

Completing a Kinship Child Care Program (KCCP) Pre-Screening Tool



KNOWLEDGE BASE ARTICLE

Completing a Kinship Child Care Program (KCCP) Pre-Screening Tool

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Completing a Kinship Child Care Program (KCCP) Pre-Screening Tool

Overview

This article demonstrates how to complete a Kinship Child Care Program (KCCP) Pre-Screening Tool. This tool serves to navigate a kinship provider to applying for the most appropriate subsidized child care available to them, based on family size and income. Users will be able to complete and generate the JFS 01499 “Pre-Screening Tool for Kinship Child Care” form. Additionally, users are then able to track the outcomes of whether the applicant ultimately obtained child care and if this impacted their decision to care for kin.

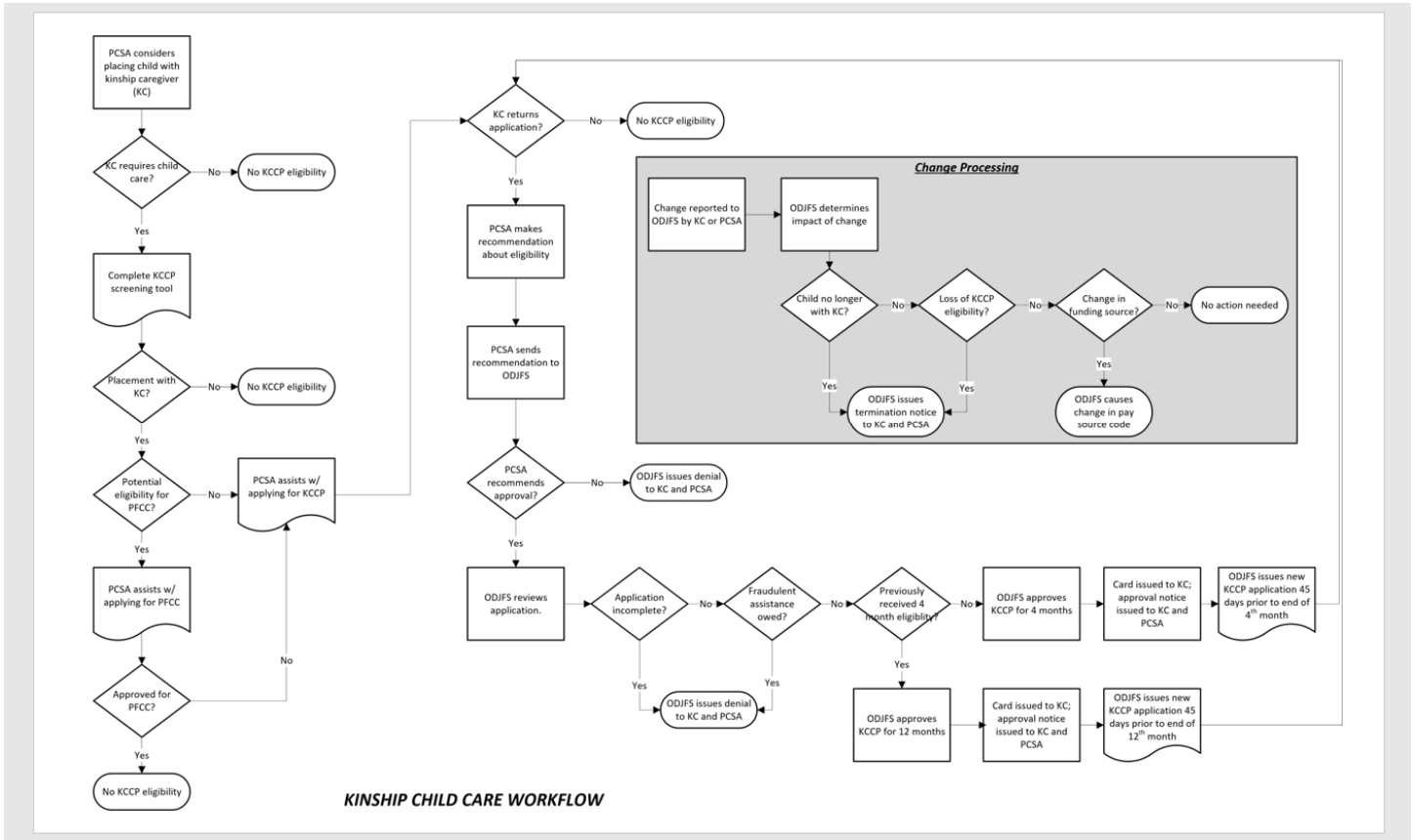
The KCCP Pre-Screening Tool is located within the Provider Module under a separate sub-tab. There, a tool may be completed using an existing provider ID or within a newly created Inquiry. The KCCP Pre-Screening Tool is also available through a left-hand navigation link on an individual Kinship Provider record.

A separate utility has been created which documents Federal Poverty Limits per family size which can be referenced when completing a KCCP Pre-Screening Tool. Users may also print an Administrative Report titled “Pre-Screening Tool for KCCP Statistical Report” which documents all KCCP tools completed for a specified agency and tallies the recommendations/outcomes.

For a user to have the ability to add a KCCP Pre-Screening Tool to the Provider sub-tab or Provider record, the user must have access to the Provider module and security permission of All Workers, All Users and/or Provider Worker. To complete a tool within an Inquiry, a user must have the user group of Inquiry Worker. The Provider may be in any status and agency’s Provider Type must be Kinship Care – Relative, Kinship Care - Non-Relative, Kinship Care – Relative (ICPC) or Kinship Care – Non-Relative (ICPC).

Note: Additional information on this topic can be found in the Ohio Administrative Code’s Chapter 5101:2-40-06 - Kinship Child Care Program.

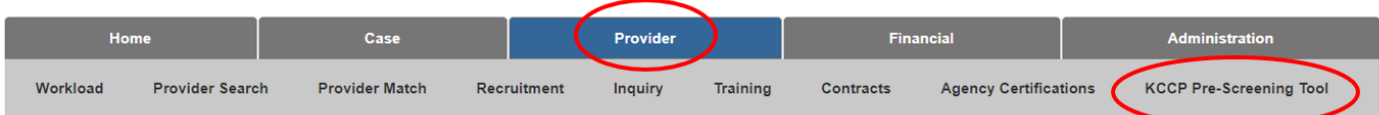
Completing a Kinship Child Care Program (KCCP) Pre-Screening Tool



Adding a KCCP Pre-Screening Tool Within the Provider Module

From the SACWIS Home Page:

1. Click the **Provider** tab
2. Click, **KCCP Pre-Screening Tool**.



The **KCCP Pre-Screening Tools List** grid appears, displaying a list of all KCCP Tools completed by the logged-in user.

