

Kinship Permanency Incentive Program



Knowledge Base Article

Kinship Permanency Incentive Program

Table of Contents

Overview	3
Security Requirements	3
Determining Eligibility	3
Adding an Inquiry	6
Adding an Application	16
Notifications	20
Adding a Narrative	21
Linking Activity Logs to the KPIP Narrative.	23
Creating a Payment	23
Creating Fraudulent Provider Status	28
Notice Generation	29
Adding Appeal Information when KPIP Eligibility is Denied	31
KPIP Helpful Hints	32
To Identify Duplicate Providers:.....	32
If Duplicate Providers are found, complete the following steps:.....	32
Payment Issues:.....	32
If the payment generated is not the correct amount:.....	32
If you have made an error in the application:.....	33
Instructions on how to complete a Stop Payment:.....	33

Kinship Permanency Incentive Program

Overview

This document outlines the process of adding applications and processing payments in Ohio SACWIS for the Kinship Permanency Incentive Program (KPIP). Beginning July 1, 2017, all KPIP applications and payments will be processed in Ohio SACWIS via the steps provided in this document. New providers will be created for those not already in Ohio SACWIS. A history of KPIP applications and payments will be added for the new providers, along with those that already exist.

Security Requirements

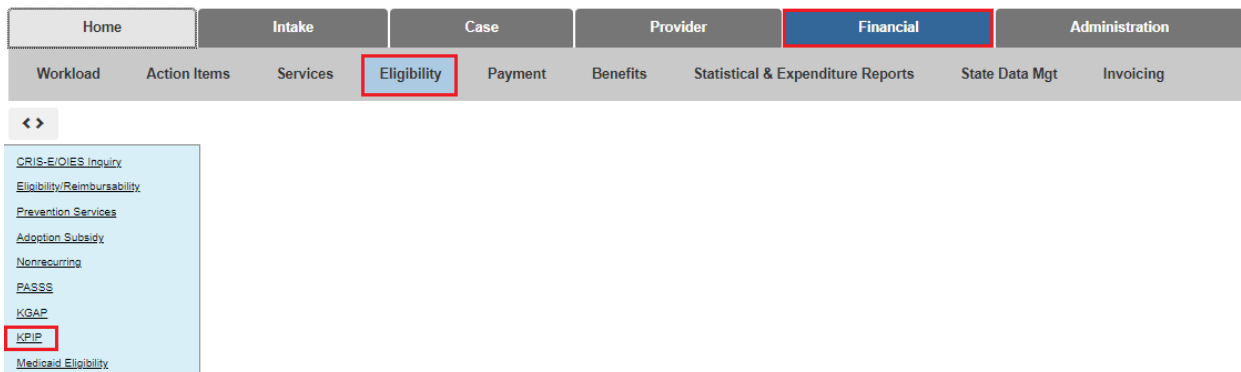
The following security roles have been added to Ohio SACWIS for this functionality:

1. **KPIP Specialist** – This is added to the *Eligibility Specialist* user group and will permit the worker to add and edit KPIP applications.
2. **KPIP Specialist Supervisor** – This is added to the *Eligibility Specialist Supervisor* user group and will permit the worker to final-approve KPIP applications.
3. **KPIP Fiscal Worker** – This is added to the *Agency Fiscal Worker* user group and will permit the worker to generate KPIP payments.

Determining Eligibility

From the Ohio SACWIS Home Page:

1. Click the **Financial** tab.
2. Click **Eligibility**.
3. Click **KPIP** on the drop-down menu.



Kinship Permanency Incentive Program

The **KPIP History** screen appears.

1. Click **Provider Search**.

Note: If you know the **Provider ID** number, you can type that number into the **Provider ID** box and then click **Go**.

The screenshot shows a navigation menu with tabs: Home, Intake, Case, Provider, Financial, and Administration. Below these are sub-tabs: Workload, Action Items, Services, Eligibility, Payment, Benefits, Statistical & Expenditure Reports, State Data Mgt, and Invoicing. The 'Eligibility' sub-tab is selected. A sidebar on the left contains a list of links: CRIS-E/OIES Inquiry, Eligibility/Reimbursement, Prevention Services, Adoption Subsidy, Nonrecurring, PASSS, KGAP, and KPIP. The 'KPIP' link is highlighted with a green box. The main content area shows a 'KPIP History' header, a 'Provider Search' button highlighted with a red box, a '~ OR ~' separator, a 'Provider ID:' input field, and a 'Go' button. There is also an unchecked checkbox for 'Include Created In Error'.

The **Provider Profile Search Criteria** screen appears.

1. Enter the **Provider Name**.
2. Make a selection from the **Provider Type** drop-down menu.

Important: You must select, from the **Provider Type** drop-down menu, either **Kinship Relative** or **Kinship-Non-Relative**.

3. Click **Search**.

The screenshot shows the 'Search For Provider Profile' screen. It features a 'Provider ID:' input field highlighted with a red box. Below it are fields for 'Provider Name', 'Member Last Name', 'Member First Name', and 'Member Middle Name'. There are also dropdown menus for 'Provider Category', 'Agency Type', and 'Agency'. A 'Provider Type:' dropdown menu is highlighted with a red box. A checkbox labeled 'Include "Closed" Provider Type Status' is checked. Below the search fields is a section titled 'Address, Contact and Provider Reference Criteria' with a dropdown arrow. At the bottom, there is a 'Name Match Precision' section with a checkbox for '+ AKA/Nicknames' and a 'Search' button highlighted with a red box. Other buttons include 'Clear Form' and 'Return'.

Kinship Permanency Incentive Program

The Provider Profile Search Results grid appears.

4. Click the **select** link in the appropriate row.

Search Results				
Result(s) 1 to 1 of 1 / Page 1 of 1				
	Provider Name / ID	Provider Status	Provider Category	Address
select	Sacwis, Susie / 12345	ACTIVE	HOME	
View Provider Type Information ▾				

[Add Inquiry](#) [Close](#)

The **KPIP History** screen appears, indicating whether there are any existing KPIP applications for the Provider. If there are no KPIP applications found:

1. Click **Add Application**.
2. Skip to the **Adding an Application** section below.

KPIP History	
Provider Search	~ OR ~
Provider ID:	<input type="text"/> Go
<input type="checkbox"/> Include Created In Error	
PROVIDER NAME / ID: Test, Provider / 123 Maintain Fraudulent Status	PAYEE NAME / ID: Test, Payee / 1234 Provider Payment Information
View Provider Type Information ▾	
No KPIP applications found for this provider.	

[Add Application](#)

Important: If you search with the Provider Type, Kinship-Relative, and Ohio SACWIS *does not* return results, re-do the search using Provider Type, Kinship-Non-Relative. If Ohio SACWIS does not return any results (from either Provider type):

3. Click the **Add Inquiry** button.

Search Results				
Result(s) 1 to 1 of 1 / Page 1 of 1				
	Provider Name / ID	Provider Status	Provider Category	Address
No Results Returned				

[Add Inquiry](#) [Close](#)

Kinship Permanency Incentive Program

The **Inquiry Search** screen appears with a default view of the **Inquirers** tab.

