

# **Kinship Guardianship Assistance Program (KGAP) in Ohio SACWIS**



**Knowledge Base Article**

# Kinship Guardianship Assistance Program (KGAP) in Ohio SACWIS

## Table of Contents

Overview .....	3
Navigating to the KGAP screen .....	3
Creating a KGAP Subsidy Record.....	4
Completing an Initial KGAP Subsidy.....	4
Documents.....	11
Following State Review .....	13

# Kinship Guardianship Assistance Program (KGAP) in Ohio SACWIS

## Overview

This knowledge base article discusses the KGAP functionality in Ohio SACWIS, detailing the steps for responsible workers to record information regarding applications, eligibility, subsidy approval/denial and payment disbursement.

## Navigating to the KGAP screen

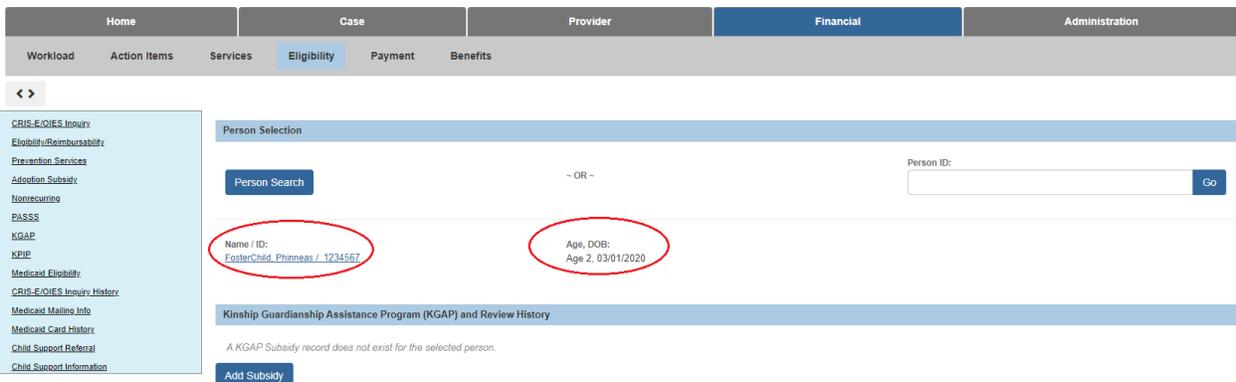
From the Ohio SACWIS Home Page:

1. Click the **Financial** tab.
2. Click the **Eligibility** tab.
  - a. The left navigation pane appears.
3. Click **KGAP** in the navigation pane.
4. Type the **Person ID** for the child for which you are creating an application.
5. Click the **Go** button.

**Note:** For information regarding a **Person Search**, please see the following Knowledge Base Article: **Using Search Functionality**.



6. The Child's Name/ID, Age, and DOB will appear below.



# Kinship Guardianship Assistance Program (KGAP) in Ohio SACWIS

## Creating a KGAP Subsidy Record

When a KGAP Subsidy record does not exist for the selected person, complete the following:

1. Click the **Add Subsidy** button.

Kinship Guardianship Assistance Program (KGAP) and Review History

*A KGAP Subsidy record does not exist for the selected person.*

Add Subsidy

The **Kinship Guardianship Program – Eligibility Criteria** screen will appear.

## Completing an Initial KGAP Subsidy

1. The following information will automatically populate on the screen:
  - a. Name/ID
  - b. Age/DOB
  - c. KGAP Subsidy ID
  - d. KGAP Type
  - e. Status
  - f. Eligible
  - g. Provider Name/ID
  - h. Provider Information (when exists)
    - i. Provider Name/ID
    - ii. Payee Name/ID
    - iii. Payee Address
    - iv. Payment Method
    - v. Placement Date

# Kinship Guardianship Assistance Program (KGAP) in Ohio SACWIS

Financial / Eligibility / KGAP  
Kinship Guardianship Assistance Program - Eligibility Criteria

NAME / ID: <b>FosterChild, Phinneas / 1234567</b>	AGE, DOB: 2, 03/01/2020		
KGAP SUBSIDY ID:	KGAP TYPE: State KGAP	STATUS: Pending	ELIGIBLE: Not Determined

PROVIDER NAME / ID: **Provider, Paula & Paulo, Provider / 7654321**

Eligibility Criteria

**Provider Information**

Provider Name / ID: Provider, Paula & Paulo, Provider / 7654321	Payee Name / ID: Paulo Provider/ 900000 <a href="#">edit Payee</a>	Payee Address: 100 Main ST Anywhere, OH 44000-0000	Payment Method: Electronic Fund Transfer
--	--	--	---

Placement Date:  
01/01/2022 - Current

[Select Different Provider](#)

**Note:** A different provider may be chosen by selecting the **Select Different Provider** button. Please see the following KBA for additional information: **Using Search Functionality**.

