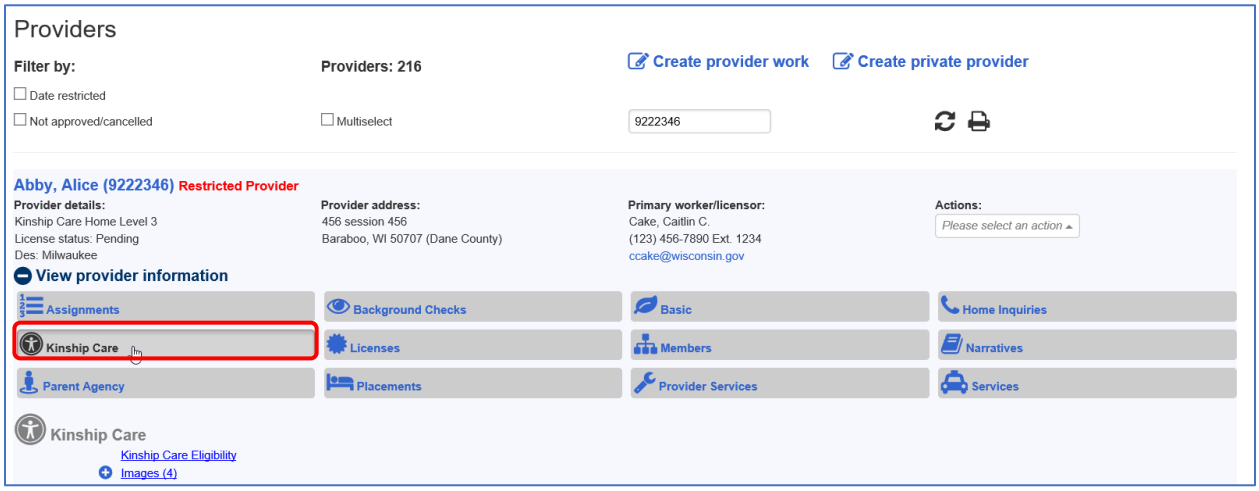
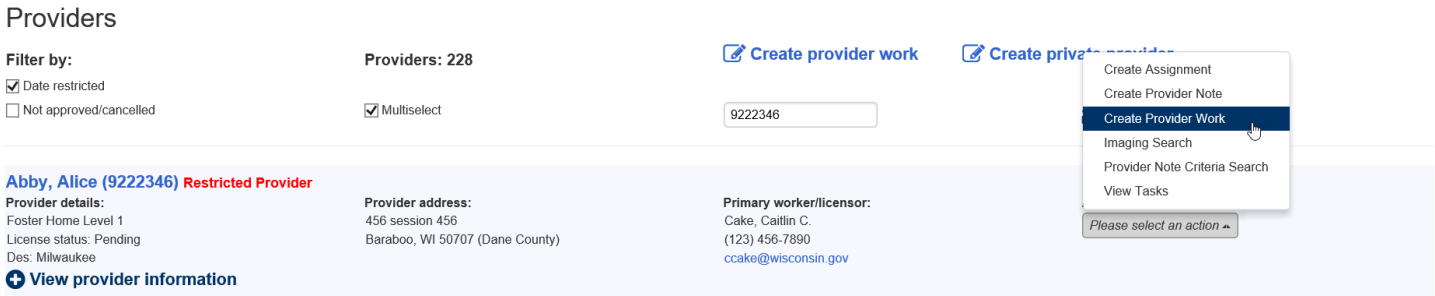
Kinship Care Eligibility – Provisional Approval

The Kinship Care Eligibility page allows workers 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 link.