Adding an Inquiry

Complete the following:

- **Reason for Inquiry** – Auto populates with **KPIP Application**
- **Inquiry Worker** – select yourself
- **Provider Type** – select **Kinship Care – Relative** or **Non-Relative**
- **Inquiry Date** – select date you are completing the application

1. In the **Inquirer List** grid, click **Add Inquirer**.

Provider > Inquiry > Inquiry Search

Inquirers	Address	Referral Sources	Optional Info	Activity/Status				
Agency: Department of Job and Family Services								
Reason for Inquiry: * KPIP Application		Inquiry Worker: *						
Provider Type: Kinship Care-Non Relative		Inquiry Date: * 08/09/2023						
Description:		Inquiry ID:						
Created By:		Created Date:						
Inquirer List								
<table border="1"><thead><tr><th>Person Name /ID</th><th>Gender</th><th>(Age) DOB</th><th>Role</th></tr></thead><tbody></tbody></table>					Person Name /ID	Gender	(Age) DOB	Role
Person Name /ID	Gender	(Age) DOB	Role					
Add Inquirer								

The **Person Search Criteria** screen appears.

2. Enter search parameters.
3. Click **Search**.

Search For Person

Person ID: ~ OR ~ SSN:

Note: If Person ID or SSN are entered, all other search criteria will be ignored

OR

Last Name: First Name: Middle Name: Gender:

DOB: ~ OR ~ Age Range: -
From Age To Age

[Reference TCN and Address Criteria](#)

Name Match Precision
Returns results matching entered names including AKA names/nicknames

Sort by:
Relevance (Highest-Lowest)

+ AKA/Nicknames [More Results](#)

[Fewer Results](#)

[Search](#) [Clear Form](#) [Return](#)

The **Person Search Results** grid appears, displaying results of the query.

Kinship Permanency Incentive Program

4. Ensure the appropriate person has a **DOB**.
5. Enter/or ensure the individual has an address if Inquirer 1.
6. Make sure the address is selected as primary.
7. Select the correct individual by placing a checkmark in the appropriate checkbox.
8. Click **Select**.

Person Search Results

Result(s) 1 to 1 of 1 / Page 1 of 1

Include only active case members

	Person Name / ID	Address	Gender	(Age) DOB	Active Case
<input checked="" type="checkbox"/>	Sacwis, Susie / 123456	123 Sacwis Rd, Sacwis OH 123456	Female	(14) 07/03/2009	Yes

[Related Persons](#) ▾

Select Create New Person

The **Inquiry Search** screen appears, displaying information in the **Inquirer List** grid about the Inquirer.

1. Select **Inquirer 1** from the drop-down menu under the **Role** field.
2. Click **Add Child** (for KPIP children).

Provider > Inquiry > Inquiry Search

Inquirers	Address	Referral Sources	Optional Info	Activity/Status										
Agency: Department of Job and Family Services Reason for Inquiry: * <input type="text" value="KPIP Application"/> Inquiry Worker: * <input type="text" value="Test, Worker"/> Provider Type: <input type="text" value="Kinship Care-Non Relative"/> Inquiry Date: * <input type="text" value="08/09/2023"/> Description: <input type="text"/> Created By: _____ Inquiry ID: _____ Created Date: _____														
<div style="background-color: #e6f2ff; padding: 2px; border: 1px solid #0070c0;">Inquirer List</div> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #d9d9d9;"> <th style="width: 35%;">Person Name /ID</th> <th style="width: 15%;">Gender</th> <th style="width: 15%;">(Age) DOB</th> <th style="width: 25%;">Role</th> <th style="width: 10%;"></th> </tr> </thead> <tbody> <tr> <td>Sacwis, Susie / 123456</td> <td>FEMALE</td> <td>(14)07/03/2009</td> <td style="border: 1px solid red;"><input type="text" value="Inquirer 1"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </tbody> </table> <p>Related Persons</p> <p>Add Inquirer</p>					Person Name /ID	Gender	(Age) DOB	Role		Sacwis, Susie / 123456	FEMALE	(14)07/03/2009	<input type="text" value="Inquirer 1"/>	<input type="checkbox"/>
Person Name /ID	Gender	(Age) DOB	Role											
Sacwis, Susie / 123456	FEMALE	(14)07/03/2009	<input type="text" value="Inquirer 1"/>	<input type="checkbox"/>										
<div style="background-color: #e6f2ff; padding: 2px; border: 1px solid #0070c0;">Specific Children of Interest</div> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #d9d9d9;"> <th style="width: 20%;">Person Name /ID</th> <th style="width: 10%;">Gender</th> <th style="width: 10%;">(Age) DOB</th> <th style="width: 30%;">Relationship to Inquirer 1</th> <th style="width: 30%;">Existing Assessment Status ?</th> </tr> </thead> <tbody> <tr> <td colspan="5"> <input type="checkbox"/> Unknown Child(ren) Hint: check if specific child(ren) of interest unknown, this can be in addition to identified child(ren) of interest. </td> </tr> </tbody> </table> <p>Add Child</p>					Person Name /ID	Gender	(Age) DOB	Relationship to Inquirer 1	Existing Assessment Status ?	<input type="checkbox"/> Unknown Child(ren) Hint: check if specific child(ren) of interest unknown, this can be in addition to identified child(ren) of interest.				
Person Name /ID	Gender	(Age) DOB	Relationship to Inquirer 1	Existing Assessment Status ?										
<input type="checkbox"/> Unknown Child(ren) Hint: check if specific child(ren) of interest unknown, this can be in addition to identified child(ren) of interest.														

Kinship Permanency Incentive Program

The **Person Search Criteria** screen appears.

1. Enter search criteria.
2. Click **Search**.


Search For Person

Person ID: ~ OR ~ SSN:

Note: If Person ID or SSN are entered, all other search criteria will be ignored

OR

Last Name: First Name: Middle Name: Gender:

DOB:  ~ OR ~ Age Range: -
From Age To Age

[Reference, TCN, and Address Criteria](#) ▾

Name Match Precision
Returns results matching entered names including AKA names/nicknames

Sort by:

+ AKA/Nicknames

[Fewer Results](#) [More Results](#)

The **Person Search Results** grid appears, displaying results of the query.

3. Place a checkmark in the checkbox beside the appropriate name.
4. Click **Select**.

Person Search Results

Result(s) 1 to 1 of 1 / Page 1 of 1

Include only active case members

	Person Name / ID	Address	Gender	(Age) DOB	Active Case
<input checked="" type="checkbox"/>	Lane, Lois / 45678	555 Sacwis Rd, Sacwis OH 123456	Female	(8) 05/07/2015	Yes

[Related Persons](#) ▾

Kinship Permanency Incentive Program

The **Inquiry Search** screen appears, displaying information of the selected child (**Specific Children of Interest** grid).

1. Make the appropriate selection from the drop-down menu under the **Relationship to Inquirer 1** field.
2. Select **Approved** from the drop-down menu under **Existing Assessment Status** field.
3. Click the **Referral Sources** tab.

