

Kinship Care Eligibility – Initial Determinations

The Kinship Care Eligibility page allows child welfare professionals to create and view all Kinship Care applications, redeterminations, and appeals in a centralized location within eWiSACWIS. To access the page, click on the Kinship Care item under the home provider and then click on the [Kinship Care Eligibility](#) hyperlink.

Providers

Filter by:

☐ Date restricted

☐ Not approved/cancelled

Providers: 216

☐ Multiselect

Create provider work

Create private provider

Abby, Alice (9222346) Restricted Provider

Provider details:

Kinship Care Home Level 3

License status: Pending

Des: Milwaukee

Provider address:

456 session 456

Baraboo, WI 50707 (Dane County)

Primary worker/licensor:

Cake, Caitlin C.

(123) 456-7890 Ext. 1234

ccake@wisconsin.gov

Actions:

Please select an action

View provider information

Assignments

Kinship Care

Parent Agency

Background Checks

Licenses

Placements

Basic

Members

Provider Services

Home Inquiries

Narratives

Services

Kinship Care

[Kinship Care Eligibility](#)

[Images \(4\)](#)

The page can also be accessed by clicking on the Eligibility item under each case where the child is an active participant.

Badger, Bucky (9222456)

Case details:

Child Welfare & Youth Justice

Washburn - Shell Lake

Open OHP exists for associated participant(s)

Case address:

C/O: Jim Leonard

1934 Jumparound Dr.

Madison, WI 53701

Primary worker:

Cake, Caitlin C.

(123) 456-7890 Ext. 1234

ccake@wisconsin.gov

Actions:

Please select an action

View case information

Access Reports

Case/Permanency Plan

ICWA

Placements

Assets and Income

Child/Youth Images

Legal

Planning

Assignments

Education

Payments

Related People

Background Checks

Eligibility

Permanency Consultation

Services

Eligibility

Kinship Care Eligibility

[Medicaid Eligibility Determination](#)

[Medicaid Eligibility Determination](#)

[Medicaid Eligibility Determination](#)

10/16/2020

04/20/2020

05/27/2009

06/11/2008

Abby, Alice

Badger, Becky

AAmishhdtdf, Rebecca

Badger, Bucky A.

Pending

Approved

Approved

Pending

Note: If the page does not already exist under the home provider, it can be created via the Create Provider Work page.

Providers

Filter by:

☒ Date restricted

☐ Not approved/cancelled

Providers: 228

☒ Multiselect

Create provider work

Create private provider

Abby, Alice (9222346) Restricted Provider

Provider details:

Foster Home Level 1

License status: Pending

Des: Milwaukee

Provider address:

456 session 456

Baraboo, WI 50707 (Dane County)

Primary worker/licensor:

Cake, Caitlin C.

(123) 456-7890

ccake@wisconsin.gov

Actions:

Please select an action

View provider information

Assignments

Kinship Care

Parent Agency

Background Checks

Licenses

Placements

Basic

Members

Provider Services

Home Inquiries

Narratives

Services

Kinship Care

[Kinship Care Eligibility](#)

[Images \(4\)](#)

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

Basic

Provider: [Alice Abby \(9222346\)](#)

Kinship Worker: Caitlin C. Cake

Designated County: Milwaukee

Initial Eligibility

Redeterminations

Appeals

Kinship Care Child(ren)

Child Name	DOB	Age	Kinship Type	Eligibility Status	Begin Date	Kinship County	
Aardvark, Alan (9227019)	01/01/2010	10	LTKC	Pending		Milwaukee	Edit
Aardvark, Adam A. (9227179)	05/16/2004	16	VOLKC	Eligible		Milwaukee	View
Badger, BooBoo (9229836)	07/01/2016	4	COKC	Eligible	06/01/2019	Milwaukee	View
Duck, Maynard M. (9225458)	02/02/2006	14	COKC	Eligible	05/01/2019	Milwaukee	View

Insert

Eligibility History

☐ View Made in Error

Close

Kinship Care Eligibility - Initial Eligibility Tab

The Initial Eligibility tab is the where the application process for determining Kinship Care eligibility begins. It also displays any pending, current, and historical eligibility determinations for the provider.

- If the provider does not have any current or previous Kinship Care placements or services, this tab will be blank.
- If there are any existing current or pending Kinship Eligibility Determination pages, rows will display in the Kinship Care Child(ren) section with either a [View](#) or [Edit](#) hyperlink.
 - If the Kinship Eligibility Determination page has been fully approved, a [View](#) hyperlink is displayed.
 - If the Kinship Eligibility Determination page has not been fully approved and is in Pending status, an [Edit](#) hyperlink is displayed if the worker has edit security and an assignment to the provider. If not, then a [View](#) hyperlink will display.