2. Under the **Eligibility Criteria** heading:
  - a. The Provider of the identified child is associated to the KGAP record with a sibling. Select **Yes** or **No** from the drop-down field.
  - b. Enter the **Application Received Date** by clicking on the calendar icon and selecting the appropriate date.

**Eligibility Criteria**

The Provider of the identified child is associated to KGAP record with a sibling: \*

Application Received Date: \*

12/02/2022 

No  
 Yes  
 No

3. The **Eligibility Requirements** table will appear different depending on if there is a KGAP sibling record or not. (For instances where there **IS NOT** a KGAP sibling record, please refer to steps 3 – 6. For instances where there **IS** a KGAP sibling record, please refer to steps 7 – 10.)
  - a. If there is **not** a KGAP sibling record the Eligibility Requirements will indicate the status for the following:
    - i. Licensed foster home requirement met.
    - ii. Successor Guardian(s) requirement met.
    - iii. Kinship relationship requirement met.
    - iv. Child is a US Citizen or Qualified Alien.
    - v. Child meets Initial Removal Requirement.
    - vi. Child’s Case Plan/Concurrent Plan meets KGAP requirement.

# Kinship Guardianship Assistance Program (KGAP) in Ohio SACWIS

4. Click on the **View/Update Eligibility Requirements** hyperlink to complete the following information as necessary:

Requirement	Status
1. Licensed foster home requirement met.	Yes
2. Successor Guardian(s) requirement met.	No
3. Kinship relationship requirement met.	No
4. Child is a U.S. Citizen or Qualified Alien.	Yes
5. Child meets Initial Removal requirement.	Yes
6. The child's Family Case Plan (FCP) meets KGAP requirements.	Yes

- a. **Licensed foster home requirement met** field will automatically populate **Yes** or **No**.
  - i. When **'No'** is populated, the user will receive a message stating *"The selected provider does not have an approved Foster Care Home Study during the child's placement."*

# Kinship Guardianship Assistance Program (KGAP) in Ohio SACWIS

1. Licensed foster home requirement met.

The selected provider is either the child's current placement or last placement while in the custody of the PCSA and was licensed foster home at the time of placement. See rule 5101:2-46-02. No

The selected provider does not have an approved Foster Care Home Study during the child's placement.

- b. **Successor Guardian(s) requirement met** – This will autopopulate to **No** until a successor guardian is recorded.
  - i. To enter a Successor Guardian enter the **Person ID** and select **Go**.
    - 1. The Successor Guardian information: Name / ID and Age, DOB will populate into the application.
    - ii. If the wrong **Person ID** is selected, the user may click on the **Clear Person** button.

**Note:** The Successor Guardian must be at least eighteen years of age.

2. Successor Guardian(s) requirement met.

Has a successor guardian been identified by the Kinship Caregiver? No

Person Search ~ OR ~ Person ID:  Go

Clear Person

The Successor Guardian cannot be a parent of the child.

- c. **Kinship relationship requirement met** will auto populate to **Yes** or **No**.
- d. **Child is a U.S Citizen or Qualified Alien** field will automatically populate **Yes** or **No**.
- e. **Child meets initial Removal requirement** will automatically populate the following information:
  - i. **Child's initial legal status was Voluntary Placement Agreement, or the child was removed from the home due to a judicial determination that removal was in the child's best interest.**
  - ii. **Initial Removal Legal Status.**
  - iii. **Legal Status Effective Date.**

5. Child meets Initial Removal requirement.

Child's initial legal status was Voluntary Placement Agreement, or the child was removed from the home due to a judicial determination that removal was in the child's best interest.

Initial Removal Legal Status: Yes

Legal Status Effective Date: Temporary Court Order  
11/28/2022

- f. **Child's Family Case Plan (FCP) meets KGAP Requirements** header:
  - i. **As of the Application Received Date, all active FCP's contain a Permanency Goal or Concurrent Plan Objective of Legal Custody to Relative / Kinship and all KGAP narrative details have been properly documented** will automatically populate with **Yes** or **No**.
  - ii. **All active FCP's contain a Permanency Goal or Concurrent Plan Objective of 'Legal Custody to Relative / Kinship'** will automatically populate with **Yes** or **No**.