Note: A KCCP Pre-Screening Tool may only be added to a Provider Record that has one of the following current or closed Provider types:

- Kinship Care - Relative
- Kinship Care - Non-Relative
- Kinship Care – Relative (ICPC)
- Kinship Care – Non-Relative (ICPC)

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If a user selects a Provider search result that does not have one of the above-listed types, the following error message will be returned: *Invalid provider. Please select another kinship care provider or kinship care inquiry.*

When **Add Pre-Screening Tool for Provider** is selected, you will be routed to the **Search for Provider Profile** screen; there, you can enter the Provider ID (if known) or, search for the Provider by name. You may view or edit the existing KCCP Pre-Screening Tools, or add a new tool for a caregiver who has an existing Provider ID in SACWIS or through a new Inquiry, if no Provider ID yet exists.

3. Click, **Add Pre-Screening Tool for Provider.**

The screenshot displays the 'KCCP Pre-Screening Tool' interface. At the top, there are navigation tabs: Home, Case, Provider (selected), Financial, and Administration. Below these are sub-tabs: Workload, Provider Search, Provider Match, Recruitment, Inquiry, Training, Contracts, Agency Certifications, and KCCP Pre-Screening Tool. The main area is titled 'Filter Criteria' and contains several input fields for filtering search results, including Agency Type (Public), Agency (Ohio Child Welfare Agency), Status, Responsible Worker (Provider/Worker, Ponolope), and various date ranges (From/To Recommendation Date, From/To Closed Date, From/To Decision Date). A 'Sort Results By' dropdown is set to 'Recommendation Date (Descending)'. Below the filters are 'Filter' and 'Clear Form' buttons. The main content area is titled 'KCCP Pre-Screening Tools List' and shows a table with 7 columns: Recommendation / Recommendation Date, Child Care Decision / Decision Date, Closed Date, Provider/Inquiry ID and Name, Status, Agency, and an empty column. Two rows of data are visible. The first row has a status of 'In Progress' and an agency of 'Ohio Child Welfare Agency'. The second row has a status of 'Closed' and a closed date of '05/29/2018'. Below the table are two buttons: 'Add Pre-Screening Tool for Provider' (highlighted with a red box) and 'Add Pre-Screening Tool for Inquiry'.

	Recommendation / Recommendation Date	Child Care Decision / Decision Date	Closed Date	Provider/Inquiry ID and Name	Status	Agency	
edit refresh	Family is not eligible for PFCC, complete Kinship Child Care Application / /	/		Provider [redacted] FosterParent, Philomena & FosterParent, Phinneas	In Progress	Ohio Child Welfare Agency	delete
view refresh	Family may meet PFCC eligibility / 05/01/2018	/	05/29/2018	Inquiry 40350000	Closed	Ohio Child Welfare Agency	

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

Note: For Information regarding a Provider search, please see the following article: [Using Search Functionality](#).

Completing a Kinship Child Care Program (KCCP) Pre-Screening Tool

Search For Provider Profile

Provider ID:

OR

Provider Name:

Member Last Name:

Member First Name:

Member Middle Name:

Name Match Precision
Returns results exactly matching entered terms

Exact Match

Fewer Results More Results

Search

Clear Form

Return

- Once your search results have been returned, click, **select** (Search Results grid) beside the name of the appropriate individual(s).

Search Results

Result(s) 1 to 2 of 2 / Page 1 of 1

	Provider Name / ID	Provider Status	Provider Category	Address
select	FosterParent, Philomena & FosterParent, Phinneas 	ACTIVE	HOME	123 Main Street, Anywhere, OH 43012
	View Provider Type Information			

The **KCCP Pre-Screening Tool Details** screen appears, pre-populated with the logged-in user's **Agency, Provider Name/ID, and Responsible Worker**.

In the **Pre-Screening Information** grid:

- Using a whole number, enter **Number of individuals in the household**. Include the kinship caregiver, the spouse of the kinship caregiver, and all children for whom the kinship caregiver and their spouse are responsible, including the kinship child(ren) placed (or to be placed) in the home. If there is a paramour of the kinship caregiver residing in the home, who shares a biological/adoptive minor child with the kinship caregiver, do not include this individual in the number entered.
- Select, **Yes** or **No**, from the drop-down menu beside: **There is a paramour of the kinship caregiver who shares a biological/adoptive minor child with the kinship caregiver in the home**.
- Enter **Household gross monthly income**. Include income of all individuals included in the **Number of individuals in the household**. Income that is included and excluded is identified in Ohio Administrative Code rule 5101:2-16-34 (see Addendum).
- If the answer to, "**There is a paramour of the kinship caregiver who shares a biological/adoptive minor child with the kinship caregiver in the home**" is **Yes**, enter the income of this individual.

Completing a Kinship Child Care Program (KCCP) Pre-Screening Tool

5. Answer question “**Household have employment, a work requirement, or an educational activity:**” in the drop-down box with a value Yes or No. To determine the answer to this question, you must ask the caregiver(s) if they are engaged in paid employment, education or training activities, or participating in a work activity that is required as part of the Ohio Works First program.
6. Click, **Calculate Recommendation.**

Note: The system will calculate eligibility for the Kinship Child Care Program at 200% of the Federal Poverty Level, excluding the paramour in the household count and their income. However, when calculating eligibility for Publicly Funded Child Care, the system will include that individual in the household count, along with their income, and validate that against 130% of the Federal Poverty Level.

The screenshot shows the 'KCCP Pre-Screening Tool Details' screen. The 'Pre-Screening Information' section is highlighted with a red border and contains the following fields:

- Number of individuals in the household: *
- There is a paramour of the kinship caregiver who shares a biological/adoptive minor child with the kinship caregiver in the home:
- Household gross monthly income:
- Paramour's gross monthly income:
- Household have employment, a work requirement, or an educational activity:

The 'Calculate Recommendation' button is circled in red.

The **KCCP Pre-Screening Tool Details** screen appears, displaying information in the **Recommendation** grid. In the example below, the Recommendation is: **Family may meet PFCC eligibility.**

The screenshot shows the 'KCCP Pre-Screening Tool Details' screen. The 'Recommendation' section is highlighted with a green border and contains the following information:

Maximum Gross Income Limits for Initial Eligibility: 200% - \$4,110.00, 130% - \$2,675.00

Household is under 200%:	Yes	Household is under 130%:	Yes
Recommendation:	Family may meet PFCC eligibility	Recommendation Date:	<input type="text"/>

The 'Modify Pre-Screening Data' button is visible at the bottom.

