

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



**Knowledge Base Article**

# Kinship Guardianship Assistance Program (KGAP) in Ohio SACWIS

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# 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**.

The screenshot displays the Ohio SACWIS interface. At the top, there are five main tabs: Home, Case, Provider, Financial, and Administration. The 'Financial' tab is selected and highlighted in blue. Below these tabs is a secondary row of sub-tabs: Workload, Action Items, Services, Eligibility, Payment, and Benefits. The 'Eligibility' sub-tab is highlighted with a red border. On the left side, there is a vertical navigation pane with a list of menu items. The 'KGAP' item is highlighted with a red border. The main content area shows a 'Person Selection' header. Below this header is a search form with a 'Person Search' button on the left, a '- OR -' separator in the middle, a text input field labeled 'Person ID:' on the right, and a 'Go' button on the far right.

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

# Kinship Guardianship Assistance Program (KGAP) in Ohio SACWIS

## Person Selection

Person Search

~ OR ~

Person ID:  Go

Name / ID: Test, Child / 123456	Age, DOB: Age 15, 07/03/2009	Case ID: 0000000
------------------------------------	---------------------------------	---------------------

Assigned Workers:

## Kinship Guardianship Assistance Program (KGAP) and Review History

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

Add Subsidy

## 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

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- iii. Payee Address
- iv. Payment Method
- v. Placement Date

## Kinship Guardianship Assistance Program - Eligibility Criteria

NAME / ID: Test, Child / 123456	AGE, DOB: 4, 07/13/2020		
KGAP SUBSIDY ID: 16	KGAP TYPE: Federal KGAP	STATUS: Pending	ELIGIBLE: Not Determined

PROVIDER NAME / ID: Test, Provider / 11111

- Eligibility Criteria
- Documents
- Activity Log

### Provider Information

Provider Name / ID: Test, Provider / 11111	Payee Name / ID: Test, Payee / 121212	Payee Address: 123 Testing Rd, Test OH 12345	Payment Method: Electronic Fund Transfer
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Placement Date:  
09/11/2024 - 04/25/2025

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: \*

- 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 on page 9**)

### No, there is not a KGAP Record with a Sibling:

- 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.

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- 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.

Eligibility Requirements	
<a href="#">View / Update Eligibility Requirements</a>	
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

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

**Eligibility Requirements**

**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. Yes  
[Foster Care License History](#)

**2. Successor Guardian(s) requirement met.**  
Has a successor guardian been identified by the Kinship Caregiver? No  
[Person Search](#)   [Go](#)  
[Clear Person](#)  
*The Successor Guardian cannot be a parent of the child.*

**3. Kinship relationship requirement met.**  
Provider(s) has a kin relationship with the child, or the court has made a finding that the child's foster family has a kin relationship with the child. No

**4. Child is a U.S. Citizen or Qualified Alien.**  
U.S. Citizen: Yes

**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

**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/or custodian (Reunification)	Legal Custody to Relative / Kinship	Yes

[KGAP Narrative Details](#)

a. **Licensed foster home requirement met** field will automatically populate **Yes** or **No**.

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- 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."*

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

– OR –

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: Officer Acceptance

Legal Status Effective Date: 04/11/2024

- 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**

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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**.
- 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/or custodian (Reunification)	Legal Custody to Relative / Kinship	Yes

**KGAP Narrative Details:**

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.  
test 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.

The kinship relationship requirement has been met. See Rule 5101:2-46-02.

The earliest Legal Custody / Guardianship can be obtained is 02/02/2025 if the Agreement has been signed prior to this date. See rule 5101:2-46-02 .

Child's age at 02/02/2025 ⓘ : 4 years

Initial Eligibility: Not Determined

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

Eligibility Requirements	
<a href="#">View / Update Eligibility Requirements.</a>	
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

Yes, there is a KGAP Record with a Sibling:

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.

Sibling of identified child:  ~ OR ~ Person ID:

Name / ID: Test, Sibling / 22222      Age, DOB: 15, 07/03/2009

⚠ Selected Person does not have a sibling relationship with the identified child.