The Kinship Care Child(ren) section displays determinations with the status of Eligible, Eligible – Waitlisted, and Pending. Records in this section have no End Date, or the End Date is the current date or a future date. Each column is sortable.

- **Child Name:** The name of the child with an open Kinship Care placement or service with the provider or a current/pending Kinship Eligibility Determination.
- **DOB:** The child's date of birth. Pre-filled from the child's Person Management page. The DOB field will be blank if there is no date of birth recorded in Person Management.
- **Age:** The age of the child. Calculated by eWiSACWIS and pre-filled using the child's date of birth. If the child is less than one year old, a '0' will display. The age field will be blank if there is no date of birth recorded in Person Management.
- **Kinship Type:** The type of Kinship Care the provider is applying for or has previously applied for. Pre-filled from the Kinship Type field on the Kinship Eligibility Determination page. Possible values are: COKC (Court-ordered Kinship Care), LTKC (Long Term Kinship Care), and VOLKC (Voluntary Kinship Care).
- **Eligibility Status:** The eligibility status of the Kinship Care child as determined on the Kinship Eligibility Determination page once it has been fully approved. Possible values are Eligible, Eligible - Waitlisted, and Pending.
- **Begin Date:** The begin date of the Kinship placement or service or the date the Kinship Eligibility Determination page was fully approved.

- **Kinship County:** Displays the county of the worker who creates and saves the Kinship Eligibility Determination page for the first time.

For new applications, click on the Insert button to search and select the child for which a new Kinship Eligibility Determination page needs to be created for the provider. The Insert button is disabled for users who do not have edit security and an assignment to the provider.

- If the selected child has an existing Kinship Eligibility Determination that is in Pending status, when the Continue button is selected, an alert message will display: "Please note that a Kinship Care Eligibility Determination is already in process for the selected person. A duplicate Determination cannot be created. Please open the pending Determination."
- If the selected child's most recent fully approved Kinship Eligibility Determination has the status of Eligible and the Continue button is selected, an alert message will display: "The child already has an approved Kinship Care Eligibility Determination. A duplicate Determination cannot be created. Please create the appropriate Placement or Service."
- If the selected child has a prior Kinship Eligibility Determination with a Status of Not Eligible with the same provider, and the Date Completed Application Received is within 180 days of the current date, an alert message will display: "The child has a recent determination with a status of Not Eligible with this provider. Would you like to copy information from the most recent determination that is Not Eligible?" Any copied information remains editable until final approval.
- If the selected child has a prior Kinship Eligibility Determination with a Status of Withdrawn with the same provider, and the Date Completed Application Received is within 180 days of the current date, an alert message will display: "The child has a recent withdrawn application with this provider. Would you like to copy information from the most recent withdrawn application?" Any copied information remains editable until final approval.

The second section on the page is the Eligibility History section. This section displays Kinship Eligibility Determination records that have been marked as Made in Error, have a status of Not Eligible or Withdrawn, or the End Date is in the past. By default, the section is collapsed or not expanded. Each column is sortable.

- **Child Name:** The name of the child with an open Kinship Care placement or service with the provider or a current/pending Kinship Eligibility Determination.
- **DOB:** The child's date of birth. Pre-filled from the child's Person Management page. The DOB field will be blank if there is no date of birth recorded in Person Management.
- **Age:** The age of the child. Calculated by eWiSACWIS and pre-filled using the child's date of birth. If the child is less than one year old, a '0' will display. The age field will be blank if there is no date of birth recorded in Person Management.
- **Kinship Type:** The type of Kinship Care the provider is applying for or has previously applied for. Pre-filled from the Kinship Type field on the Kinship Eligibility Determination page. Possible values are: COKC (Court-ordered Kinship Care), LTKC (Long Term Kinship Care), and VOLKC (Voluntary Kinship Care).
- **Eligibility Status:** The eligibility status of the Kinship Care child as determined on the Kinship Eligibility Determination page. Possible values are Eligible, Eligible - Waitlisted, Made in Error, Not Eligible, or Withdrawn.
- **Begin Date:** The begin date of the Kinship placement or service or the date the Kinship Eligibility Determination page was fully approved. For applications that are Made in Error, Not Eligible, or Withdrawn, the date will pull from the Decision Date or the Withdrawn Application date.
- **End Date:** The end date of the Kinship Care placement or service or the date the Kinship Eligibility Determination page was Not Approved, Made in Error, or Withdrawn. For applications that are Made in Error, Not Eligible, or Withdrawn, the date will pull from the Decision Date or the Withdrawn Application date.
- **Kinship County:** Displays the county of the worker who creates and saves the Kinship Eligibility Determination page for the first time.