Completing a Kinship Child Care Program (KCCP) Pre-Screening Tool

If the kinship caregiver does not have an existing Provider record in SACWIS, click, **Add Pre-Screening Tool for Inquiry** on the **KCCP Pre-Screening Tools List**. This button takes the user to the **Inquiry Search** page, where the kinship caregiver's name can be entered to determine if there is a pre-existing kinship inquiry to which the KCCP Pre-Screening tool can be entered, or if a new inquiry needs to be created.

Note: If the chosen inquiry is already linked to a provider record, the system will not allow that inquiry to be used for completion of the KCCP Pre-Screening Tool, it should be completed on the Provider record as detailed above, or as described in the section below, titled: **Navigating to a KCCP Pre-Screening Tool Within a Provider Record**.

KCCP Pre-Screening Tools List

Result(s) 1 to 7 of 7 / Page 1 of 1

	Recommendation / Recommendation Date	Child Care Decision / Decision Date	Closed Date	Provider/Inquiry ID and Name	Status	Agency
view report	Family is not eligible for PFCC, complete Kinship Child Care Application /	/	06/08/2018	Phinneas FosterParent, Philomena & FosterParent,	Closed	Services Children
view report	Family may meet PFCC eligibility / 05/01/2018	/	05/29/2018	Inquiry	Closed	Services Children
edit report	Family may meet PFCC eligibility / 06/11/2018	/		Phinneas FosterParent, Philomena & FosterParent,	Recommended	Services Children
edit report	Family is not eligible for PFCC, complete Kinship Child Care Application / 06/13/2018	/		Inquiry	Recommended	Services Children
edit report	Family is not eligible for PFCC, complete Kinship Child Care Application / 05/01/2018	/		Provider	Recommended	Services Children
view report	Family is not eligible for Kinship Child Care or Publicly Funded Child Care (PFCC) / 05/01/2018	/		Provider	Completed - not recommended	Services Children
edit report	Family is not eligible for PFCC, complete Kinship Child Care Application / 06/12/2018	/		Inquiry	Recommended	Services Children

[Add Pre-Screening Tool for Provider](#)
[Add Pre-Screening Tool for Inquiry](#)

The **Inquiry Search Criteria** screen appears.

1. Enter search parameters.
2. Click, **Search**.

Completing a Kinship Child Care Program (KCCP) Pre-Screening Tool

Inquiry Search Criteria

Agency:

Search Person As: Inquirer Child Of Interest All

Prefix: Last Name:

First Name: Suffix:

Middle Name:

Person ID:

Sounds Like
[HINT: Applies to first, middle and/or last name only.
Wildcard (%) search and 'Sounds Like' function cannot be used together.]

Advanced Search Criteria

Reason for Inquiry:

Provider Type: Inquiry ID:

From Inquiry Date: To Inquiry Date:

Status:

Sort Results By:

- If the **Inquiry Search Results** grid displays the message, **No Results Returned**, click **Add Inquiry** and proceed through creating the Inquiry. Please refer to Knowledge Base Article [Creating an In-State Kinship Relative/Non-Relative Provider](#) for details.

Inquiry Search Results

Inquiry ID	Inquirer 1	Inquiry Date	Provider Type	Address	Status	Provider ID	Provider Name	Agency
No Results Returned.								

- Once you have navigated to the **Activity/Status** tab within the Inquiry, the **Linked KCCP Pre-Screening Tools List** grid appears, and from here, a new KCCP Pre-Screening Tool can be completed by clicking the button **Add Pre-Screening Tool**.

Completing a Kinship Child Care Program (KCCP) Pre-Screening Tool

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

Inquiry Activity Log Filter Criteria
Created In Error: Exclude Include

Inquiry Activity Log

Activity Type	Date of Activity	Comments	Created in Error
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Add Activity

Linked KCCP Pre-Screening Tools List

Recommendation / Recommendation Date	Child Care Decision / Decision Date	Closed Date	Status
--------------------------------------	-------------------------------------	-------------	--------

Add Pre-Screening Tool

Status

Status: * Pending Status Date: Closed Reason:

Comments:

Spell Check Clear 4000

Apply **Save** Cancel

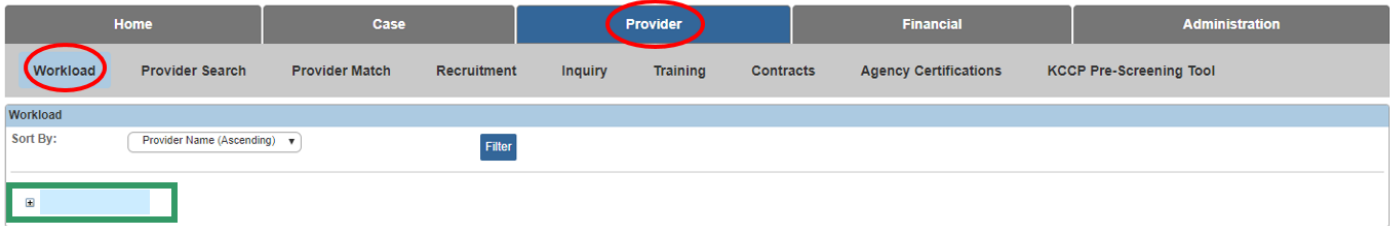
Navigating to a KCCP Pre-Screening Tool Within a Provider Record

From the SACWIS Home Page:

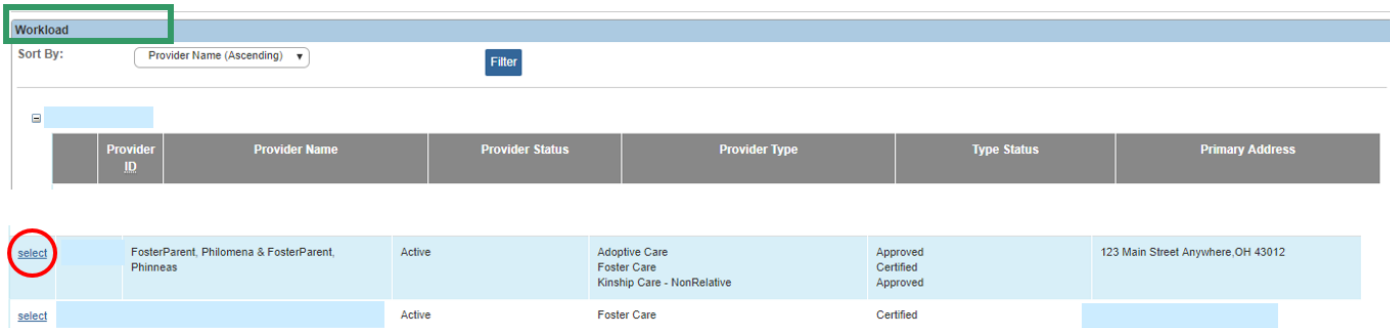
1. Click the **Provider** tab
2. Click **Workload**
3. Click the appropriate caseworker's name (or the **plus sign** beside the name).