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

Eligibility Requirements	
<a href="#">View / Update Eligibility Requirements.</a>	
1. Child meets sibling placement requirement.	INCOMPLETE
2. Successor Guardian requirements have been met.	INCOMPLETE

Initial Eligibility: Not Determined

8. To complete the Eligibility Requirements section:

# Kinship Guardianship Assistance Program (KGAP) in Ohio SACWIS

- 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.

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? No

Person Search ~ OR ~ [Text Input] 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**.

Apply Save Cancel

- 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**.

# Kinship Guardianship Assistance Program (KGAP) in Ohio SACWIS

**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.
  - 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.

Status:  Supervisor:

Explanation:

Status History:

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

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.

# Kinship Guardianship Assistance Program (KGAP) in Ohio SACWIS

1. Click on the **edit** hyperlink to go back into the KGAP record.

The screenshot shows the following interface elements:

- Navigation tabs: Home, Case, Provider, **Financial**, Administration.
- Sub-navigation: Workload, Action Items, Services, **Eligibility**, Payment, Benefits.
- Left sidebar menu: CRIS-E/OIES Inquiry, Eligibility/Reimbursement, Prevention Services, Adoption Subsidy, Nonrecurring, PASSS, **KGAP**, KPIP, Medicaid Eligibility, CRIS-E/OIES Inquiry History, Medicaid Mailing Info, Medicaid Card History, Child Support Referral, Child Support Information.
- Person Selection section:
  - Person Search: ~ OR ~
  - Person ID:  Go
  - Name / ID: [Test, Child / 123456](#) | Age, DOB: Age 4, 07/13/2020 | Case ID:
  - Assigned Workers:
- Kinship Guardianship Assistance Program (KGAP) and Review History table:
 

Agency Name	Provider Name / ID	Application Received Date	Status	Original Subsidy Amount
Federal KGAP ⓘ - TBD				
<a href="#">edit</a> Test County Children Services	Test, Provider / 11111	04/01/2025	Route to PCSA Supervisor	

The Kinship Guardianship Assistance Program screen displays defaulting to the Eligibility Criteria tab.

2. Click on the **Documents** tab to upload and/or View documents.

## Kinship Guardianship Assistance Program - Eligibility Criteria

The 'Eligibility Criteria' tab displays the following information:

- NAME / ID: **Test, Child / 123456** | AGE, DOB: **4, 07/13/2020**
- KGAP SUBSIDY ID: **16** | KGAP TYPE: **Federal KGAP** | STATUS: **Pending** | ELIGIBLE: **Not Determined**
- PROVIDER NAME / ID: **Test, Provider / 11111**
- Navigation tabs: Eligibility Criteria, **Documents**, Activity Log.
- Provider Information section:
  - Provider Name / ID: **Test, Provider / 11111** | Payee Name / ID: **Test, Payee / 121212** | Payee Address: **123 Testing Rd, Test OH 12345** | Payment Method: **Electronic Fund Transfer**

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

# Kinship Guardianship Assistance Program (KGAP) in Ohio SACWIS

Eligibility Criteria Documents Activity Log

Attached Documents

No Documents Attached.

Upload Document

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

Maintain Document Information

Document Category: KGAP

Document Type: \*

Document Name: \*

Date on Document: \*

File to Attach: \*

Choose File

Browse

Comments: [\(expand full screen\)](#)

✓ ABC

500

Save Cancel

The attached Documents display. The user has the option to Edit the document by clicking the Edit link, View by clicking the document name and delete by clicking the trash icon. Shown in red below:

# Kinship Guardianship Assistance Program (KGAP) in Ohio SACWIS

Your data has been saved.

Eligibility Criteria **Documents** Activity Log

**Attached Documents**

<a href="#">edit</a>	Document Date: 06/10/2025	Document Type: Agreement Document Size: MB	Document Name: Test Doc	<a href="#">Test_Doc.docx</a>	
<hr/>					
<a href="#">edit</a>	Document Date: 06/10/2025	Document Type: Agreement Document Size: MB	Document Name: Test Doc	<a href="#">Test_Doc.docx</a>	

[Upload Document](#)

6. Click the **Activity Logs** tab.

Eligibility Criteria **Documents** **Activity Log**

**Attached Documents**

<a href="#">edit</a>	Document Date: 06/10/2025	Document Type: Agreement Document Size: MB	Document Name: Test Doc	<a href="#">Test_Doc.docx</a>	
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## Activity Logs

Activity Logs can be added to the KGAP record at any time by both the PCSA and the State.