# Kinship Guardianship Assistance Program (KGAP) in Ohio SACWIS

iii. The KGAP Narrative Details will autopopulate from the Family Care Plan.

1. To view and/or update these responses, click on the **KGAP Narrative Details** hyperlink.

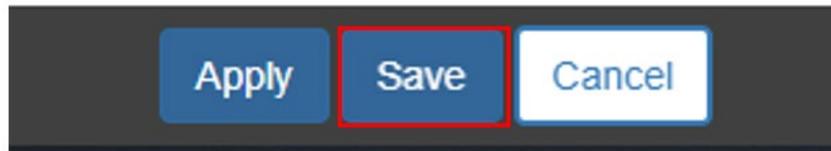
6. The child's Family Case Plan (FCP) meets KGAP requirements.

As of the Application Received Date, all active FCP's contain a Permanency Goal or Concurrent Plan Objective of Legal Custody to Relative / Kinship and all KGAP narrative details have been properly documented. Yes

All active FCP's contain a Permanency Goal or Concurrent Plan Objective of Legal Custody to Relative / Kinship. Yes

Effective Date:	FCP ID:	Permanency Goal	Concurrent Plan Objective	Requirement Met
03/22/2023	4.06	Return the child(ren) to parent/guardian/custodian (Reunification)	Legal Custody to Relative / Kinship	Yes
<b>KGAP Narrative Details:</b>				
The PCSA has documented steps to determine it is not appropriate for the child to be returned home. test				Yes
The PCSA has made efforts to discuss adoption with the caregiver and documented the reasons why it is not the preferred option. test				Yes
The PCSA has documented the reasons that a permanent placement with the caregiver is in the child's best interest. test				Yes
If the child is separated from siblings, the PCSA has documented why these separations were necessary. test				Yes
The PCSA has documented the reasons that efforts were not made to discuss the KGAP arrangement with the child's parent(s), if applicable. test				Yes
The child demonstrates a strong attachment to the kin caregiver and the kin caregiver has a strong commitment to caring permanently for the child. test				Yes
The PCSA has made efforts to consult with the youth aged fourteen and older regarding the kinship guardianship arrangement.				N/A

5. Click the **Save** button to return to the **Kinship Guardianship Assistance Program – Eligibility Criteria Screen**.



6. Click the **Determine Eligibility** button to update the Eligibility Requirement statuses and to determine the **Initial Eligibility**.

**Eligibility Requirements**

[View / Update Eligibility Requirements.](#)

1. Licensed foster home requirement met.	INCOMPLETE
2. Successor Guardian(s) requirement met.	INCOMPLETE
3. Kinship relationship requirement met.	INCOMPLETE
4. Child is a US Citizen or Qualified Alien.	INCOMPLETE
5. Child meets Initial Removal Requirement.	INCOMPLETE
6. Child's Case Plan/Concurrent Plan meets KGAP requirement.	INCOMPLETE

The earliest Legal Custody / Guardianship can be obtained is 01/02/2023 if the Agreement has been signed prior to this date. See rule 5101:2-46-02.

Child's age at 01/02/2023: 6 years

**Determine Eligibility** Initial Eligibility: Not Determined

**Note:** The Eligibility Requirements will turn red to indicate **NO** and green to indicate **YES**.

**Eligibility Requirements**

[View / Update Eligibility Requirements.](#)

1. Licensed foster home requirement met.	YES
2. Successor Guardian(s) requirement met.	YES
3. Kinship relationship requirement met.	NO
4. Child is a US Citizen or Qualified Alien.	YES
5. Child meets Initial Removal Requirement.	YES
6. Child's Case Plan/Concurrent Plan meets KGAP requirement.	YES

## Kinship Guardianship Assistance Program (KGAP) in Ohio SACWIS

7. If the child has a **KGAP Sibling Record** as determined in the eligibility criteria, the sibling will need to be linked to the application and the **Eligibility Requirements** fields will generate differently.
  - a. Link the sibling with the existing KGAP record by entering the sibling's **Person ID** and selecting **Go**.
    - i. If the sibling's KGAP application has not been approved, a message will display noting that the *Selected Provider does not have a KGAP Subsidy with the sibling of the identified child*.
    - ii. If the identified sibling does not have a sibling relationship with the person in focus, a warning message will display noting that the *Selected Person does not have a sibling relationship with the identified child*.
  - b. Click on the **View/Update Eligibility Requirements** hyperlink to determine eligibility.