Completing a Kinship Child Care Program (KCCP) Pre-Screening Tool

The **Workload** screen appears, displaying a list of **Provider Workers**.

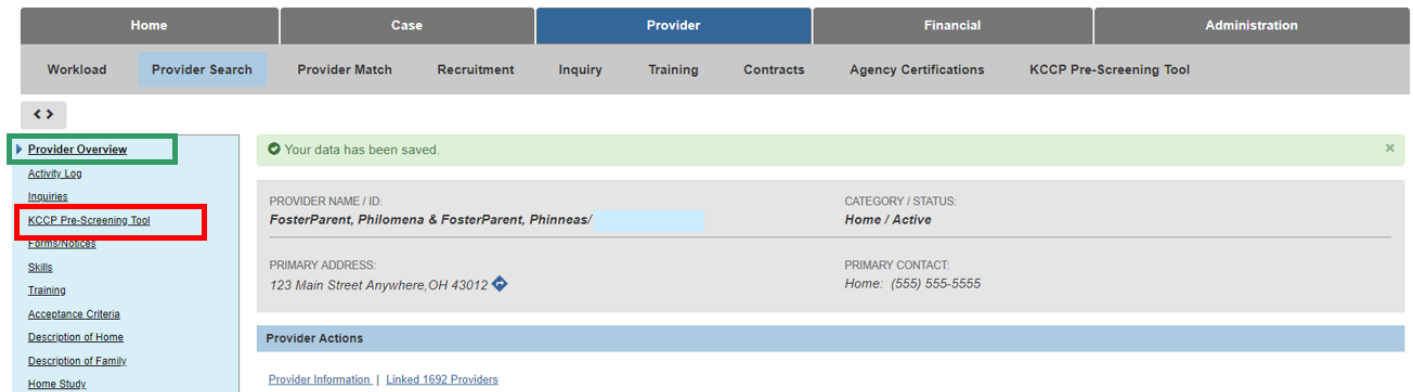


4. Click, **select** in the appropriate row.



The **Provider Overview** screen appears.

5. Click **KCCP Pre-Screening Tool** hyperlink in the navigation pane.



Completing a Kinship Child Care Program (KCCP) Pre-Screening Tool

The **Linked KCCP Pre-Screening Tools List** screen appears.

6. Click **Add Pre-Screening Tool** button.

PROVIDER NAME / ID: FosterParent, Philomena & FosterParent, Phinneas / [redacted] CATEGORY: Home

Linked KCCP Pre-Screening Tools List

Recommendation / Recommendation Date	Child Care Decision / Decision Date	Closed Date	Status	Agency	From Inquiry ID / Name
Add Pre-Screening Tool					

The **KCCP Pre-Screening Tool Details** screen appears.

Completing a KCCP Pre-Screening Tool

1. From the **Responsible Worker** drop-down menu, select the appropriate individual (SACWIS defaults to the logged-in user).
2. In the **Child(ren) of Interest** grid, click, **Add Child**.

Workload Provider Search Provider Match Recruitment Inquiry Training Contracts Agency Certifications KCCP Pre-Screening Tool

KCCP Pre-Screening Tool Details

Agency: Ohio Child Welfare Agency

Provider Name/ID: FosterParent, Philomena & FosterParent, Phinneas

Responsible Worker: Phinneas, Phinneas

Children of Interest

Name	Person ID	Gender	DOB	Age
Add Child				

The **Search For Person** screen appears.

You can search for an existing person record or, if necessary, use the Create New Person option if there are no search results.

3. After adding all **Children of Interest** for whom the kinship caregiver is applying, click **Return**.

Search For Person

Person ID: [input field] ~ OR ~ SSN: [input field]

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

+ AKA/Nicknames [input field]

Fewer Results More Results

Search Clear Form **Return**

Completing a Kinship Child Care Program (KCCP) Pre-Screening Tool


The **Pre-Screening Information** grid appears.


4. Using a whole number, enter **Number of individuals in the household**. Include the kinship caregiver, the spouse of the kinship caregiver, and all children for whom the kinship caregiver and their spouse are responsible, including the kinship child(ren) placed (or to be placed) in the home. If there is a paramour of the kinship caregiver residing in the home, who shares a biological/adoptive minor child with the kinship caregiver, do not include this individual in the number entered.
5. Select, **Yes** or **No**, from the drop-down menu beside: **There is a paramour of the kinship caregiver who shares a biological/adoptive minor child with the kinship caregiver in the home**.
6. Enter **Household gross monthly income**. Include income of all individuals included in the **Number of individuals in the household**. Income that is included and excluded is identified in Ohio Administrative Code rule 5101:2-16-34 (see Addendum).
7. If the answer to question 5 above, “**There is a paramour of the kinship caregiver who shares a biological/adoptive minor child with the kinship caregiver in the home**” was Yes, enter the income of this individual.
8. Answer question “**Household have employment, a work requirement, or an educational activity:**” in the drop-down box with a value **Yes** or **No**. To determine the answer to this question, you must ask the caregiver(s) if they are engaged in paid employment, education or training activities, or participating in a work activity that is required as part of the Ohio Works First program.
9. Click, **Calculate Recommendation**.


Note: The system will calculate eligibility for the Kinship Child Care Program at 200% of the Federal Poverty Level, excluding the paramour in the household count and their income. However, when calculating eligibility for Publicly Funded Child Care, the system will include that individual in the household count, along with their income, and validate that against 130% of the Federal Poverty Level.