2. Click on the **Activity Log tab** to review all linked Activity Logs, link an activity log, or record an activity log.

### To Link an existing Activity Log:

2. Click the **Link Activity Log** button.

Eligibility Criteria Documents **Activity Log**

No Activity Logs exist for this KGAP subsidy.

[Link Activity Log](#)

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.

2. Select all appropriate **activity logs**.
3. Click **Save**.

# Kinship Guardianship Assistance Program (KGAP) in Ohio SACWIS

Filter Clear Form

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 checked="" type="checkbox"/>	<a href="#">view</a>	06/11/2025 Completed	Announced Home Visit	KGAP	KGAP	Test, Stephanie	Test, Stephanie

Associated Participants:

Add Activity Log

Save Cancel

The user will be returned to the Activity Log tab within the KGAP record.

Your data has been saved. x

Eligibility Criteria Documents Activity Log

	Activity Log Type	Date	Status	Agency	Worker	
<a href="#">view</a> <a href="#">unlink</a>	Announced Home Visit	06/11/2025	Completed	Test County Children Services	Test, Stephanie	 

Link Activity Log Generate Report

## Unlink a linked Activity Log:

4. Click the **Unlink** hyperlink next to the selected Activity Log.

Eligibility Criteria Documents Activity Log

	Activity Log Type	Date	Status	Agency	Worker	
<a href="#">view</a> <a href="#">unlink</a>	Announced Home Visit	06/11/2025	Completed	Test County Children Services	Test, Stephanie	 

Link Activity Log Generate Report

5. Select **OK** for the pop-up question, "Are you sure you want to unlink activity log from KGAP Subsidy?"

sacwis-uat.jfs.ohio.gov says

Are you sure you want to unlink activity log from KGAP subsidy?

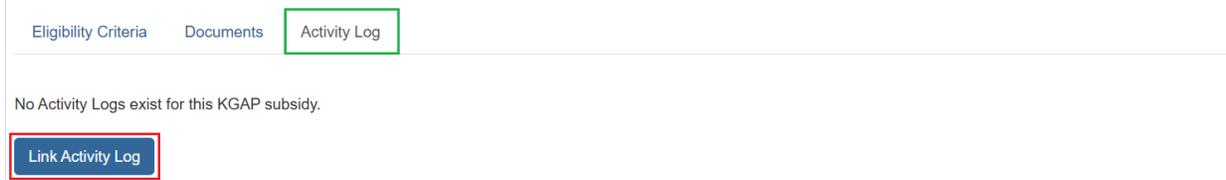
OK Cancel

# Kinship Guardianship Assistance Program (KGAP) in Ohio SACWIS

The user will remain on the Activity Log tab within the KGAP record.

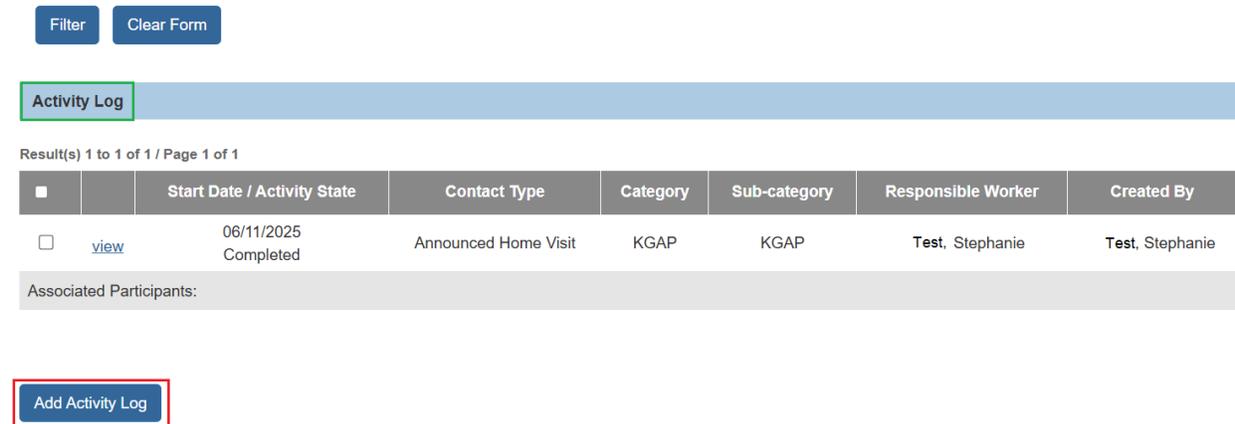
## Create an Activity Log:

6. Click the **Link Activity Log** button.



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.

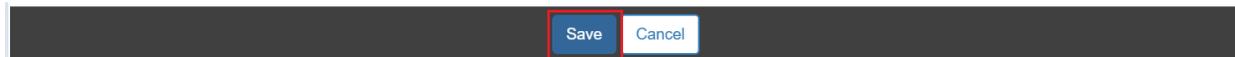
7. Click Add Activity Log.



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 \(jfskb.com\)](https://www.jfskb.com/SACWIS-Knowledge-Base-Recording-an-Activity-Log-on-a-Provider-Record)

Upon save of the newly created Activity Log, the user will be returned to the Link Narrative/Activity Information screen.

8. Click **Save**.



The user will be returned to the Activity Log tab within the KGAP record.

# Kinship Guardianship Assistance Program (KGAP) in Ohio SACWIS

## Activity Log Reports:

Generate an Activity Log specific Report

9. Click the **Report Icon** next to the specific Activity Log to populate the report for only that Activity Log

OR

Generate an overall Activity Log History Report

10. Click the **Generate Report** button to populate a report for all Activity Logs for the KGAP Record

Eligibility Criteria Documents Activity Log

	Activity Log Type	Date	Status	Agency	Worker	
<a href="#">view</a> <a href="#">unlink</a>	Announced Home Visit	06/11/2025	Completed	Test County Children Services	Test, Stephanie	 

[Link Activity Log](#) [Generate Report](#)

## Preview the Narrative of an Activity Log

11. Hover over the eye icon to preview the **Narrative** of an Activity Log.

Eligibility Criteria Documents Activity Log

	Activity Log Type	Date	Status	Agency	Worker	
<a href="#">view</a> <a href="#">unlink</a>	Announced Home Visit	06/11/2025	Completed	Test County Children Services	Test, Stephanie	 

[Link Activity Log](#) [Generate Report](#)

## 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 enter the **Legal Custody / Guardianship Ruling Date** on the **Eligibility Criteria** section.
  - b. Select the Status of **Return to PCSA Supervisor**.
  - c. If an agreement is not reached the state user can select the status of **Withdrawn** or **Denied**.
2. Click the **Save** button.

# Kinship Guardianship Assistance Program (KGAP) in Ohio SACWIS

Eligibility Criteria

Documents

Determination and Approval

Activity Log

## Provider Information

Provider Name / ID:  
Test, Provider /  
111111

Payee Name / ID:  
Test, Payee /  
121212

[edit Payee](#)

Payee Address:  
123 Test Rd  
Test, OH 12345

Payment Method:  
Electronic Fund Transfer

Placement Date:  
09/11/2024 - 04/25/2025

Select Different Provider

## Eligibility Criteria

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

No

Application Received Date: \*

04/01/2025



## Eligibility Requirements

View / Update [Eligibility Requirements](#).

1. Licensed foster home requirement met.	YES
2. Successor Guardian(s) requirement met.	YES
3. Child is a US Citizen or Qualified Alien.	YES
4. Child meets Initial Removal Requirement.	YES
5. Child's Family Case Plan (FCP) meets the KGAP requirements.	YES

The kinship relationship requirement has been met. See Rule 5101:2 46-02.