Eligibility Criteria

The Provider of the identified child is associated to KGAP record with a sibling:

Application Received Date:

Sibling of identified child:  ~ OR ~ Person ID:

Name / ID: FosterChild, Phinneas/1234567 Age, DOB: 16, 03/01/2007

**Warning:** Selected Person does not have a sibling relationship with the identified child.

**Warning:** Selected Provider does not have a KGAP Subsidy with the sibling of the identified child.

Eligibility Requirements

[View / Update Eligibility Requirements.](#)

1. Child meets sibling placement requirement.	INCOMPLETE
2. Successor Guardian requirements have been met.	INCOMPLETE

Initial Eligibility:

8. To complete the Eligibility Requirements section:
  - a. Select **Yes** or **No** from the drop down box if the child is a sibling of a child in receipt of KGAP payments who is placed with the same relative and the PCSA has determined this is an appropriate placement.
  - b. **Successor Guardian(s) requirement met** – This will autopopulate to **No** until a successor guardian is recorded.
    - i. To enter a Successor Guardian enter the **Person ID** and select **Go**.
      1. The Successor Guardian information: Name / ID and Age, DOB will populate into the application.
    - ii. If the wrong **Person ID** is selected, the user may click on the **Clear Person** button.

**Note:** The Successor Guardian must be at least eighteen years of age.

# Kinship Guardianship Assistance Program (KGAP) in Ohio SACWIS

Eligibility Requirements

1. Child meets sibling requirement.  
Child is the sibling of a child in receipt of KGAP payments who is placed with the same relative and the PCSA has determined this is an appropriate placement.

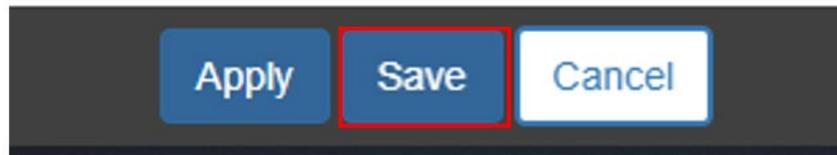
2. Successor Guardian(s) requirement met.  
Has a successor guardian been identified by the Kinship Caregiver?

Person Search - OR - [Search Bar] Go

Clear Person

The Successor Guardian cannot be a parent of the child.

9. Click the **Save** button to return to the **Kinship Guardianship Assistance Program – Eligibility Criteria Screen**.



10. Click the **Determine Eligibility** button to update the Eligibility Requirement statuses and to determine the **Initial Eligibility**.

Eligibility Requirements

View / Update [Eligibility Requirements](#).

1. Child meets sibling placement requirement. INCOMPLETE

2. Successor Guardian requirements have been met. INCOMPLETE

Determine Eligibility

Initial Eligibility: Not Determined

**Note:** The Eligibility Requirements will turn red to indicate **NO** and green to indicate **YES**.

Eligibility Requirements

View / Update [Eligibility Requirements](#).

1. Child meets sibling placement requirement. NO

2. Successor Guardian requirements have been met. YES

Determine Eligibility

Initial Eligibility: NO

11. Select **Status** from the drop-down field.

- Route to PCSA Supervisor
- Re-Route to New Supervisor
- Withdrawn

**\*Note:** The options in the Status dropdown will vary depending on the user's security and may include **Approved - Route to State** as an option. Selecting this will send the application to the State for review.

12. Add **Explanation:** as necessary.

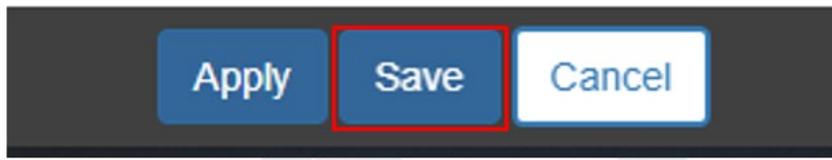
# Kinship Guardianship Assistance Program (KGAP) in Ohio SACWIS

Status:  Supervisor:

Explanation:  
Enter "Explanation" here.

13. Click the **Save** Button to be taken back to the initial KGAP screen.

**Note:** This step can be completed at any time to allow the user to leave the record in a *pending* status.



The **KGAP and Review History** section will now show the record in the list page.