Provider > Inquiry > Inquiry Search

Inquirers | Address | **Referral Sources** | Optional Info | Activity/Status

Agency: Ohio Department of Job and Family Services

Reason for Inquiry: KPIP Application Kinship Care-Non Relative

Provider Type:

Description:

Created By:

Inquiry Worker: Test, Caseworker

Inquiry Date: 08/08/2023

Inquiry ID:

Created Date:

Inquirer List

Person Name /ID	Gender	(Age) DOB	Role
Sacwis, Susie / 123456	FEMALE	(14/07/03/2009	Inquirer 1

[Related Persons](#)

Specific Children of Interest

Person Name /ID	Gender	(Age) DOB	Relationship to Inquirer 1	Existing Assessment Status
Lane, Lois / 45678	FEMALE	(8) 05/07/2015	Non-related Child	Approved

[Related Persons](#)

The **Inquiry Search** screen appears, displaying options for **Referral Sources**.

1. Select the appropriate option under **Available Referral Sources**.
Note: In the Selected Referral Sources box, **Self** will auto populate. You may add additional referral sources as needed.
2. Click **Add**.

Note: The **Inquiry Search** screen will display the selection in the **Selected Referral Sources** field.

3. Click the **Activity/Status** tab.

Provider > Inquiry > Inquiry Search

Inquirers | Address | **Referral Sources** | Optional Info | **Activity/Status**

Referral Sources

Available Referral Sources:

- Agency Staff Member
- Agency Website
- Business/Company
- Church Event
- Civic/Community Fair
- Community Meeting
- County Fair
- Direct Mailing(s)

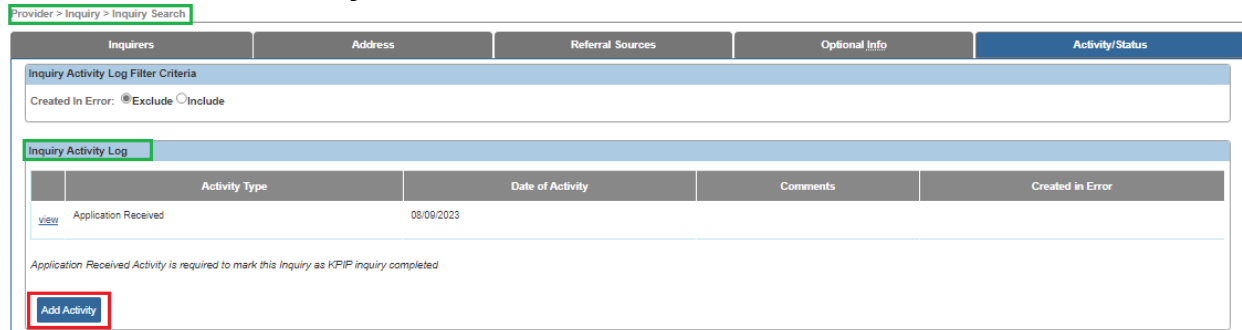
Selected Referral Sources:

Self

Kinship Permanency Incentive Program

The **Inquiry Search** screen appears, displaying the options of the **Activity/Status** tab.

1. Click **Add Activity**.



The screenshot shows the 'Inquiry Search' screen with the 'Activity/Status' tab selected. The 'Inquiry Activity Log Filter Criteria' section has 'Created In Error' set to 'Exclude'. The 'Inquiry Activity Log' table shows one entry: 'Application Received' on '08/09/2023'. Below the table, there is a note: 'Application Received Activity is required to mark this Inquiry as KPIP inquiry completed'. The 'Add Activity' button is highlighted with a red box.

The **Activity Status** screen appears.

1. Select **Application Received** from the **Activity Type** drop-down menu.
2. Select the **Date of Activity**.
3. Click the **OK** button.



The screenshot shows the 'Activity Status' screen. The 'Activity Information' section has 'Activity Type' set to 'Application Received' and 'Date of Activity' set to '08/09/2023'. The 'Comments' section is empty. The 'Spell Check' button is set to 'Clear' with a character count of '4000'. The 'Created In Error' checkbox is unchecked. The 'Created By' and 'Modified By' fields are empty. The 'Created Date' and 'Modified Date' fields are also empty. The 'OK' button is highlighted with a red box.

The **Inquiry Search** screen appears, displaying the previously selected **Activity Type** and **Date of Activity**.

1. From the **Status** drop-down menu, select **KPIP Inquiry Completed**
2. For the **Status Date**, enter the **KPIP Application Date**.
3. Click **Save**.

Kinship Permanency Incentive Program

Provider > Inquiry > Inquiry Search

Inquirers	Address	Referral Sources	Optional Info	Activity/Status												
Inquiry Activity Log Filter Criteria Created In Error: <input checked="" type="radio"/> Exclude <input type="radio"/> Include																
Inquiry Activity Log <table border="1"> <thead> <tr> <th>Activity Type</th> <th>Date of Activity</th> <th>Comments</th> <th>Created in Error</th> </tr> </thead> <tbody> <tr> <td>view Application Received</td> <td>08/09/2023</td> <td></td> <td></td> </tr> <tr> <td>view Application Received</td> <td>08/09/2023</td> <td></td> <td></td> </tr> </tbody> </table> <p><i>Application Received Activity is required to mark this Inquiry as KPIP Inquiry completed</i></p> <p>Add Activity</p>					Activity Type	Date of Activity	Comments	Created in Error	view Application Received	08/09/2023			view Application Received	08/09/2023		
Activity Type	Date of Activity	Comments	Created in Error													
view Application Received	08/09/2023															
view Application Received	08/09/2023															
Status Status: * <input type="text" value="KPIP Inquiry Completed"/> Status Date: <input type="text" value="08-09-2023"/> Closed Reason: <input type="text"/> <p>Comments:</p> <p>Spell Check Clear 4000</p> <p>Apply Save Cancel</p>																

The **Inquiry Search** screen appears, indicating the Inquiry has been saved and completed.

The **List of Inquiries to be Linked to Provider** screen appears.

1. Locate the Inquiry you created.
2. Click the **link** hyperlink.

Inquiry 58012379 has been saved and is now Completed.

Link Provider Information

Provider ID	Provider Name	Provider Address	Provider Type/ Recommending Agency/ Approval Date / Type Status
link 12345	Test, Provider	123 Sacwis Rd, Sacwis OH 123456	Adoptive Care - County Children Services Board - 10/30/2014 - Closed Foster Care - County Children Services Board - 10/30/2014 - Closed Kinship Care - NonRelative - County Department of Job and Family Services - 11/18/2020 - Closed

[Add New Provider](#)

Note: If a Provider does **not** already exist, click **Add New Provider**.

The **Provider Name Information** screen appears.

1. Click the **Address** tab.

Provider / Workload / Provider Information

Manage Provider Details

PROVIDER NAME / ID: Sacwis, Susie / 123456 CATEGORY: Home

Basic **Address** Members Relationships Caregivers Capacity

Provider Name Information

Provider Name	Effective Date	End Date
Sacwis, Susie	08/09/2023	

Kinship Permanency Incentive Program

The **Provider Address** screen appears.

2. Click **Add Contact**.

Basic **Address** Members Relationships Caregivers Capacity

Provider Address

[View Address History](#)

	Type	Address	Effective Date	Primary	Hazard	
edit view	Physical	123 Sacwis Rd, OH 12345	10/18/2016	No	No	delete
edit view	Physical		12/01/2022	Yes	No	

Add Address

Provider Contact

	Type	Details	Primary	
edit	Cell	(123) 456-7890	Yes	
edit	Emergency	(111) 222-3333	No	delete

Add Contact

The **Contact Information** screen appears.

