Kinship Care Eligibility – Appeals

The Appeals tab of the Kinship Care Eligibility page allows workers to document and view appeals filed against an Initial Eligibility Determination with a status of 'Not Eligible' or a Kinship Eligibility Redetermination with a status of 'Terminate'.

To access the Appeals tab, first navigate to the Kinship Care Eligibility page by clicking on the Kinship Care Eligibility hyperlink under the home provider.

- The Appeals tab can also be accessed by clicking on the Eligibility item under each case where the child is an active participant.
- Once an appeal has been created, a new (Appeal) hyperlink displays next to the Kinship Care Eligibility hyperlink to allow the worker to quickly access the Appeals tab.

The Kinship Care Eligibility page includes three tabs: Initial Eligibility, Redeterminations, and Appeals.

Click on the Appeals tab. If there are any Initial Eligibility Determinations with a status of 'Not Eligible' or Kinship Eligibility Redeterminations with a status of 'Terminate', they will be listed on the Appeals tab, as those are the outcomes that are eligible for an appeal. Otherwise, the page will be blank.

The Appeals tab contains one section named 'Appeal Record'. Each Kinship Eligibility Determination or Redetermination that is eligible for an appeal will be listed as a hyperlink in that section. Clicking on the hyperlink will open a view-only version of the associated Kinship Eligibility Determination or Redetermination page. Underneath the hyperlink, the reason(s) why the determination is 'Not Eligible' or the redetermination is 'Terminated' will be listed with a checkbox. The checkbox(es) are enabled on this page until the appeal is in progress, but not yet approved, or when the appeal has been overturned.

- The checkbox(es) will become enabled again once the appeal has been fully approved, if the appeal is not overturned.

To begin an appeal, select the checkbox(es) underneath the determination or redetermination hyperlink that correspond to the reason(s) the provider is appealing. As soon as at least one checkbox is selected, the Create button becomes enabled. In addition, if there are checkboxes

displayed underneath other determinations or redeterminations, they will become disabled, as only one appeal is able to be created at a time.

Click on the Create button. This opens the Kinship Appeal Details page.

The Kinship Appeal Details page consists of four sections:
1. **General Information**: displays the provider name and ID, as well the date of the determination or redetermination for which the appeal is being documented. Clicking on the provider hyperlink opens the Home Provider page in edit mode if the worker has edit security and the worker is from the same county as the Designated County. Otherwise, the page will open in view-only mode.

2. **Appeal Information**: contains a drop-down field to indicate the Appeal Type, a date field to document the date the appeal decision was made, and a drop-down field for each reason listed under the Description column to indicate the Appeal Status. Upon clicking the Applies to Provider Members hyperlink, the Kinship Provider Selection page opens to allow the worker to select which household members (age 18 or older) the appeal applies to. At least one provider member needs to be selected in order to approve the Kinship Appeal Details page.

The Add/Edit button opens the Kinship Appeal Selection page, which allows the worker to deselect the previously selected checkbox(es) that correspond to the reason(s) the provider is appealing, or to select a new reason.

- The Add/Edit button is only displayed when the page is accessed in edit mode.

An additional field named 'New Date Completed Application Received' will dynamically display on the page if all Appeal Status drop-down values are either 'Overturned' or 'Stipulated'.

3. **Comments**: contains a narrative box that allows the worker to enter notes about the appeal.

4. **Imaging**: allows the worker to upload images of documents associated with the appeal. Upon clicking the ⌊Insert⌋ button, the Imaging page will open.

Once the appeal has been created and saved, additional information displays on the Appeals tab in the Appeal Record section. The type of appeal, the date of the appeal decision (once entered), and the status of the appeal will display, along with an Edit hyperlink. As stated previously, once the appeal is in progress, the checkbox(es) become disabled. Changes to the selected checkbox(es) must now be made by using the ⌊Add/Edit⌋ button on the Kinship Appeal Details page, which can be accessed by clicking on the Edit hyperlink.

To approve the Kinship Appeal Details page, select 'Approval' from the Options drop-down and then click on the ⌊Go⌋ button. This will open the Approval History page. Select the appropriate option in the Approval Decision section and then click on the ⌊Continue⌋ button.

- The system will not allow the page to be finalized if any rows on the page have a status of 'Pending'.
- Once the appeal has been fully approved, the Edit hyperlink changes to a View hyperlink.
- The Kinship Appeal Details page can only be marked as 'Made in Error' once the page is fully approved. Only workers with the proper security have the 'Made in Error' option in the Options drop-down.