The earliest Legal Custody / Guardianship can be obtained is 02/02/2025 if the Agreement has been signed prior to this date. See rule 5101:2 46-02 .

Child's age at 02/02/2025 ⓘ : 4 years

Determine Eligibility

Initial Eligibility: YES

Legal Custody/Guardianship Ruling Date:



Status:

Explanation:

✓ ABC

4000

# Kinship Guardianship Assistance Program (KGAP) in Ohio SACWIS

## Following State Review

Once the PCSA worker has received the application, 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

**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 form with two dropdown menus at the top. The first dropdown is labeled 'Status' and is set to 'Route to PCSA Supervisor'. The second dropdown is labeled 'Supervisor' and 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 'ABC' and a grey button with '3975'.

## State Approval

From the **Determination and Approval** tab within the KGAP Record:

1. Note the Medicaid Detailed section.

**Note:** If no Medicaid record displays, the system will send a new Medicaid application to OB to start the KGAP upon initial save when the KGAP Eligibility Agreement Date is Recorded. A new record will be sent to OB to create the KGAP Span regardless of if this Medicaid section displays. This is Not displayed for State KGAP records.

The screenshot shows a navigation bar with four tabs: 'Eligibility Criteria', 'Documents', 'Determination and Approval' (highlighted with a red box), and 'Activity Log'. Below the tabs is a section titled 'Determination and Approval' with a blue header. It contains the following information: 'Placement Date: 09/11/2024 - 04/25/2025', 'Application Received Date: 04/01/2025', and 'Initial Eligibility Criteria Met: NO'. Below this is a section titled 'Medicaid Details' with a blue header and a green border. It contains the text: 'To update the Managed Care Plan, go to the Medicaid Eligibility screen.' and 'Upon initial save when the KGAP Eligibility Agreement Date is Recorded, system will send a new Medicaid application to Ohio Benefits to start the KGAP span.' Below the 'Medicaid Details' section is a section titled 'Subsidy Details' with a blue header.

# Kinship Guardianship Assistance Program (KGAP) in Ohio SACWIS

2. Complete the **Subsidy Details** section.

**Subsidy Details**

Agreement Effective Date:   Subsidy Effective Dates: TBD

Per Diem Amount:   [View child's Service Authorization History](#)

**Calculate Subsidy**

Foster Care Maintenance Amount:

Subsidy Agreement Amount:

Legal Custody/Guardianship Date: 06/11/2025

3. Make a selection of **Received** or **Not Received** for each Required Document listed.
4. Selected **Yes** or **Not** for, Provider(s) has a kin relationship with the child, or the court has made a finding that the child's foster family has a kin relationship with the child.
5. Click the **Determine Eligibility** button.

**Required Documents**

Kinship Guardianship Assistance Program (KGAP) Application for Initial Eligibility:

Kinship Guardianship Assistance Program (KGAP) Agreement:

Legal Custody/Guardianship Judgement Entry:

**Kinship Requirement**

Provider(s) has a kin relationship with the child, or the court has made a finding that the child's foster family has a kin relationship with the child.

**Determine Eligibility** Eligible: Not Determined

6. If Approving the KGAP Application, select **Payment Authorized** for the Status.
7. Provide **Explanation**, if necessary.
8. Click **Save**.

# Kinship Guardianship Assistance Program (KGAP) in Ohio SACWIS

The screenshot shows a web interface for the Kinship Guardianship Assistance Program (KGAP) in Ohio SACWIS. The main form area is outlined in red and contains a 'Status' dropdown menu and an 'Explanation' text area. To the right of the form are two buttons: a blue 'ABC' button and a grey '2000' button. Below the form is a 'Status History' table with columns for 'Status' and 'Date'. The table contains one entry: 'Route to PCSA Supervisor' with a date of '06/10/2025'. Below the table is an 'Explanation' field with the text 'testing'. At the bottom of the form are two buttons: a blue 'Save' button and a white 'Cancel' button. The 'Save' button is highlighted with a red box.

Status	Date
Route to PCSA Supervisor	06/10/2025

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 have additional questions pertaining to this Deployment Communication, please contact the [Customer Care Center](#).