3. Make a selection from the **Type** drop-down menu.

Contact Information

Type:

Created Date: _____ Created By: _____
Modified Date: _____ Modified By: _____

OK **Cancel**

The **Contact Information** grid expands to request additional information.

4. Enter the appropriate phone number.
5. Place a checkmark in the **Primary** checkbox.
6. Click **OK**.

Contact Information

Type: Primary

Phone: Ext: OR Not Applicable

Description:

Created Date: _____ Created By: _____
Modified Date: _____ Modified By: _____

OK **Cancel**

The **Provider Address** screen appears.

7. Click **Add Address**.

Kinship Permanency Incentive Program

Provider Address

[View Address History](#)

	Type	Address	Effective Date	Primary	Hazard	
edit view	Physical	123 Sacwis Rd, Sacwis OH 12345	10/18/2016	No	No	delete
edit view	Physical	111 Sacwis Rd, Sacwis OH 12345	12/01/2022	Yes	No	

Add Address

The **Domestic Address Search Criteria** screen appears.

8. Enter an address in the **Address Lookup** field.
9. Click **Search**.

Domestic Address Search [Foreign Address Search](#)

Domestic Address Search Criteria

Address Lookup:

PO Box or Manual Search Criteria

Note: Manual Search Criteria will override Address lookup (Google Search)

Search **Clear Form** **Cancel**

The **Domestic Address Search Results** grid appears.

10. Click the **select** link beside the relevant address.

Domestic Address Search Results

	Address	Valid	County	Geo. Code	Hazard
select	123 Sacwis Rd, Sacwis OH 12345	Yes	Test	None	No

Add New Address

The **Provider Address Details** screen appears.

11. Make a selection from the **Address Type** drop-down menu.
12. Enter the **Effective Date**.
13. Click **OK**.

Provider Address Details

Address: 123 Sacwis Rd,
Sacwis OH 12345

Address Type: * Primary Address

Effective Date: *

C/O:

Location Details:

Spell Check **Clear** 4000

OK **Cancel**

The **Provider Address** screen appears, displaying information about the selected address.

14. Click the **Members** tab.

Kinship Permanency Incentive Program

Basic Address **Members** Relationships Caregivers Capacity

Provider Address

[View Address History](#)

	Type	Address	Effective Date	Primary	Hazard	
edit view	Physical	123 Sacwis Rd, Sacwis OH, 12345	10/18/2016	No	No	delete

The **Current Active Members** screen appears.

1. Click **Add Marital Status**.

Current Active Members

[View Member History](#)

	Name / ID	Gender	DOB	Age	Role	Effective Date	
edit view	Sacwis, Susie / 123456	FEMALE	09/22/1974	48	Applicant 1	05/23/2023	

Add Member

Household Marital Status

Attention
Check Person marital status information for provider members when updating Household marital status.

[View Marital Status History](#)

	Provider Marital Status	Effective Date
edit	Single parent household, mother only	05/23/2023

Add Marital Status

The **Household Marital Status Details** screen appears.

2. Make a selection from the **Marital Status** drop-down menu.
3. Add the **Effective Date**.
4. Click **OK**.

Household Marital Status Details

Marital Status:*

Effective Date* 

OK **Cancel**

The **Current Active Members** screen appears, displaying the Provider Marital Status information.

5. Click the **edit** link beside the Applicant(s) name(s).

Kinship Permanency Incentive Program

Name / ID	Gender	DOB	Age	Role	Effective Date
001				Applicant 1	06/05/2017

Provider Marital Status	Effective Date
Married two parent household with two biological/adoptive parents	06/01/2017

The **Member Details** screen appears.

1. Complete the required information.
2. Click **OK**.

PROVIDER NAME / ID: CATEGORY: Home

Member Details

Member Name / ID: Member Role: * Applicant 1

Relationship to Applicant 1: Foster Father Relationship to Applicant 2:

Relationship to Applicant 3: Relationship to Applicant 4:

Relationship to Applicant 5:

Member Type: * Permanent Estimated Leave Date:

Effective Date: * 05/04/2017 End Date:

End Date Reason:

OK Cancel

The **Current Active Members** screen appears.

3. Add additional Members if needed. These members will be pulled into the KPIP application.
4. Click **Save**.

Name / ID	Gender	DOB	Age	Role	Effective Date
001				Applicant 1	05/04/2017

Provider Marital Status	Effective Date
Married two parent household with two biological/adoptive parents	06/03/2009

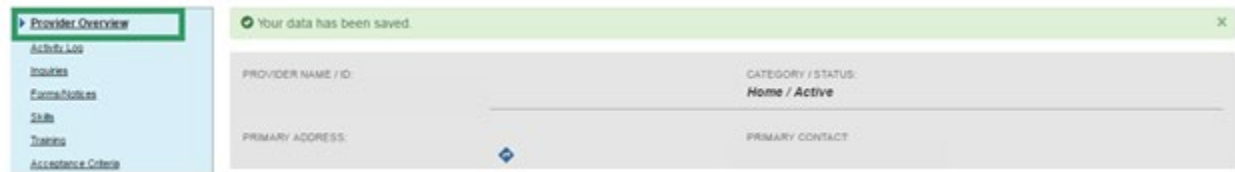
Apply **Save** Cancel

The **Provider Overview** screen appears.

Kinship Permanency Incentive Program

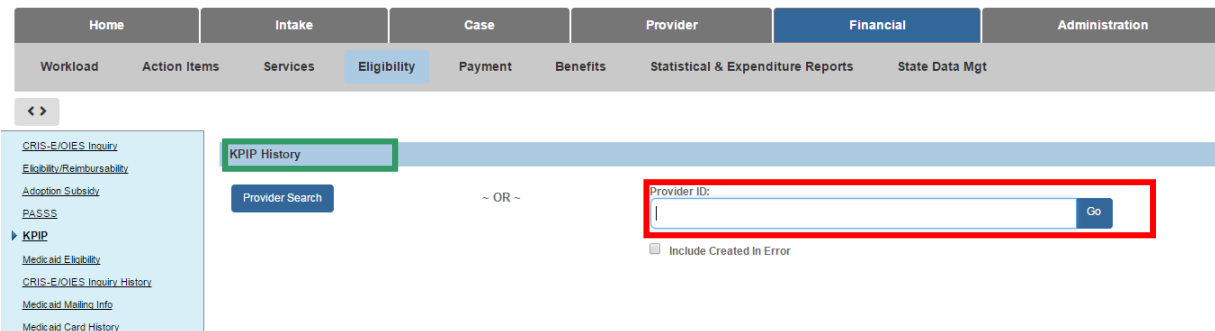
1. Copy the **Provider ID** of the Provider you created.

Note: You can click the right arrow to display a map and obtain directions for the listed address.