Completing a Kinship Child Care Program (KCCP) Pre-Screening Tool


Pre-Screening Information

Number of individuals in the household: * 

There is a paramour of the kinship caregiver who shares a biological/adoptive minor child with the kinship caregiver in the home: 

Household gross monthly income: 

Paramour's gross monthly income:

Household have employment, a work requirement, or an educational activity: 

Calculate Recommendation

The system will automatically generate a recommendation based on the information provided, which is compared against the **Maximum Gross Income Limits for Initial Eligibility**. Those values will be displayed for the family size entered.

Recommendation

Maximum Gross Income Limits for Initial Eligibility: 200% - \$5,494.00 , 130% - \$4,024.00

Household is under 200%:	Yes	Household is under 130%:	No
Recommendation:	Family is not eligible for PFCC, complete Kinship Child Care Application	Recommendation Date:	<input type="text" value="05/01/2018"/> 

Modify Pre-Screening Data

10. If the information entered is correct, a **Recommendation Date** should be entered. Upon applying or saving, a validation message will appear, **“Calculation and recommendation update will be no longer modifiable. Do you wish to proceed?”**
11. If modifications are needed to the entered data, click the **Modify Pre-Screening Data** button. A validation message will appear, **“Recommendation data will be removed and Pre-Screening data will become editable. Do you wish to continue?”**
12. Based on the system’s calculated recommendation, users will advise the Kinship caregiver:
 - Apply for Publicly Funded Child Care through the local Department of Job and Family Services
 - Apply for Kinship Child Care through the Public Children Services Agency
 - The family is not eligible for any subsidized child care

Completing a Kinship Child Care Program (KCCP) Pre-Screening Tool

The KCCP Pre-Screening Tool may be completed in one of three ways:

1. If the Kinship caregiver is not eligible to apply for either child care program, enter the **Recommendation Date**, and choose a **Recommendation Outcome**. The following validation message will appear upon Apply or Save: **Calculation and recommendation update will be no longer modifiable. Do you wish to proceed?** The tool status will change to **Completed – not recommended** and is no longer editable.

The screenshot shows the 'Recommendation' section of the tool. It includes a header 'Recommendation' and a sub-header 'Maximum Gross Income Limits for Initial Eligibility: 200% - \$4,110.00, 130% - \$3,118.00'. Below this, there are two rows of data: 'Household is under 200%' with a value of 'No', and 'Household is under 130%' with a value of 'N/A'. The 'Recommendation:' field is set to 'Family is not eligible for Kinship Child Care or Publicly Funded Child Care (PFCC)'. The 'Recommendation Date:' field is set to '05/01/2018'. The 'Recommendation Outcome:' section has three radio button options: 'None selected', 'Caregiver proceeding with possible placement or child is already in home' (which is selected), and 'Caregiver withdrawing from consideration due to being ineligible for child care assistance'. A 'Modify Pre-Screening Data' button is located at the bottom left.

2. The Tool may be closed any time following **Calculate Recommendation**, prior to determining if the family is or is not eligible for the recommended child care program, for any of the following reasons:
 - Caregiver withdrew (from kinship placement consideration)
 - Placement Resource no longer needed (kinship child returned home, etc.)
 - No valid Child Care Resource can be located
 - Other (caregiver no longer requires child care services, etc. – to be entered in the **Comments**)

The screenshot shows the 'Closing Information' section of the tool. It includes a header 'Closing Information' and a sub-header 'Closed Reason:'. Below this, there is a dropdown menu with the following options: 'Caregiver withdrew', 'Placement Resource no longer needed', 'No valid Child Care Resource', and 'Other'. The 'Closed Date:' field is empty. The 'Comments:' field is empty. There are 'Spell Check' and 'Clear' buttons, and a character count of '2000'.

3. After a response has been received from the child care program the kinship caregiver applied to, document the **Decision (Child Care Decision grid)** by selecting the appropriate option in the **Decision Outcome** drop-down menu.
4. Enter the **Decision Date**.

The screenshot shows the 'Child Care Decision' section of the tool. It includes a header 'Child Care Decision' and a sub-header 'Decision:'. Below this, there is a dropdown menu with the following options: 'Not eligible for KCCP or PFCC', 'Meets PFCC eligibility', 'Meets KCCP eligibility', and 'Denied, no valid Child Care Resource'. The 'Decision Outcome:' field is empty. The 'Decision Date:' field is empty. There are three radio button options: 'None selected', 'Caregiver proceeding with possible placement or child is already in home' (which is selected), and 'Caregiver withdrawing from consideration due to being ineligible for child care assistance'.

Completing a Kinship Child Care Program (KCCP) Pre-Screening Tool

Selecting a Report

There are two different reports that can be generated for KCCP Pre-Screening Tools:

The first is the **JFS 01499 Pre-Screening Tool for Kinship Child Care**, which is generated using the data entered for a specific family.

1. On the **Linked KCCP Pre-Screening Tools List**, click the **report** hyperlink beside the tool you wish to print.

Linked KCCP Pre-Screening Tools List						
	Recommendation / Recommendation Date	Child Care Decision / Decision Date	Closed Date	Status	Agency	From Inquiry ID / Name
view report	Family is not eligible for PFCC, complete Kinship Child Care Application / 06/19/2018	Meets KCCP eligibility / 06/29/2018		Completed		

[Add Pre-Screening Tool](#)

The resulting report appears:

Ohio Department of Job and Family Services
PRE-SCREENING TOOL FOR KINSHIP CHILD CARE

The following checklist should be utilized to assist with the identification of Kinship Child Care eligibility.

<p>1. Kinship Caregiver Name</p> <div style="background-color: #4a7ebb; height: 15px; width: 100%;"></div>				
<p>2. How many individuals are in the household, including the kinship child(ren)?</p> <p style="text-align: center;">5</p>				
<p>3. What is the household's gross monthly income pursuant to rule 5101-2-16-34 of the Administrative Code?</p> <p style="text-align: center;">\$3,150.00</p>				
<p>4. Is the household under 200%? <i>Yes/Proceed to question 5</i></p> <table border="1" style="margin: 10px auto; border-collapse: collapse;"> <thead> <tr> <th style="padding: 2px;">Family Size</th> <th style="padding: 2px;">Maximum Gross Income Limit for Initial Eligibility (200%)</th> </tr> </thead> <tbody> <tr> <td style="text-align: center; padding: 2px;">5</td> <td style="text-align: center; padding: 2px;">\$4,797.00</td> </tr> </tbody> </table>	Family Size	Maximum Gross Income Limit for Initial Eligibility (200%)	5	\$4,797.00
Family Size	Maximum Gross Income Limit for Initial Eligibility (200%)			
5	\$4,797.00			
<p>5. Is the household under 130%? <i>No/Family is not eligible for PFCC, complete Kinship Child Care Application</i></p> <table border="1" style="margin: 10px auto; border-collapse: collapse;"> <thead> <tr> <th style="padding: 2px;">Family Size</th> <th style="padding: 2px;">Maximum Gross Income Limit for Initial Eligibility (130%)</th> </tr> </thead> <tbody> <tr> <td style="text-align: center; padding: 2px;">5</td> <td style="text-align: center; padding: 2px;">\$3,118.00</td> </tr> </tbody> </table>	Family Size	Maximum Gross Income Limit for Initial Eligibility (130%)	5	\$3,118.00
Family Size	Maximum Gross Income Limit for Initial Eligibility (130%)			
5	\$3,118.00			
<p>6. Does the household have employment, a work requirement, or an educational activity?</p>				