Kinship Eligibility Determination page

Kinship Eligibility Determination Resource Print Help

Basic

Child: [Maynard M. Duck \(9225458\)](#) Date Application Provided to Family: [Details](#) 00/00/0000

Kinship Type: [Court-Ordered](#) [Long Term](#) [Voluntary](#) Date Completed Application Received: [Details](#) [Imaging Search](#)

Status: [Court-Ordered](#) [Long Term](#) [Voluntary](#) Decision Date: [Details](#)

Home Visit Date: 00/00/0000 ☐ Withdrawn Application

Eligibility Information Background Checks Eligibility Forms Decision Summary

Eligibility Information

Save Close

The Kinship Eligibility Determination page has a Basic group box displaying the essential information about the Eligibility Determination and the following tabs: Eligibility Information, Background Checks, Eligibility Forms, and Decision Summary. Note: on initial creation all of the tabs will be blank until a value is selected from the Kinship Type drop down.

The fields in the Basic Group box of the Kinship Eligibility Determination page are:

Child: Hyperlink to the child's person management page in view only mode.

Kinship Type: The type of Kinship Care the Provider is applying for - Court-Ordered, Long Term, Voluntary.

Status: The status of the application as determined by eWiSACWIS on save based on worker responses to Provider and Child questions; values = Pending, Eligible, Eligible – Waitlisted, Not Eligible and Made in Error.

Home Visit Date: Date the home visit was conducted. Cannot be a future date.

Date Application Provided to Family: Cannot be a future date and cannot be after the Date Completed Application Received.

Date Completed Application Received: [with an [Imaging Search](#) hyperlink]: [Date](#) hyperlink that displays the "Date of Document" from the Imaging page for the image associated with the child for the imaging category and type:

Decision Date: Date of the final approval of the page. Remains blank when the Status is Pending or Made in Error.

Withdrawn Application: Checkbox to indicate that the Kinship application has been withdrawn. Selecting the checkbox results in a date field being displayed to indicate the date the application was withdrawn. The date cannot be a future date.

Next Eligibility Review Due Date: The due date of the next Eligibility Review. Displays when the when the status is Eligible and the Approved for Provisional Payments checkbox is not checked OR when the page is launched via Reopen Provisional Approval (regardless of the status for provisional approval)-

Note: The **Next Eligibility Review Due Date** cannot be more than 365 days greater than the current date.

When the Kinship Type is selected, responses to the questions on the Provider and Background Checks tabs are copied from the most recent (within the past six months of the current date) fully approved Kinship

Eligibility Determination (not “Made in Error”) page with the same Kinship Type and provider. The copied information on these tabs remains editable until final approval.

Changing the initial selection in the Kinship Type field displays the following message with Yes/No buttons: “Changing the Kinship Type will clear the information displayed on the page and require new fields to be completed. Do you wish to continue?”. Selecting “No” reverses the Kinship Type selection and makes no changes on the page. Selecting “Yes” changes the Kinship Type value, refreshes the page and resets all selections made on those tabs, including the removal of data entered, as well as any images added. The page then displays the appropriate elements for the new Kinship Type value.

The Status field in the Basic group box is calculated on every successful save of the Kinship Eligibility Determination page.

For an Eligible status for any of the Kinship Types, the questions must be answered in the following way:

Eligibility Information tab	Background checks tab	Eligibility Forms tab
Question 1 = Yes Question 2 = Yes Question 3 = Yes Question 4 = No OR Yes + Yes to Q4a Question 5 = No Question 6 = Yes Question 7 = Yes OR No + Yes to Q7a	Question 1 = Yes Question 2 = no impact Question 3 = No OR Yes + Yes to Q3a Question 4 = no impact Question 5 = no impact Question 6 = No OR Yes + Yes to Q6a	No impact

Note: If the provider has a fully approved and active Foster Care license at the time of the above calculations AND the Kinship Type is Court Ordered, the determination Status will automatically be “Not Eligible” regardless of the values selected.

Note: For more details regarding the Kinship Eligibility Determination automated processes, please see the Kinship Care Automation user guide.