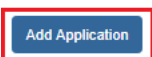
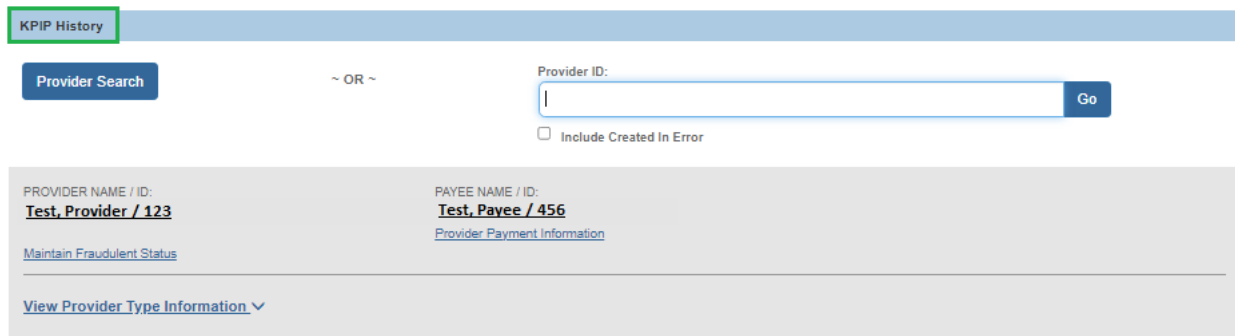
Return to the **KPIP History** screen using steps already discussed.

2. Enter the **Provider ID**.
3. Click **Go**.



The **KPIP History** screen appears, displaying the **Provider Name/ID**.

4. Click **Add Application**.



Adding an Application

The **Financial / Eligibility / KPIP** screen appears.

1. Enter the **Application Received Date**.

Kinship Permanency Incentive Program

2. Click **Add to KPIP Member List** beside the name(s) of the **Member(s)** you wish to add.

Note: KPIP Members include the kinship caregiver, the spouse of the kinship caregiver, and all the minor children for whom the kinship caregiver and spouse of the kinship caregiver are responsible, who reside in the same household.

Financial / Eligibility / KPIP

PROVIDER NAME / ID: Test, Provider

Household & KPIP Members Narrative

Application Received Date:

Available Household Members List

Note: If member needs added, contact the provider's Agency located on the provider overview screen.

Test, Provider / 123 Male 62, DOB 04/24/1961, White	Relationship to Caregiver (Payee): Self	Add to KPIP Member List
--	--	---

The Members are now listed in the **KPIP Members List** grid.

3. Make the appropriate selection from the **Member Status** drop-down menu. The **Legal Custody & Legal Guardianship** options apply to children in the legal custody or guardianship of the caregiver(s).

KPIP Members List

Total Countable Monthly Income for KPIP Members included on this application: \$0.00	KPIP Family Size Including Child(ren): 1	KPIP Family income is below 300% of the Federal Poverty Guidelines: Yes
---	---	--

Specify received and/or paid in monthly dollar amounts:

Test, Provider / 123 | Member Status **Caregiver (Payee)**

Once you have selected the Member Status, the screen will expand to allow the addition of financial information.

4. Enter the appropriate financial information.

Important: For Caregiver(s), Gross Income is earned and unearned income from all sources including OWF, AA, FCM, SSI, etc. Each itemized source should then be entered in the appropriate field if applicable. *Child Support Received* should be included on the child's row, but *Child Support Paid* should be included in the appropriate field for the Caregiver(s).

Important: The only income that should be added for children is Child Support Received. Do not add Unearned Income, OWF Received or AA/FCM/SSI Received for any child's row.

Note: A deduction of up to \$100.00 per month per child will be automatically applied to any Child Support Received on behalf of the child(ren) for whom the kinship caregiver is applying for KPIP. This includes KPIP Members with Member Statuses of either Legal Custody or Legal Guardianship.

Kinship Permanency Incentive Program

5. Select **Verified** from the **Income Verified** drop-down menu.

KPIP Members List

Total Countable Monthly Income for KPIP Members included on this application: \$900.00	KPIP Family Size Including Child(ren): 3	KPIP Family income is below 300% of the Federal Poverty Guidelines: Yes
---	---	--

Specify received and/or paid in monthly dollar amounts:

Test, Provider / 123 Member Status: Caregiver (Payee)					
Gross Income: 1000.00	OWF Received:	AA/FCM/SSI Received:	Child Support Paid: 100.00	Countable Income: \$900.00	Income Verified: Verified
Test, Child / 4567 Member Status: Legal Custody					
Unearned Income:	OWF Received:	AA/FCM/SSI Received:	Child Support Received: 100.00	Countable Income: \$0.00	Income Verified: Verified

Important: All KPIP Members must have income verified.

Below the KPIP Members List grid is the **Eligibility Details** grid.

6. Select all relevant responses.

7. Click **Determine Eligibility**.

Eligibility Details

- Placements were assessed and approved by a PCSA or PCPA (OAC Rule 5101-2-42-18)
- Children placed directly by a court or relatives ~AND/OR~ Children placed by PCSA or PCPA
[View Kinship Assessment](#)
- Legal custody/guardianship was established for all KPIP children on or after July 1, 2005
- All children reside with the caregiver (payee)
- All household members 18 years of age and older have been fingerprinted and approved
- The Kinship Caregiver is a resident of Ohio

Override KPIP Eligibility

Deny KPIP Application

KPIP Eligible: **Not Determined**

Determine Eligibility

Important: All checkboxes (except for “Children placed directly by a court or relatives” and “Children placed by PCSA or PCPA”) must be selected, if applicable, to approve the KPIP application.

Override KPIP Eligibility is the last grid on the Household & KPIP Members screen. It is **only** used to **deny** the **KPIP Application** if needed (please use judiciously).

The **KPIP Program Eligibility Determination** screen appears, displaying the **Approved** status.

8. Click **Save**.

Kinship Permanency Incentive Program

KPIP Program Eligibility Determination

Eligibility Details	
Application Date:	08/10/2023
Children:	Test, Child
The total countable monthly gross income does not exceed 300% of the FPL	YES
The court has issued legal custody or legal guardianship of the children to the caregiver(s)	YES
The placement has been assessed and approved by a PCSA or PCPA	YES
Legal custody/guardianship was established for all KPIP children on or after July 1, 2005	YES
All children reside with the caregiver (payee)	YES
All household members 18 year of age and older have been fingerprinted and approved	YES
The caregiver (payee) is a resident of Ohio	YES
The caregiver is not currently enrolled in the Kinship Guardianship Assistance Program (KGAP)	YES

KPIP Eligible Approved

Save Cancel


The **Financial/Eligibility/KPIP** screen appears, displaying the Provider's eligibility determination.