## Documents

1. Documents can be added to the KGAP record at any time by both the PCSA and the State. These may include the KGAP Application, Signed Agreement, Journal Entry, Invoices, Semi-Annual Reviews, and Annual Redeterminations.
  - a. Click on the **edit** hyperlink to go back into the KGAP record.

Person Selection

~ OR ~

Name / ID: [FosterChild\\_Phinneas / 1234567](#) Age, DOB: Age 2, 03/01/2020

Kinship Guardianship Assistance Program (KGAP) and Review History

Agency Name	Provider Name / ID	Application Received Date	Status	Current Amount
State KGAP - TBD				
<a href="#">edit</a> Ohio Child Welfare Agency	Provider, Paula & Paulo, Provider / 7654321	12/01/2022	Decline for Re-work	<input type="button" value="🗑️"/> <input type="button" value="📄"/>

Current Payee information does not exist for this provider.

2. Click on the **Documents** tab to review all the uploaded documents.

# Kinship Guardianship Assistance Program (KGAP) in Ohio SACWIS

a. To upload a document, select the Upload Document button.

The screenshot shows the top navigation bar with 'NAME / ID: FosterChild, Phinneas/1234567' and 'AGE, DOB: 1, 03/06/2022'. Below this, 'KGAP SUBSIDY ID: 380', 'KGAP TYPE: Federal KGAP', 'STATUS: Payment Authorized', and 'ELIGIBLE: YES' are displayed. A menu bar includes 'Eligibility Criteria', 'Documents' (highlighted with a red box), and 'Determination and Approval'. The 'Attached Documents' section lists three items:

edR	Document Date:	Document Type:	Document Name:	KGAP Testing Document for Upload.docx
	03/02/2023	AnnualRedetermination	robbery bob	<a href="#">KGAP Testing Document for Upload.docx</a>
	03/01/2023	Agreement	Steph Test	<a href="#">KGAP Testing Document for Upload.docx</a>
	02/01/2023	Notice	02/01/2023 Notice	<a href="#">KGAP Testing Document for Upload.docx</a>

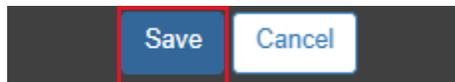
An 'Upload Document' button is highlighted with a red box at the bottom left of the document list.

3. The **Document Category** will auto-fill for KGAP.
  - a. Select the **Document Type** from the drop-down box.
    - i. Agreement
    - ii. Annual / Redetermination
    - iii. Application
    - iv. Invoice
    - v. Notice
    - vi. Other
    - vii. Statement of Child’s Needs
  - b. Enter the **Document Name**
  - c. Enter the **Document Date**
  - d. Select a **File to Attach** by selecting the **Browse** button.
  - e. Enter **Comments** as needed.

The 'Maintain Document Information' form includes the following fields:

- Document Category:** A dropdown menu with 'KGAP' selected.
- Document Type:** A dropdown menu (highlighted with a red box).
- Document Name:** A text input field (highlighted with a red box).
- Date on Document:** A date picker field (highlighted with a red box).
- File to Attach:** A 'Choose File' button and a 'Browse' button (highlighted with a red box).
- Comments:** A large text area with a '500' character limit indicator and a '✓ ABC' icon (highlighted with a red box).

4. Once all information is entered, click **Save** and the system will return to the Documents page.



# Kinship Guardianship Assistance Program (KGAP) in Ohio SACWIS

## Activity Logs

1. Activity Logs can be added to the KGAP record at any time by both the PCSA and the State.
  - a. Click on the **edit** hyperlink to go back into the KGAP record.

Person Selection

Person Search      ~ OR ~      Person ID:  Go

Name / ID: [FosterChild, Phinneas / 1234567](#)      Age, DOB: Age 2, 03/01/2020

Kinship Guardianship Assistance Program (KGAP) and Review History

Agency Name	Provider Name / ID	Application Received Date	Status	Current Amount
State KGAP - TBD				
<a href="#">edit</a> Ohio Child Welfare Agency	Provider, Paula & Paulo, Provider / 7654321	12/01/2022	Decline for Re-work	

