

STATE OF WISCONSIN
Department of Health and Family Services
Division of Children and Family Services

MEMO SERIES DCFS 98-03
May 26, 1998

RE: DATA COLLECTION FOR
THE KINSHIP CARE
PROGRAM

To: Area Administrators/Assistant Area Administrators
Bureau Directors
County Departments of Developmental Disabilities
Services Directors
County Departments of Human Services Directors
County Departments of Social Services Directors
Direct Services Supervisors
Licensing Chiefs
Section Chiefs
Tribal Chairpersons/Human Services Facilitators

From: Susan N. Dreyfus
Administrator

We have been informed by the Department of Workforce Development that there is a need to collect some basic data on the Kinship Care Program. As you are aware, this program is funded in part by federal Temporary Assistance for Needy Families (TANF) funds. The federal government requires that certain information be provided on all individuals receiving any benefits under TANF.

At the present time, we are operating under an emergency administrative rule issued by the U.S. Department of Health and Human Services. This emergency rule calls for certain data to be provided on a quarterly basis. The proposed permanent rule requires substantially more information. We are not sure what the final rule will actually require, but we will attempt to keep data collection to the minimum necessary.

In order to meet the federal requirements while minimizing the burden on counties and tribes, we will provide information on the January-March and April-June quarters of this year via a random sample. **In order to create that sample, we are in need of a listing, by month for January, February and March, of the name and, if available, social security number of each child for whom you made a Kinship Care payment in that month.**

We will create a data base of those names and draw a random sample. For children who are included in the sample, we will contact you to provide, to the extent available, the following information:

- Number of family members (in relative caretaker's family)
- Social Security numbers for children and adults in the relative caretaker's family
- Date of birth of the child
- Race of the child
- Whether the child receives any federal disability benefit

Document Summary

This memo provides information related to collecting data on children for whom payments are made under the Kinship Care Program.

- Child's relationship to the head of the relative caretaker's family
- Whether the child is a teen parent with his/her child
- Educational level of the child (highest grade level attained)
- Citizenship status of the child
- Unearned income of the child

We recognize that you have not been collecting most of this information and will not require that you obtain it for children in the January-March quarter. Please begin to collect this information for new cases as of July 1. In early July, we will request the same listing of children for the April-June quarter.

Please submit the required listing of children in the January-March quarter to the Kinship Care Specialist by **June 19**.

We will be notifying you as soon as possible of any change in data needs required by the permanent federal rule. Thank you very much for your assistance and cooperation in this important effort.

REGIONAL OFFICE CONTACT: Area Administrator

CENTRAL OFFICE CONTACT: Kinship Care Specialist
Division of Safety and Permanence
(608) 422-6921