Completing a Kinship Child Care Program (KCCP) Pre-Screening Tool

The second report available is the **Pre-Screening Tool for KCCP Statistical Report**. This can be found under the **Administration** tab>**Reports** sub-tab, filter by 'Provider' and navigate to the **Pre-Screening Tool for KCCP Statistical Report**. This report generates either an Excel or PDF document which contains all the KCCP Pre-Screening Tools completed by the user's agency, and can be modified to show the data in the following ways:

1. On the SACWIS Home Page, click the **Administration** tab.
2. Select, **Provider**, from the **Report Category** drop-down menu.
3. Click, **Filter**.

The **Reports** grid will display a list of reports based on the **Provider** filter.

4. Select, **Pre-Screening Tool for KCCP Statistical Report** from the list of Reports.

The screenshot shows the SACWIS interface. At the top, there are navigation tabs: Home, Case, Provider, Financial, and Administration. Under the Administration tab, there are sub-tabs: Staff, Maintenance, Reports, Training, and Utilities. The Reports sub-tab is active. Below the sub-tabs, there is a 'Report Filter Criteria' section with a 'Report Category' dropdown menu set to 'Provider' and a 'Report Type' dropdown menu. A 'Filter' button is located below the filter criteria. Below the filter section is a 'Reports' grid. The grid has a header with columns: Title, Category, and Type. The grid contains 11 rows of reports. The last row, 'Pre-Screening Tool for KCCP Statistical Report', is highlighted with a red box. The grid also shows 'Result(s) 1 to 10 of 10 / Page 1 of 1'.

Title	Category	Type
AAICPC Interstate Data Form Quarterly Report	Provider	Agency
Certification Activity Report/Provider Summary Requirements	Provider	Unit
Children Receiving Child Welfare Services Provided By Public Agencies - JFS 04282	Provider	Agency
Foster Care Exit Interview Compliance Report	Provider	Agency
Foster Parent Training Report	Provider	Worker
Inquiry Activity and Outcome Summary Report	Provider	Agency
MEPA Provider Report	Provider	Agency
Maintain Licensing Activities	Provider	Unit
Placement & Custody Entry Timeliness	Provider	Unit
Placement Not Accepted Report	Provider	Agency
Pre-Screening Tool for KCCP Statistical Report	Provider	Agency

The **Report Details** screen appears.

5. Select the report format (**Select Report Output Format** grid).
6. Click, **Generate Report**.

The screenshot shows the 'Report Details' screen. At the top, there is a 'Report Category' dropdown menu set to 'PROVIDER' and a 'Report Title' field containing 'Pre-Screening Tool for KCCP Statistical Report'. Below this is a 'Report Type' dropdown menu set to 'AGENCY'. Below the report details is a 'Report History' grid with columns: ID, Date Created, Employee ID, and Name. Below the report history is a 'Document History' section with a 'Select Report Output Format' grid. The grid has two radio buttons: 'PDF' and 'Excel'. The 'Excel' radio button is selected. Below the format selection is a 'Generate Report' button. At the bottom left of the screen is a 'Cancel' button.

Completing a Kinship Child Care Program (KCCP) Pre-Screening Tool

The **Pre-Screening Tool for KCCP Statistical Report** screen appears.

7. Enter the **Begin Date**.
8. Enter the **End Date**.
9. Make a selection from the **Report Type** grid.
10. Click, **Generate Report**.

Note: Totals Only: Shows the total number of tools completed by the user's agency
Data Only: Shows a break-down of the tools and into which category they fell
Data and Totals: Shows a combination of the data sets above (shown below)

11. Once the report has been created, if the report does not appear, click the link provided to download the report.
12. Click the downloaded report at the bottom of the screen.

The downloaded report will appear at the bottom of the screen.

Note: If you click, **Save**, the report will be saved in the **Document History** grid on the **Report Details** screen. If you open the report and click save, it will be saved to the Downloads file on your computer, but not on the Document History grid.

13. Click the **temp** file.

Completing a Kinship Child Care Program (KCCP) Pre-Screening Tool

Ohio SACWIS Development / 3.17.0-SNAPSHOT / Last Login: 06/13/2018 01:30:35 PM

If New Window Does not Open in a few seconds - Click here to open report

Report Rpt454 has successfully run and the results displayed in a separate EXCEL window.
If you would like this report saved in the Report History, click the Save Button

Save Cancel Review Parameters

temp (2).xlsx Show all X

The **PRE-SCREENING TOOL FOR KCCP STATISTICAL REPORT** appears.

	A	B	C	D	E	F	G	H	I
1	Ohio Department of Job and Family Services								
2	PRE-SCREENING TOOL FOR KCCP STATISTICAL REPORT								
3									
4	KCCP Pre-Screening Tool Data								
5	Report Run Date: 06/18/2018								
6	Begin Date: 06/01/2018 End Date: 06/15/2018								
7	Agency Name: Ohio Child Welfare Agency								
8									
9	Total Number of Tools completed:								
10	Agency Name		Tools Completed						
11	Ohio Child Welfare Agency		0						
12	Total Tools Completed		0						
13									
14	Ohio Child Welfare Agency								
15	Title		Number	%					
16	Recommended for PFCC		0	0.00%					
17	Recommended for KCCP		0	0.00%					
18	Not Recommended		1	100.00%					
19	Approved for PFCC		0	0.00%					
20	Approved for KCCP		0	0.00%					
21	Not found eligible		0	0.00%					
22	Between 201% and 300% of the federal poverty level		0	0.00%					

Completing a Kinship Child Care Program (KCCP) Pre-Screening Tool

Viewing KCCP Eligibility Income Limits

To view a complete listing of the values used to calculate a recommendation in a KCCP Pre-Screening tool:

1. Navigate to the **Administration** tab
2. Click the **Maintenance** tab
3. Click the **KCCP Eligibility Income Limits** hyperlink.