*Current Payee information does not exist for this provider.*

Add Subsidy

2. Click on the **Activity Log tab** to review all linked Activity Logs, link an activity log, or record an activity log.
3. Link an existing Activity Log:
  - a. Click the 'Link Activity Log' button.
    - i. The user will be brought to the Link Narrative/Activity Information screen. All Activity Logs with the category of 'KGAP' for the Provider will display.
  - b. Select all appropriate activity logs.
  - c. Click Save.
  - d. The user will be returned to the Activity Log tab within the KGAP record.
4. Unlink a linked Activity Log
  - a. Click the 'unlink' hyperlink next to the selected Activity Log.
  - b. Select 'Okay' for the pop-up question, "Are you sure you want to unlink activity log from KGAP Subsidy?"
  - c. The user will remain on the Activity Log tab within the KGAP record.
5. Create an Activity Log
  - a. Click 'Add Activity Log'.
  - b. The Activity Log screen for the Provider record will display. See Knowledge Base Article – 'Recording an Activity Log on a Provider Record 2022': [SACWIS Knowledge Base - Recording an Activity Log on a Provider Record 2022](https://ifskb.com): [SACWIS Knowledge Base - Recording an Activity Log on a Provider Record \(ifskb.com\)](https://ifskb.com)

## Kinship Guardianship Assistance Program (KGAP) in Ohio SACWIS

- c. Upon save of the newly created Activity Log, the user will be returned to the Link Narrative/Activity Information screen.
  - d. Click Save.
  - e. The user will be returned to the Activity Log tab within the KGAP record.
6. Activity Log Reports
- a. Generate an Activity Log specific Report
    - i. Click the Report Icon next to the specific Activity Log to populate the report for only that Activity Log
  - b. Generate an overall Activity Log History Report
    - i. Click the 'Generate Report' button to populate a report for all Activity Logs for the KGAP Record
7. Preview the Narrative of an Activity Log
- a. Hover over the eye icon to preview the Narrative of an Activity Log.

### Following State Review

1. If the child is deemed to meet the initial eligibility requirements the state user will reach out to the caregiver to review KGAP eligibility and start negotiations.
  - a. Once an agreement is made between the state and caregiver, the state user will select the status of "**Return to PCSA Supervisor**" so that the PCSA can enter the **Legal Custody / Guardianship Ruling Date** on the **Eligibility Criteria** section.
  - b. If an agreement is not reached the state user can select the status of **Withdrawn** or **Denied**.

Determine Eligibility Initial Eligibility: YES

Status: Denied

Explanation:

Status History:

2. Route the KGAP record back to the State for final approval. Select **Status** from the drop-down field.
  - a. Route to PCSA Supervisor
  - b. Re-Route to New Supervisor
  - c. Withdrawn
  - d. Approved - Route to State

## Kinship Guardianship Assistance Program (KGAP) in Ohio SACWIS

**\*Note:** The options in the Status dropdown will vary depending on the user's security and may include **Approved - Route to State** as an option. Selecting this will send the application to the State for review.

3. Add **Explanation:** as necessary.



The screenshot shows a web form with two dropdown menus at the top. The first dropdown, labeled 'Status:', is set to 'Route to PCSA Supervisor'. The second dropdown, labeled 'Supervisor:', is set to 'Supervisor: Stephanie'. Below these is a large text area labeled 'Explanation:' with the placeholder text 'Enter "Explanation" here.' To the right of the text area are two buttons: a blue button with a checkmark and the text 'ABC', and a grey button with the number '3975'.

Once the state has approved the KGAP subsidy, the status will be 'Payment Authorized'. This means all requirements have been met and the family is eligible to receive subsidy payments.

It is requested that the custodial agency update Provider Payment Information upon creation of the KGAP application. However, once the KGAP Subsidy is in a 'Payment Authorized' status, the state will be responsible for maintaining the following: ongoing payment information, Reviews, Stop Payments, KGAP Nonrecurring applications, KGAP Nonrecurring eligibility, KGAP Nonrecurring Reimbursements, KGAP Subsidy amendments and KGAP Nonrecurring amendments.

KGAP Subsidy amendments and reviews include the following: Annual/Semi-Annual Reviews, Notice of Suspension, Suspension, Notice of Termination, Termination, Change in Subsidy Amount, Assistance Past Eighteen, Updates to Successor Guardian, and Update to Subsidy End Date due to School Attendance (State KGAP only).

Custodial agencies will continue to have access to Provider Payment Information and can update if needed. Custodial agencies can also continue to upload documents in the Documents tab or record activities in the Activity Log tab of the KGAP record as needed.

If you need additional information or assistance, please contact the OFC Automated Systems Help Desk at [SACWIS\\_HELP\\_DESK@jfs.ohio.gov](mailto:SACWIS_HELP_DESK@jfs.ohio.gov).