9. Click **Process Approval**.

Financial / Eligibility / KPIP

PROVIDER NAME / ID: Test, Provider / 123

Household & KPIP Members Narrative

Application Received Date : 08/10/2023 

Override KPIP Eligibility

Deny KPIP Application

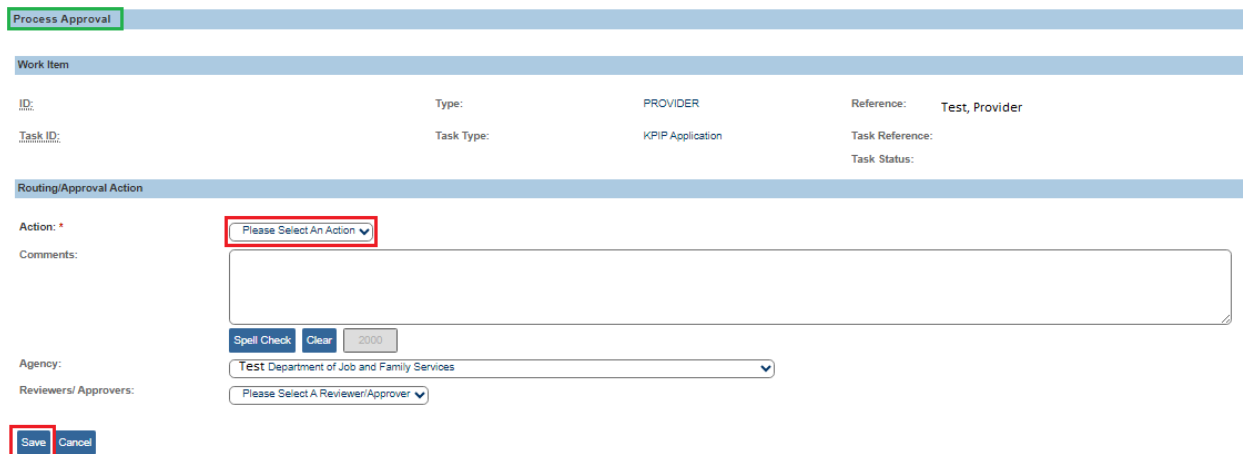
KPIP Eligible: Approved

Determine Eligibility Process Approval

The **Process Approval** screen appears.

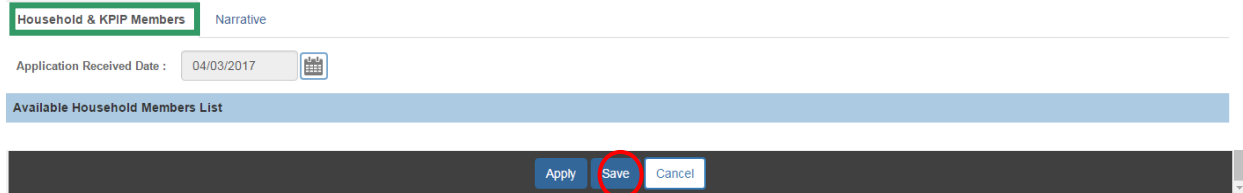
1. Make a selection from the **Action** drop-down menu.
2. Make a selection from the **Reviewers/Approvers** drop-down menu.
3. Click **Save**.

Kinship Permanency Incentive Program



The **Financial/ Eligibility/ KPIP** screen appears.

4. Click **Save**.



Notifications

Redetermination Notification

- The Notification generates 45 days prior to the end of the 6 months of eligibility for each approved application.
- The Notification is sent to all KPIP Specialists within the agency and will include one (1) notification for all children on the application who have not exhausted their incentive payments.

Incomplete KPIP Application Notification

The Notification generates to all KPIP Specialists in the agency ten (10) days after the created date for all pending or pending approval applications.

Kinship Permanency Incentive Program

Adding a Narrative

Navigate to the **Financial / Eligibility / KPIP** screen using steps previously discussed.

1. Click the **Narrative** tab within the **application**.
2. Click **Link Activity**.

Financial / Eligibility / KPIP

PROVIDER NAME / ID: Test, Provider / 123

Household & KPIP Members **Narrative**

No activities or narratives found for this KPIP Family.

Link Activity

The **Link Narrative/Activity Information** screen appears.

Note: Historical Activity Logs can be searched by entering the desired parameters on this screen, then selecting **Filter**.

3. Click **Add Activity Log**.

Link Narrative/Activity Information

Activity Log Filter Criteria

Activity Date:
From Date To Date

Responsible Worker: Contact Type:

Category: Sub-category:

Created By: Activity State:

Sort Results By: Traverse Records Only

Filter **Clear Form**

Activity Log

Start Date / Activity State	Contact Type	Category	Sub-category	Responsible Worker	Created By
-----------------------------	--------------	----------	--------------	--------------------	------------

Add Activity Log

The **Activity Log Details** screen appears.

4. Enter the appropriate fields. *Ensure all fields with asterisks are complete.*
Note: The **Responsible Worker, Activity Start Date, Category & Sub-Category** all automatically populate.
5. Select, by highlighting, at least one option from the **Available Contact Types** grid (required).

Kinship Permanency Incentive Program

6. Click **Add** (Ohio SACWIS will place the selection in the **Selected Contact Types** grid).
7. After completing the **Narrative**, adjust the **Activity State** accordingly.
8. Click **Save**.

Activity Log Details

Created By: Test, Caseworker Date & Time Entered: Aug 10, 2023 11:23:12 AM

Responsible Worker: Test, Caseworker Originator of Information:

Activity Start Date: * 08/10/2023 Start Time:

Activity End Date: End Time:

Contact Types

Available Contact Types: **Add**

- Alternative Form of Contact
- Announced Home Visit
- Collateral
- Court
- Critical Safety Issue
- Email**
- Face-to-Face
- Face-to-Face Visit with Provider(s)

Selected Contact Types:

- Remove
- Education

Category Information

Contact Duration:

Category: * KPIP

Sub-Category: * KPIP

Other Sub-Category: High Priority Restricted

Location Information

Location Type: Other Location:

Location Details:

Activity Association

Activity Applicable to Following Members [[Associate Members](#)]
Provider Household

Activity Applicable to Following Children: Save Note to Child(ren) Record

Children Placed [[Associate Children Placed](#)]

Living Arrangements [[Associate Living Arrangements](#)]

Narrative *
(expand full screen)

Activity State: *

Kinship Permanency Incentive Program

The **Link Narrative/Activity Information** screen appears.

Linking Activity Logs to the KPIP Narrative.

9. Click the **checkbox** next to the completed Activity Log(s).
10. Click **Save**.

Activity Log

Result(s) 1 to 1 of 1 / Page 1 of 1

<input type="checkbox"/>		Start Date / Activity State	Contact Type	Category	Sub-category	Responsible Worker	Created By
<input type="checkbox"/>	view	08/10/2023 Completed	Education	KPIP	KPIP	Test, Caseworker	Test, Caseworker

Associated Participants:

Add Activity Log

Save Cancel

The **Narrative tab** appears, indicating the Activity Log has been linked to the KPIP narrative.

11. Click **Close**.

Your data has been saved.

Household & KPIP Members Narrative

	Narrative Type	Date	Status	Agency	Worker	
view unlink	Education	08/10/2023	Completed	Test Department of Job and Family Services	Test, Worker	

Link Activity Generate Report

Close

The **KPIP History** screen appears.

Creating a Payment

1. Click the **Provider Payment Information** link.

KPIP History

Provider Search ~ OR ~ Provider ID: Go

Include Created In Error

PROVIDER NAME / ID: [Test, Provider / 123](#) PAYEE NAME / ID: [Test, Payee / 45678](#) Generate Payment

[Provider Payment Information](#)

[Maintain Fraudulent Status](#)

[View Provider Type Information](#) ▾

	Application Date	Children	Agency Name	Status	KPIP Eligibility	
view edit	08/10/2023	Test, Child / Initial	Test Department of Job and Family Services	Complete	Approved	

Kinship Permanency Incentive Program

The **Maintain Payment Information** screen appears.

2. Click **Add Payment Information**.

Maintain Payment Information

Payment Information History

Filter:

	Payee Name / Payee ID	Payment Method	Payment Address	Effective Date	End Date	Created Date
edit copy	Test, Payee / 4567	Check	123 Sacwis Rd, Sacwis OH 12345	04/30/2009		04/30/2009

Add Payment Information

The **Provider Payment Information Details** screen appears.