Note: Family size and amounts calculated for 130%, 200% and 300% of the current Federal Poverty Level are shown in a grid format. This information will change as Federal Poverty Levels change and will be edited only by State users.



The **KCCP Eligibility Income Limits Lists** appears.

The screenshot shows a table titled 'KCCP Eligibility Income Limits Lists'. The table has the following columns: Family Size, Maximum Gross Income Limit for Initial Eligibility-130%, Maximum Gross Income Limit for Initial Eligibility-200%, Maximum Gross Income Limit for Initial Eligibility-300%, Effective Date, and End Date. The table contains two rows of data.

Family Size	Maximum Gross Income Limit for Initial Eligibility-130%	Maximum Gross Income Limit for Initial Eligibility-200%	Maximum Gross Income Limit for Initial Eligibility-300%	Effective Date	End Date
2	1780	2707	4080	04/20/2018	
2	2213	3404	5100	10/31/2017	11/30/2017

Note: Please see the Ohio Administrative Code **Addendum**, regarding income eligibility requirements, below.

If you need additional assistance, please contact the SACWIS Help Desk.

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ADDENDUM

OAC 5101:2-16-34 Income eligibility requirements for publicly funded child care benefits.

(A) The county agency shall use gross income for the purpose of determining child care income eligibility and family copayment, including gross earned income and gross unearned income.

(B) "Gross earned income" means the total amount of gross earnings received in a month by all of the employed individuals in the family including wages legally obligated to all members of the family but which are diverted to a third party.

(C) Gross earnings include payments received before taxes and other deductions by an individual for services performed as an employee, or by an individual who is self-employed.

(1) Gross earnings received by an employee means wages, salary, back pay, bonuses and awards paid by employer, commissions, severance pay, payments from job corps, work training programs, on-the-job training programs, sick leave paid as wages, annual leave, holiday and vacation pay.

(2) State temporary disability insurance and temporary workers' compensation payments are considered gross earnings when such payments meet all of the following conditions:

(a) The payment is employer-funded.

(b) The payment is made to an individual who remains employed during recuperation from a temporary illness or injury pending return to the job.

(c) The payment is specifically characterized under state law as a temporary wage replacement.

(3) Gross self-employment earnings means the total profit from a business enterprise.

(a) The total profit from the self-employment business enterprise is determined by deducting the self-employment expenses, which are those expenses directly related to producing the goods or services, from the gross receipts, or by using a standard fifty per cent deduction from gross self-employment.

(b) Personal business and/or entertainment expenses are not allowable deductions.

(c) Individuals who are self-employed and have no countable income shall provide written verification documenting how they are meeting basic living expenses, including but not limited to, food, housing, utilities and transportation. Failure to provide sufficient documentation shall result in the denial or termination of child care benefits. This documentation shall be used in determining authorized hours in paragraph (C)(3)(d) of this rule.

(d) For approved self-employment activities, the hours applied to the publicly funded child care authorization shall be for no more hours than it would take an individual to earn the same amount of money working at the federal minimum wage. This shall be calculated by using the self-employed

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individual's determined or estimated monthly gross earnings divided by 4.3 weeks in a month and again by the federal hourly minimum wage. The resulting number, rounded up to the nearest whole number, is the maximum weekly hours which can be applied to the authorization for the self-employment approved activity.

(4) Individuals who are unemployed shall provide written verification documenting how they are meeting basic living expenses including but not limited to food, housing, utilities and transportation. Failure to provide sufficient documentation shall result in the denial or termination of child care benefits.

(D) Income excluded from gross earned income.

(1) The gross earnings of a minor child in the family who is a full-time student as defined by the school, unless the minor is a parent.

(2) Alimony or child support payments paid by a family member. The amount paid, up to the amount ordered, is excluded.

(3) The verified amount which is being garnished from the income.

(4) Earnings received under the Domestic Volunteer Service Act of 1973 for participation in the "Americorp Vista" program.

(5) Federal work study income as referenced in rule [5101:4-4-13](#) of the Administrative Code.

(6) All income, including in kind benefits, excluded under the supplemental nutrition assistance program (SNAP) regulations, as set forth in rule [5101:4-4-13](#) of the Administrative Code.

(7) Any other income amounts that federal statutes or regulations require be excluded.

(8) Any income earned by a person receiving supplemental security income (SSI).

(E) "Gross unearned income" means the total amount of unearned income that is received in the month by all members of the family. Unearned income is income that is not gross earned income or is not gross earned income from self-employment, as defined in this rule. Unearned income includes cash contributions received by the family from absent caretakers, persons, organizations or assistance agencies, social security administration (SSA) disability, death or retirement benefits, and child support payments.

(F) Income excluded from gross unearned income.

(1) SSI payments.

(2) Federal, state or local foster care maintenance payments.

(3) Federal, state or local adoption assistance payments.

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(4) Kinship permanency incentive (KPI) payments made in accordance with the requirements of rule [5101:2-40-04](#) of the Administrative Code.

(5) Payments made with county funds to increase the amount of cash assistance an assistance group receives in accordance with section [5107.03](#) of the Revised Code.

(6) Child support payments paid by a family member for a child outside the family.

The amount paid, up to the amount ordered, is excluded.

(7) Alimony paid pursuant to a court order.

(8) Contributions for shared living arrangements. These include cash payments received by a family from an individual who is not a family member but who resides in the household and shares responsibility for the household expenses through an informal arrangement. The cash payment given to the family is not available to the family because the payment represents the non-family member's share of the household expenses.

(9) Bona fide loans from any source, including rural housing loans made by federal housing administration (FHA).

(10) Experimental housing allowance program payments made under annual contributions on contracts entered into prior to January 1975, under section 23 of the U.S. Housing Act of 1937.

(11) HUD community development block grant funds paid under Title I of the Housing and Community Development Act of 1974 (public law 93-383).

(12) Home energy assistance support and maintenance paid in cash or in-kind, public laws 97-377 (December 21, 1982), 97-424 (January 6, 1983), and 98-21 (April 20, 1983).

(13) Income tax refunds received by any of the family members.

(14) The verified amount which is being garnished from the income.

(15) Earned income tax credit (EITC) payments when received as part of an income tax refund.

(16) The value of surplus commodities donated by the department of agriculture.