Kinship Eligibility Determination – Eligibility Information tab

Kinship Eligibility Determination

ResourcePrintHelp

Basic

Child:Maynard M. Duck (9225458)

Date Application Provided to Family:01/01/2024

Kinship Type:Court-Ordered

Date Completed Application Received:02/07/2024

Status:Pending

Decision Date:

Home Visit Date:02/12/2024

Withdrawn Application

Eligibility Information

Background Checks

Eligibility Forms

Decision Summary

Question 1

Yes

No

The caregiver is a relative of the child as defined under DCF 58.

a. The caregiver is the

aunt

of the child.

Question 2

Yes

No

Does the child live with the caregiver?

Question 3

Yes

No

The agency has determined that this living arrangement is in the best interest of the child and/or that the child is in need of protection or services per 58.06 and 58.07.

Question 4

Yes

No

Does the child's parent(s) reside in the caregiver's home?

a. Is the parent under 18 years of age, subject to an order for adult protective services or protective placement, or residing there for less than 30 calendar days?

Save

Close

The Eligibility Information tab displays the eligibility determination questions which are relevant to the child and provider and are based on the Kinship Type selected.

Kinship Eligibility Determination - Background Checks tab

Kinship Eligibility Determination

ResourcePrintHelp

Basic

Child:Maynard M. Duck (9225458)

Date Application Provided to Family:01/01/2024

Kinship Type:Court-Ordered

Date Completed Application Received:02/07/2024

Status:Pending

Decision Date:

Home Visit Date:02/12/2024

Withdrawn Application

Eligibility Information

Background Checks

Eligibility Forms

Decision Summary

Abby, Alice N. (700040)

Parent 1

Question 1

Yes

No

Were all required Background Checks completed? See 58.05 for more information.

Question 2

Yes

No

Has the individual resided outside of the state of Wisconsin in the previous 5 years?

Type		Begin Date	End Date	Results	Description	
BID	Imaging Search					Delete
DOJ	Imaging Search					Delete

Save

Close

The Background Checks tab displays the questions and imaging records which are relevant to the background checks conducted for each member (and employee, if applicable) of the provider’s home that is 18 years or older.

Note: The Background Checks tab refreshes if the Kinship Type is changed.

On initial creation, background check questions will display for Parent 1, Parent 2, and any additional household members. Click on the arrow to the left of each name to expand the section and display the questions. When the Employee section is expanded, a [Search](#) hyperlink is displayed to search and select the applicable employee.

For the table of background check images:

- If any Sex Offender Address Check image(s) exist for Parent 1, a row will automatically display regardless of the Date of Document of the image(s).
- Rows for BID and DOJ images will automatically display for each person and will be prefilled with the most recent image that is less than one year from the Date of Document, if one exists.
- If the response to Question 2 is Yes, then a row for FBI – KINS will display and will be prefilled with the most recent image that is less than one year from the Date of Document, if one exists.
- Use the [Imaging Search](#) hyperlink to search for or create background check images.

On approval, at least one BID and DOJ (or DOJ/IBIS or Adam Walsh (FBI)/DOJ/IBIS) row is required for each Parent 1, Parent 2, Adult Household Member, and/or employee. If the response to Question 2 is Yes, then the FBI – KINS image is also required.

On approval, if the answer to Question 1 for “Were all required Background Checks completed?” is Yes, then a Results value is required for all background check rows (except for the Sex Offender Address Check and FBI – KINS, if one exists). The Results value for FBI – KINS is only required if the answer to Question 2 is Yes.

Note: The Background Checks tab refreshes if the Kinship Type is changed.

Kinship Eligibility Determination - Eligibility Forms tab

Kinship Eligibility Determination

ResourcePrintHelp

Basic

Child:Maynard M. Duck (9225458)

Kinship Type:Court-Ordered

Status:Pending

Home Visit Date:02/12/2024

Date Application Provided to Family:Details01/01/2024

Date Completed Application Received:Details02/07/2024Imaging Search

Decision Date:Details

☐ Withdrawn Application

Eligibility Information

Background Checks

Eligibility Forms

Decision Summary

Eligibility Forms

Type	Date	Worker	Document		
Completed KC Application (DCF-F-2483-E) Guardianship Order KC Elig Determination (DCF-F-5370-E) KC Other Rel Caregiver Licensing Decision-2479-E				Delete	

Insert

SaveClose

The Eligibility Forms tab allows child welfare professionals to upload document images applicable to the eligibility determination. The Type values that display are specific to the selected Kinship Type.

Note: The Eligibility Forms tab refreshes if the Kinship Type is changed.