3. Enter the **Payee Name**.
4. Make a selection from the drop-down window beside **Payment Method**.
5. Enter the **Effective Date**. This must be the next day's date at the very minimum. It cannot be the current date or a past date.
6. Enter all other relevant information.
7. Click **Save**.

Provider Payment Information Details

Effective Date: *

End Date:

Payee Name: *

Payment Method: *

Account Type:

Bank Name:

Account Number:

Routing Number:

Vendor Number:

Comments:

Payments Delivered to Address **Save**

The **Maintain Payment Information** screen appears, displaying the **Payment Information History**.

8. Click **Close**.

Kinship Permanency Incentive Program

Payment Information History

Filter:

	Payee Name / Payee ID	Payment Method	Payment Address	Effective Date	End Date	Created Date	
edit COPY	Payee /	Check	Test address	08/14/2023		08/10/2023	
edit COPY	Test, Payee / 4567	Check	Test address	04/30/2009	08/13/2023	04/30/2009	

[Add Payment Information](#) [Close](#)

The **KPIP History** screen appears.

9. Click **Generate Payment**.

KPIP History

[Provider Search](#) ~ OR ~ [Go](#)
 Include Created In Error

PROVIDER NAME / ID: [Test, Provider / 123](#) [Maintain Fraudulent Status](#)
 PAYEE NAME / ID: **Test, Payee / 45678** [Provider Payment Information](#) [Generate Payment](#)
[View Provider Type Information](#) ▾

	Application Date	Children	Agency Name	Status	KPIP Eligibility	
view edit	08/10/2023	Test, Child / Initial	Test Department of Job and Family Services	Complete	Approved	

Note: The **Generate Payment** button **will not display** if the Provider Payment Info is **not entered at least one day prior** to generating a payment.

The **Create KPIP Payments** screen appears.

10. Click the **box** next to the appropriate child(ren).
 11. Click **Create Payment(s)**.

KPIP Payee Information

Payee Name: Test, Payee Payee ID: 123
 Payee Address: Test address OH 12345 Payment Method: Check
 Invoice Number: Invoice Date:
 Vendor Number: Purchase Order Number:

KPIP Payment Information

	Child Name / ID	Payments Made	Applications Unpaid	Claim Begin Date	Claim End Date	State Incentive Amount	Local Share
<input type="checkbox"/>	Test, Child	0	1	08/10/2023	02/09/2024	\$525.00	\$ <input type="text"/>

Comments: [ABC](#) 400

[Create Payment\(s\)](#) [Close](#)

Kinship Permanency Incentive Program

Important: There is a gray box, titled **Local Share**, in the **KPIP Payment Information** grid. When you hover over the information icon in that box, you will receive the following message: *Please note: Any Local Share amount entered is in addition to the State Incentive Amount and is the financial responsibility of the county agency.* These payments will need to be disbursed through your local auditor's office. Local Share payments **are not required** for KPIP and should be generated only at the discretion of your agency.

The **Save Payment** screen appears, indicating a payment has been made.

12. Click **Save**.

KPIP Payment(s) Created

Payee Name / Payee ID	Child Name / ID	Claim Begin Date - Claim End Date	State Incentive Amount	Local Share	Total	
Test, Payee / 123	Test, Child / 4567	08/10/2023 - 02/09/2024	\$525.00	\$0.00	\$525.00	

The **Create KPIP Payments** screen appears, displaying the **KPIP Payee Information** grid.

13. Click **Close**.

Create KPIP Payments

KPIP Payee Information

Payee Name: Test, Payee Payee ID:

Payee Address: Test Address
OH 12345 Payment Method: Check

Invoice Number: Invoice Date:

Vendor Number: Purchase Order Number:

KPIP Payment Information

	Child Name / ID	Payments Made	Applications Unpaid	Claim Begin Date	Claim End Date	State Incentive Amount	Local Share
<input type="checkbox"/>	Test, Child	0	1	<input type="text"/>	<input type="text"/>		\$ <input type="text"/>

Comments: 400

Important: All State Incentive payments created will be sent to OAKS in the overnight batch process on a nightly basis. OAKS will then disburse the payment(s) to the payee(s) in approximately 7-10 days.

The **KPIP History** screen appears.

Kinship Permanency Incentive Program

KPIP History

Provider Search ~ OR ~ Provider ID: **Go**

Include Created In Error

PROVIDER NAME / ID: [Test, Provider / 123](#) PAYEE NAME / ID: **Test, Payee / 45678** **Generate Payment**

[Maintain Fraudulent Status](#) [Provider Payment Information](#)

[View Provider Type Information](#) ▾

	Application Date	Children	Agency Name	Status	KPIP Eligibility	
view edit	08/10/2023	Test, Child / Initial	Test Department of Job and Family Services	Complete	Approved	

To review the **KPIP State Incentive** payment history:

1. Navigate to the **Financial** tab using steps previously discussed.
2. Click **Payment**.
3. Click **State Disbursements** (navigation pane).

The **State Disbursement Filter Criteria** screen appears

4. Enter the **Provider ID** and/or your additional search criteria.
5. Click **Search**.

Home	Intake	Case	Provider	Financial	Administration
Workload	Action Items	Services	Eligibility	Payment	Benefits
			Statistical & Expenditure Reports	State Data Mgt	Invoicing

< >

Create Payment Requests

Payment Requests Roster

Disburse Payment

Payment Search

Agency Recayment Plan

State Disbursements

Create Subsidy Payment

Provider Payment Info

Provider Payment Plan

Bridges Payments

Kinship Support Program

State Provider Recayment Plan

State Disbursement Filter Criteria

Agency:

Person ID: **Person Search**

Provider ID: **Provider Search**

Expedite Status:

Date Range of Payment: -

Start Date End Date

The **State Disbursements** grid appears, displaying payments (if any) to the Provider.

State Disbursements

Result(s) 0 / Page 1 of 0

Child Name / Child ID	Service Type	Payment Dates	Voucher Related ID	Warrant Date	Warrant/EFT Status	Warrant Amount
-----------------------	--------------	---------------	--------------------	--------------	--------------------	----------------

Kinship Permanency Incentive Program

Incentive Payment Notification

1. Sent to all county KPIP Fiscal Workers 7 days after an approved and completed application is received and no payments have been created.
2. Sent only for children that have not exhausted their incentive payments.

Creating Fraudulent Provider Status

Navigate to the **KPIP History** screen using steps previously discussed.

1. Enter the **Provider ID**.
2. Click **Go**.

KPIP History

Provider Search ~ OR ~ Provider ID: Go

Include Created In Error

The **KPIP History** screen appears, displaying the Provider Name and ID.

3. Click **Maintain Fraudulent Status**.

KPIP History

Provider Search ~ OR ~ Provider ID: Go

Include Created In Error

PROVIDER NAME / ID: [Test, Provider / 123](#) PAYEE NAME / ID: **Test, Payee / 45678** [Generate Payment](#)

Maintain Fraudulent Status [Provider Payment Information](#)

[View Provider Type Information](#) ▾

	Application Date	Children	Agency Name	Status	KPIP Eligibility	
view edit	08/10/2023	Test, Child / Initial	Test Department of Job and Family Services	Complete	Approved	

The **Maintain Fraudulent Provider** screen appears.

