into Ohio SACWIS.  

OFC has reviewed kinship providers in Ohio SACWIS who are potentially eligible for KSP payments and discovered numerous kinship providers statewide where one or more children are showing in the system as placed without an approved kinship assessment. A separate kinship assessment must be completed per child to assess the needs of each child being placed.

Title IV-E Agencies are asked to review eligible kinship caregiver provider records to reflect the rationale for the placement decision and ensure all kinship assessments are entered timely. Agencies will need to ensure all kinship caregivers reflect an approved or denied status in Ohio SACWIS prior to KSP payments being issued for all placements lasting more than 30 days. The deadline for data entry is April 1, 2021. Requests for payments will be processed through SACWIS on April 10, 2021.

If the placement is longer than 30 days, Kinship providers will not receive the KSP per diem for placements until the kinship assessment is completed in Ohio SACWIS.
Agency Assistance:
Technical Assistance Specialists and Ohio SACWIS staff will reach out to identified agencies who have kinship providers in pending status to offer guidance in preparing for the issuance of KSP payments.

A Knowledge Base Article is available to provide step-by-step instructions on how to record a Kinship Assessment within Ohio SACWIS:
SACWIS Knowledge Base - Completing a Kinship Home Assessment (jfskb.com)

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