If the appeal is approved with an Appeal Status of 'Overturned' or 'Stipulated', a 'Modify' option becomes available in the Options drop-down on the Decision Summary tab of the determination or redetermination associated with the appeal. At the time of approval, a message will display that states, "A Not Eligible Eligibility Determination or Terminated Redetermination has been documented as being overturned/stipulated. If this requires any modifications to the Kinship Eligibility Determination or Redetermination pages, these must be created manually."
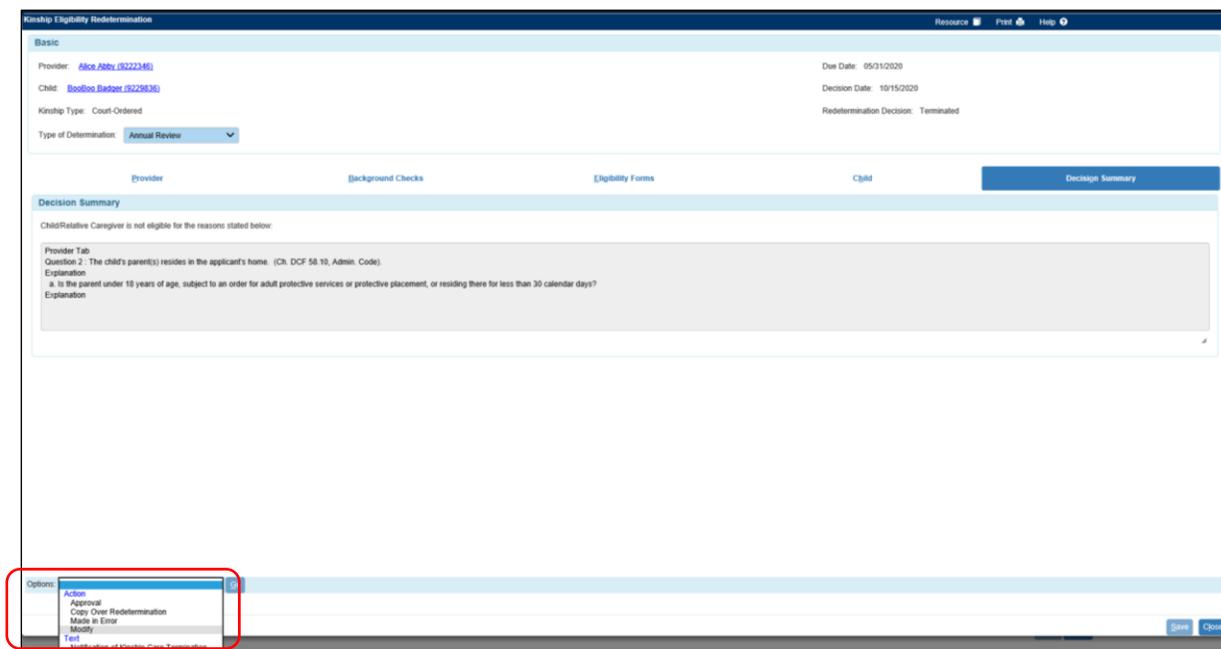
Selecting the 'Modify' option opens the Kinship Determination Modification page. In the Action section, there is a checkbox labeled 'Reopen' and a drop-down to select the associated Appeal Decision Date. The drop-down only contains dates for appeals with a status of 'Overturned' or 'Stipulated'. Select the 'Reopen' checkbox and the appropriate date, and then click on the Save button.
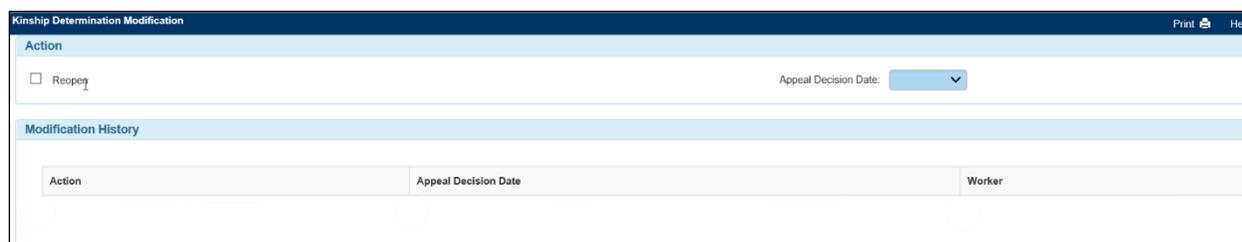
Upon save, the associated determination or redetermination page becomes editable again to allow the worker to make any modifications needed related to the appeal. The label on the 'Reopen' checkbox changes to 'Completed' and the date selected from the drop-down displays as static text. A row now displays in the Modification History section to show the 'Reopen' action, along with the date of the associated appeal and the worker who performed the action.

Open the associated Kinship Eligibility Determination or Redetermination page and make the necessary modifications. Save and Approve the page.

From the Options drop-down on the Decision Summary tab, select the 'Modify' option once again to reopen the Kinship Determination Modification page. Check the 'Completed' checkbox and save the page.

Kinship Determination Modification		
Action		
☑ Completed		Appeal Decision Date: 04/01/2021

Modification History		
Action	**Appeal Decision Date**	**Worker**
Reopen	04/01/2021	Cake, Caitlin C.

The label on the 'Completed' checkbox changes back to 'Reopen' and the Appeal Decision Date changes back to a drop-down field. A row now displays in the Modification History section to show the 'Completed' action, along with the date of the associated appeal and the worker who performed the action. The associated Kinship Eligibility Determination or Redetermination page becomes read-only once again.

Kinship Determination Modification		Print 🖶 Help ❓
Action		
☐ Reopen		Appeal Decision Date: [⌄]

Modification History		
Action	**Appeal Decision Date**	**Worker**
Reopen	12/28/2020	Cake, Caitlin C.
Completed	12/28/2020	Cake, Caitlin C.