4. Select **Fraudulent** from the **Fraud Status** drop-down menu.
5. Enter narrative in the **Comments** text box.
6. Click **Save**.

Kinship Permanency Incentive Program

Maintain Fraudulent Provider

Provider Fraud Status

Fraud Status: *
Comments: *

Note: If **two agencies** have entered a **fraudulent** record for the same provider, **both agencies** must have entered a subsequent **not fraudulent** record for the provider to be considered **not fraudulent**.

The **KPIP History** screen appears, indicating the Provider has been marked as **Fraudulent**.

KPIP History

~ OR ~ Provider ID:

Include Created In Error

PROVIDER NAME / ID: **FRAUDULENT** PAYEE NAME / ID:

[Maintain Fraudulent Status](#) [Provider Payment Information](#)

Notice Generation

Click the notice/report link icon next to the application for which you wish to generate a notice.

KPIP History

~ OR ~ Provider ID:

Include Created In Error

PROVIDER NAME / ID: **FRAUDULENT** PAYEE NAME / ID: [Test Payee / 4567](#)

[Test Provider / 123](#) [Provider Payment Information](#)

[Maintain Fraudulent Status](#)

[View Provider Type Information](#) v

	Application Date	Children	Agency Name	Status	KPIP Eligibility	
view edit	08/10/2023	Test, Child / Initial	Test Department of Job and Family Services	Complete	Approved	<input type="button" value="📄"/>

The **Available Documents** screen appears.

1. Make one of the following selections from the Generate Document drop-down menu:

Kinship Permanency Incentive Program

- Notice of Approval for KPIP funds
- Notice of Denial for KPIP funds
- Notice of Incomplete Kinship Permanency Incentive Application

2. Click **Select**.

The screenshot shows the 'Reports' section of a software interface. It includes fields for 'Work-Item Type' (KPIP) and 'Task Type' (KPIP). Below these is the 'Available Documents' section, which contains a 'Generate Document' dropdown menu. A red box highlights the dropdown menu, and another red box highlights the 'Select' button located below it.

The **Reports** screen appears.

Note: The **Document Title** will depend on the selection made on the Available Documents screen.

3. Click **Generate Report**.

The screenshot shows the 'Document Details' section of a software interface. It includes fields for 'Document Category', 'Document Title' (Notice of Approval for KPIP Funds), 'Work-Item ID', 'Work-Item Reference', 'Task ID', and 'Task Reference' (KPIP Application). Below this is the 'Document History' section, which contains a table with columns for 'ID', 'Date Created', 'Employee ID', and 'Name'. A red box highlights the 'Generate Report' button located below the table.

Note: Depending on the selection made on the Available Documents screen, a screen will appear requiring further information relevant to your choice.

In the example below, the screen that appears is the **JFS01503 – KPIP Notice of Approval**. Adding further information on this screen is optional. It is also optional to add further information to the J5S01504-Notice of Denial report.

4. Complete the required information.
5. Click **Generate Report**.

The screenshot shows the 'JFS01503 - KPIP Notice of Approval' screen. It includes a section for 'Additional Information' with a large text area. Below the text area are buttons for 'Spell Check', 'Clear', and a character count of '500'. A red box highlights the 'Generate Report' button located below the text area.

Kinship Permanency Incentive Program

Adding Appeal Information when KPIP Eligibility is Denied

Navigate to the **KPIP History** screen using steps previously discussed.

1. Enter the **Provider ID**.
2. Click the **appeal** link.

The screenshot shows the 'KPIP History' interface. At the top, there is a 'Provider Search' button and a search field for 'Provider ID' with a 'Go' button. Below the search bar, there are links for 'Test, Provider / 123' and 'Test, Payee / 4567', along with a 'Generate Payment' button. A table below displays the following data:

Application Date	Children	Agency Name	Status	KPIP Eligibility
08/10/2023		Test Department of Job and Family Services	Pending	Denied

The **KPIP Appeal Decision** screen appears.

3. Add the **Appeal Date**.
4. Make a selection from the drop-down menu by **Appeal Type**.
5. Make a selection from the drop-down menu by **Appeal Decision**.
6. Enter the **Decision Date**
7. Enter any other relevant information.
8. Click **Save**.

The screenshot shows the 'Appeal Decision Details' form. The form includes the following fields:

- Appeal Date: 08/10/2023
- Appeal Type: State Hearing
- Appeal Decision: Appeal Sustained
- Decision Date: (empty)
- Appeal Officer: (empty)
- Compliance Date: (empty)

At the bottom, there are 'Save' and 'Cancel' buttons.

The **KPIP Appeals** screen appears, displaying the **Appeal History**.

9. Click **Close**.

Kinship Permanency Incentive Program

Appeal History					
	Appeal #	Appeal Date	Appeal Decision	Appeal Decision Date	Compliance Date
view		08/10/2023	Appeal Sustained	08/10/2023	

[Add Appeal](#) [Close](#)

Important: If the appeal decision has been Sustained, Ohio SACWIS will automatically change the Status on the associated application to Pending and the KPIP Eligibility will be adjusted to Not Determined. This will allow the user to update the application in accordance with the appeal decision.

KPIP Helpful Hints

To Identify Duplicate Providers:

- Complete a Provider Search using various filters i.e, last name only, first name only, DOB, SSN, etc.
- Complete a State Disbursement search (Financial, Payment) for the child that is in receipt of KPIP.

If Duplicate Providers are found, complete the following steps:

- Wait to create applications or make payments until the providers are merged.
- Submit a problem report to merge the duplicate providers including the KPIP Provider Merge Form with all identifying information complete.
- Once the providers are merged, applications and payments can be made.

Payment Issues:

- If a payment does not exist in Ohio SACWIS for a converted application and the application WAS paid, submit a problem report to add this payment to SACWIS. Do not add this payment through Ohio SACWIS. If you have, complete a Stop Payment. If payments were not created in the KPI Web Tool, they will not be reimbursed if older than 90 days per Policy. Help Desk - A data fix is being completed to insert these payment records as they were not recorded in the KPI Web Tool.

If the payment generated is not the correct amount:

- This should only be as a result of another application existing under a different provider. If duplicate Providers exist, complete a Provider Merge request and submit to the Automated Systems Help Desk. Instructions can be found [here](#).
- If this is recognized the same day as the action to generate the payment then contact the Help Desk to ensure that the payment is removed before the batch.
- If this is recognized after the day the payment is generated, complete the Stop Payment.

Kinship Permanency Incentive Program

If you have made an error in the application:

- Prior to generating the payment, mark the application as Created in Error.
- After generating a payment, submit a problem report to make the correction to the application.
- If the error is in a converted application, there is no need to make the correction unless payments are needed. If the correction(s) impacts the ability to generate payments, submit a problem report with the identified application and necessary correction.

Instructions on how to complete a Stop Payment:

- Click [here](#) to obtain steps on how to create a Stop Payment.

Finally, if you generate a payment and it does not look correct, do not proceed. Please contact the Automated Systems Help Desk to troubleshoot the issue.

If you need additional information or assistance, please contact the OFC Automated Systems Help Desk at SACWIS_HELP_DESK@jfs.ohio.gov .