Kinship Eligibility Determination - Decision Summary tab

Kinship Eligibility Determination

Resource Print Help

Basic

Child: [Maynard M. Duck \(9225458\)](#)

Kinship Type: Court-Ordered

Status: Eligible

Home Visit Date: 02/12/2024

Date Application Provided to Family: Details 01/01/2024

Date Completed Application Received: Details 02/07/2024 [Imaging Search](#)

Decision Date: Details

Next Eligibility Review Due Date: 00/00/0000

☐ Withdrawn Application

Eligibility Information

Background Checks

Eligibility Forms

Decision Summary

Decision Summary

☐ Approved for Provisional Payments Details

Child/Relative Caregiver is eligible for the reasons stated below.

The determination status is Eligible.

Override Decision ☐ Eligible ☐ Not Eligible

Options:

Action

Approval

Made in Error

Text

Kinship Care Eligibility Determination

Go

Save

Close

The Decision Summary tab summarizes the results of the eligibility determination based on the responses provided to the questions on the other tabs of the Kinship Eligibility Determination page.

Upon save of the final approval of the Kinship Eligibility Determination page for the Initial Eligibility where the Status is Eligible and the Approved for Provisional Payments checkbox is not checked, eWiSACWIS automatically creates a pending redetermination that displays on the Redetermination tab. The Kinship Type for the redetermination is the same as the approved Initial Eligibility Determination and the Type of Determination is set to Eligibility Review.

Only one provider can be approved as an eligible Kinship Care provider for the child at any given time. On final approval, if an eligible Kinship Care Determination record already exists for the child, the following message displays: "The child already has an approved Kinship Care application with another provider, so this application will be denied."

- When OK is selected, the message closes and the narrative text box on the Decision Summary tab will display "The child already has an approved Kinship Eligibility Determination with another provider". The Status field displays as Not Eligible.

On approval and Save of the Kinship Eligibility Determination page, the system checks to make sure all required elements have been completed. Error messages display for any required data that is missing.

Note: The Decision Summary tab refreshes if the Kinship Type is changed.

Provisional Payments:

The Provisional Payments checkbox should be used when temporarily approving the determination due to pending background checks. Provisional approval expires once the agency determines whether the person who is subject to a background check meets the conditions under s. 48.57(3p) and DCF 58.05(2), or 90 days after the provisional approval was granted, whichever is earlier. During this time, payments can be made to the provider.

- If the Provisional Payments checkbox is selected, on initial approval of the Kinship Eligibility Determination page, the Options value for Reopen Provisional Approval displays. Selecting this value and clicking Go enables the page and unchecks the Provisional Payments checkbox. The Reopen

Provisional Approval value then is replaced with a value to Complete Provisional Approval. Selecting Complete Provisional Approval and clicking Go disables the page and the value no longer displays.

- **Note:** For additional details on Kinship Provisional Payments, please see the *Kinship Care Eligibility Provisional Approval* user guide.

Override Decision:

The Override checkboxes can be used to override the system-determined Status.

- The checkboxes are disabled when the Status is Pending.
- The Eligible checkbox is enabled when the Status is Not Eligible.
- The Not Eligible checkbox is enabled when the Status is Eligible or Eligible – Waitlisted.

When one of the checkboxes is checked, a message displays: “This action will permanently change the status of the application upon approval and cannot be undone. Are you sure you want to continue?”

- If Yes, the Status is updated.
- If No, the message closes and no changes are made.

When one of the checkboxes is unchecked, a message displays: “This action will revert the status of the application. Are you sure you want to continue?”

- If Yes, the Status reverts back.
- If No, the message closes and no changes are made.

Options dropdown:

The Options drop down displays values to launch the Approval History page as well as create, edit, or view the Kinship Care Eligibility Determination document.

- After initial save, the Made In Error option displays.
 - When Made in Error is selected, a message displays: “This action will set this Kinship Eligibility Determination to Made in Error. Are you sure you want to continue?”
 - If Yes, the Status is updated to Made in Error.
 - If No, the message closes and no changes are made.
 - If there are pending or approved redeterminations associated with the eligibility determination, then a slightly different message displays: “This action will set this Kinship Eligibility Determination as well as all subsequent Redetermination(s) to Made in Error. This action is not reversible. Are you sure you want to continue?”
 - If Yes, the Status is updated to Made in Error, as well as all associated redeterminations for the child/provider.
 - If No, the message closes and no changes are made.
 - **Note:** When a Court-Ordered Kinship Eligibility Determination page is Made in Error, an email is sent to notify those assigned to the provider that no further licensing actions are necessary.
- The Modify option displays if the Initial Determination page has a fully approved Kinship Appeal Details page where all of the Appeal status dropdown values are either Overturned or Stipulated.

For more information related to the Kinship Care Eligibility pages, additional user guides and resources can be found on the eWISACWIS Knowledge Web.