Kinship Guardianship Assistance Program (KGAP) in Ohio SACWIS

Knowledge Base Article

Kinship Guardianship Assistance Program (KGAP) in Ohio SACWIS

Table of Contents

Ohio | Department of Job and Family Services

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.
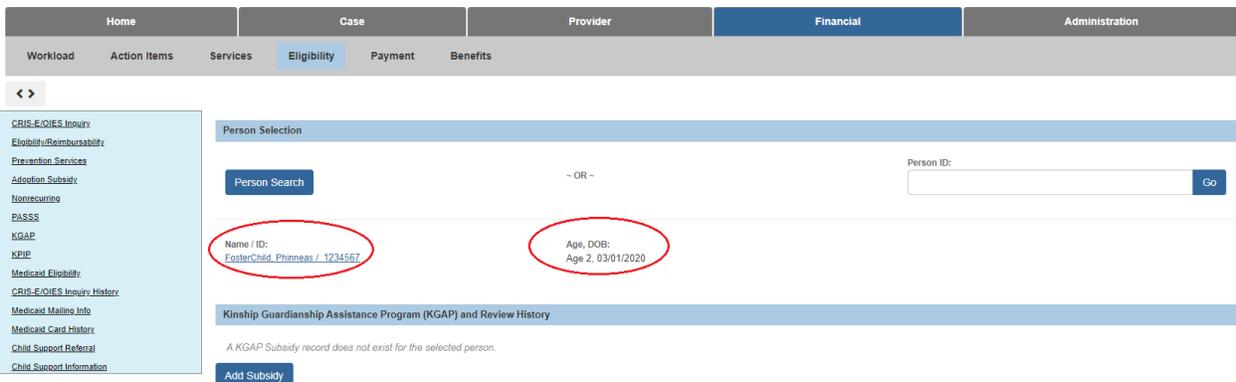
Ohio | **Department of Job and Family Services**

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:		AGE, DOB:	
FosterChild, Phinneas / **1234567**		*2, 03/01/2020*	

KGAP SUBSIDY ID:	KGAP TYPE:	STATUS:	ELIGIBLE:
	State KGAP	*Pending*	*Not Determined*

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

Eligibility Criteria

Provider Information

Provider Name / ID:	Payee Name / ID:	Payee Address:	Payment Method:
Provider, Paula & Paulo, Provider / 7654321	Paulo Provider/ 900000 edit Payee	100 Main ST Anywhere, OH 44000-0000	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: *

No
Yes
No

Application Received Date: *

12/02/2022   📅

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.

Ohio **Department of Job and Family Services**

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

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.*"

Ohio | Department of Job and Family Services

> **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.   **Yes**
>
> Initial Removal Legal Status: **Temporary Court Order**
>
> Legal Status Effective Date: **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**.

Ohio **Department of Job and Family Services**

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.
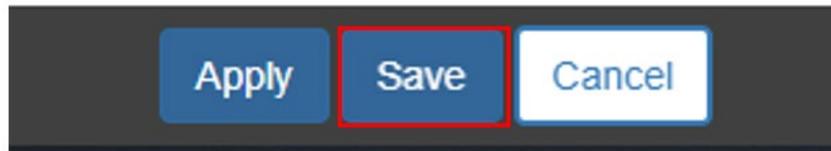

5. Click the **Save** button to return to the **Kinship Guardianship Assistance Program – Eligibility Criteria Screen**.

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

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

Ohio | **Department of Job and Family Services**

Last Revised: 05/31/2023

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 exisiting 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 Eligiblity Requirements** hyperlink to determine 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.
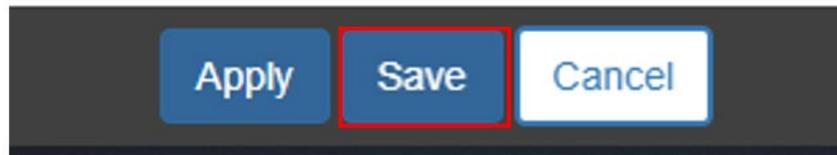   b. **Successor Guardian(s) requirement met** – This will autopopulate to **No** until a successor guardian is recorded.
        i. To enter a Successor Guardian enter the **Person ID** and select **Go**.
            1. The Successor Guardian information: Name / ID and Age, DOB will populate into the 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.

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 Eligiblity Requirement statuses and to determine the **Initial Eligibility**.

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

11. Select **Status** from the drop-down field.
    a. Route to PCSA Supervisor
    b. Re-Route to New Supervisor
    c. 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.
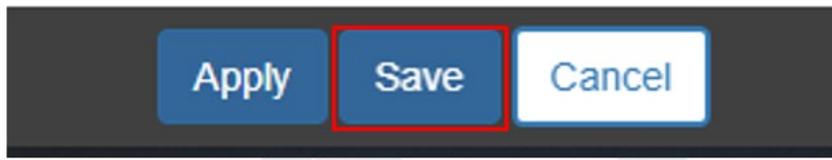
12. Add **Explanation:** as necessary.

Ohio | Department of Job and Family Services

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.

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

Ohio | Department of Job and Family Services

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

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.

4. Once all information is entered, click **Save** and the system will return to the Documents page.
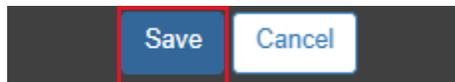
Ohio **Department of Job and Family Services**

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.

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 (jfskb.com)

Ohio | **Department of Job and Family Services**

      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 PSCA 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**.

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.

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 .

Ohio | **Department of Job and Family Services**