(17) Benefits received under Title VII, nutrition program for the elderly, Older Americans Act of 1965, Public Law 93-150.

(18) Retroactive payments made as a result of a state hearing.

(19) Escrow accounts established or credited as the direct result of the assistance group's involvement in family self-sufficiency on or after May 15, 1992.

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(20) Ohio works first (OWF) cash payment for support services, pursuant to section [5107.66](#) of the Revised Code.

(21) Prevention, retention and contingency (PRC) payments.

(22) The value of SNAP allotments.

(23) Money received in the form of a nonrecurring lump sum payment including, but not limited to, retroactive lump sum social security, SSI or pension benefits; retroactive lump sum insurance settlements; retroactive lump sum payment of child support arrearage; refunds of security deposits on rental property or utilities; publicly funded child care overpayment reimbursements; or PRC payments not defined as cash assistance.

(24) Income excluded under the SNAP regulations, as set forth in rule [5101:4-4-13](#) of the Administrative Code, unless the income is included under the provisions of this rule.

(25) Any other income amounts that federal statutes or regulations require be excluded.

(G) Calculation of the family's gross monthly income.

(1) When determining eligibility and copayment for child care benefits, the county agency shall calculate the family's gross monthly income.

(2) Income shall be converted into a monthly amount. All cents shall be dropped prior to multiplying the individual's earned and unearned income by the appropriate conversion factor listed in this paragraph. Hourly rates which contain cents are not rounded but are multiplied in the exact amount. Conversion shall be performed using the following factors:

(a) Income received on a weekly basis is multiplied by 4.3.

(b) Income received biweekly (every two weeks), is multiplied by 2.15.

(c) Income received semimonthly (twice a month), is multiplied by 2.

(3) If an individual has fluctuating income, the income shall first be averaged to arrive at a figure to be converted into a monthly amount, according to the following procedures:

(a) If the employed individual works the same number of hours per pay period, that number of hours shall be used in computing the individual's gross monthly income. The gross monthly income shall be computed by either using the gross earnings listed on the individual's pay stubs or by multiplying the number of hours per pay period by the hourly rate of pay. This figure is used to convert the income into a monthly amount.

(b) If the employed individual has fluctuating income, the income shall be averaged. The averaged amount is used in converting the income into a monthly figure. When possible, the county agency shall average the income received in the preceding four weeks.

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(c) When the income from the prior four week period is not representative of current or future income, the county agency shall project income based on a best estimate. The best estimate shall consider the following variables which may affect the determination. These variables include:

(i) There are more than four weeks of pay stubs available and the individual states that an average of a longer period of time is more representative, because the income received in the most recent four weeks was less or greater than the average. The county agency shall use all available income related information for the immediately preceding three month period.

This includes situations when the individual disagrees with the use of income from the past four week period as representative of future income. The county agency shall use all available income related information, including the individual's projection of future earnings, to determine a representative figure. Some pay stubs reflect year-to-date earnings, which is an acceptable method of determining average income for longer than the four week period.

(ii) If there are fewer than four weeks of pay stubs available, the county agency shall use all available income related information to arrive at a representative figure. This includes situations when the employed individual disagrees with the use of earnings from the past four week period as indicative of future earnings.

(iii) If there are no pay stubs available because the employment is new, the county agency shall require written documentation from the employer. The documented amount shall be converted to gross monthly income as directed in this rule.

(4) If income is sporadic, the income for a period of one year shall be used to determine an average adjusted monthly income. An example of sporadic income is commission-based income. When income is from work that normally involves seasonal periods of unemployment, the family's adjusted monthly income shall be determined from the adjusted annual income of the family divided by twelve months.

(5) For situations in which an individual has self-employment income, the county agency shall determine the gross earnings for the month based on an estimate of the individual's gross annual earnings.

(a) The self-employed individual shall provide copies of the tax return from the previous year as well as current business records in order to project annual gross income.

(i) The income shown on the previous year's tax return shall be used to estimate earnings for the current and future months.

(ii) The gross monthly earnings shall be determined by dividing the previous year's tax return by the number of months the individual was self-employed the previous year.

(iii) Estimation of self-employment income shall be used when the individual has been self-employed for some time, the gross earnings have remained fairly constant, and there is no anticipated change in the individual's circumstances.

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(b) If the individual contests the estimate of income from self-employment based solely on information on the previous year's tax return, the individual shall provide a projected estimate of gross earnings for the current taxable year, based upon current business records. When the individual cannot estimate gross earnings for the current taxable year based on current business records, the county agency shall accept the individual's best estimate. Using the individual's best estimate of income for the current taxable year, the county agency shall allocate one-twelfth of the gross annual income equally into each month of the taxable year.

(c) If the individual contests the county agency estimate of the income from self-employment based solely on information on the previous year's tax return but does not provide a projected estimate of gross earnings for the taxable year based on current business records, the county agency shall project the earnings based on the gross earnings listed on the previous year's tax return.

(i) If the individual does not have a tax return from the previous year, the county agency shall project an estimate of the individual's annual gross earnings from self-employment based on the individual's current business records. The county agency shall determine that one-twelfth of the projected gross earnings from self-employment shall be allocated monthly.

(ii) In the absence of both previous year's tax return and current business records, the county agency shall require the individual to provide a written best estimate of his or her projected annual income and expenses. The county agency shall then determine that one-twelfth of the projected annual gross earnings from self-employment shall be distributed into all months of the taxable year.

(H) Documentation and verification of the family's gross monthly income.

(1) The county agency shall document and verify all sources of income. If possible, documents used should be copied and attached to the application. If copies of documents cannot be obtained, the county agency shall describe the document viewed and the pertinent information contained therein.

(2) Acceptable documentation of all sources of income may include pay stubs, business records, correspondence or data from the social security administration, data from the Ohio bureau of workers' compensation and data from providers of pension benefits. If the income received is in cash without a receipt, a contact with the employer is required. The county agency may contact individuals or agencies with receipt of a signed application as defined in rule [5101:2-16-30](#) of the Administrative Code or other signed written consent by the caretaker, in order to obtain all pertinent information regarding family income.

(3) The caretaker shall provide documentation of the source and amount of any income received unless such information is already available to the county agency. Failure to cooperate in the development of documentation for any source of income received is acceptable grounds for a delay in the processing of an application or a determination of eligibility. If this failure continues beyond thirty days from the date of application, the application shall be denied. Denial of an application does not prohibit the caretaker parent from reapplying for child care benefits.