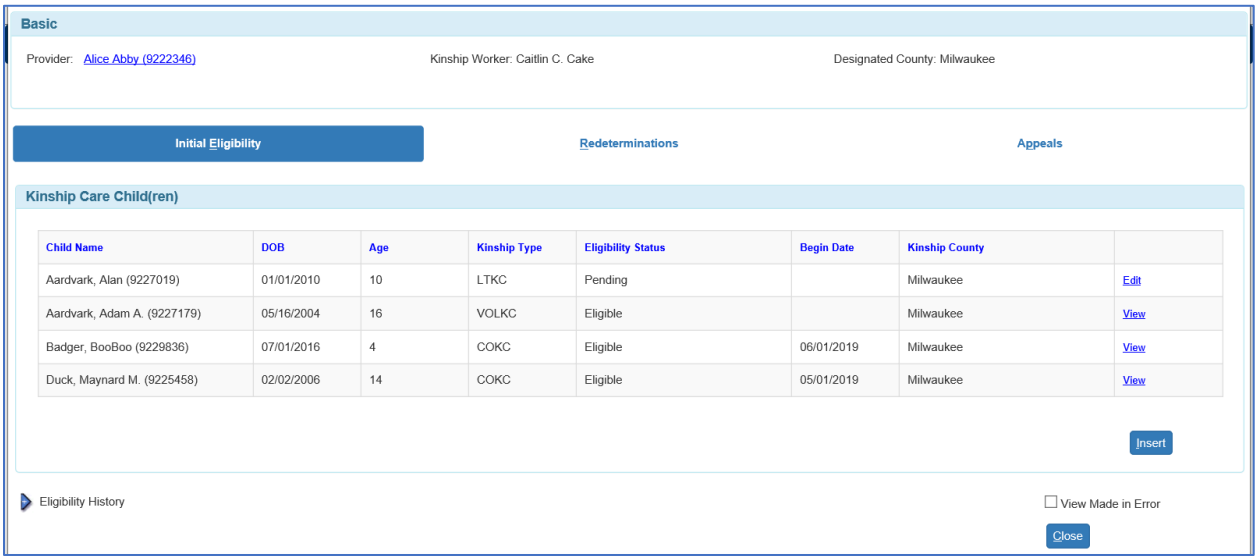


The page can also be accessed by clicking on the Eligibility item under each case where the child is an active participant.

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



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



The 'Basic' section contains three fields:

1. **Provider**: Hyperlinked provider name, which opens the Home Provider page. The Home Provider page opens in edit mode for workers that are from the provider's designated county and have edit security.
2. **Kinship Worker**: The name of the Kinship worker who was most recently assigned to the provider.
3. **Designated County**: The provider's designated county, as indicated on the Home Provider page.

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 the system 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 needs to be created for the provider. The Insert button will be 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 the system 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 or 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.

Creating a Provisional Approval

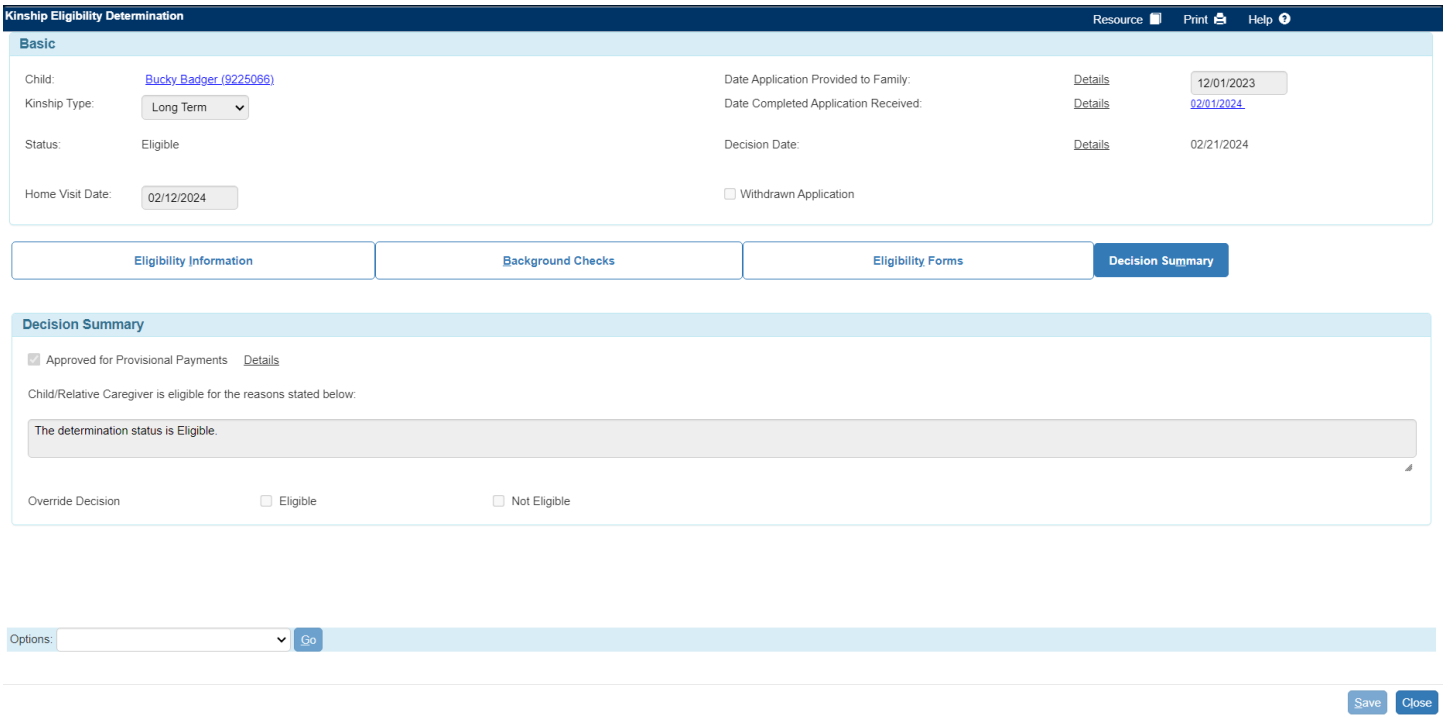
Provisional approval is allowed while background checks are pending for any of the provider's household members that are subject to background checks. This temporary approval may only be granted if the caregiver states that that no household members have any arrests or convictions that could adversely affect the child's well-being. 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 relative provider.

1. Click on the Insert button on the Initial Eligibility tab to create a new Kinship Eligibility Determination page for the child and the provider. Upon clicking the Insert button, the Person Search page launches in order to search for the child. The Insert button will be disabled for workers 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, 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", 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

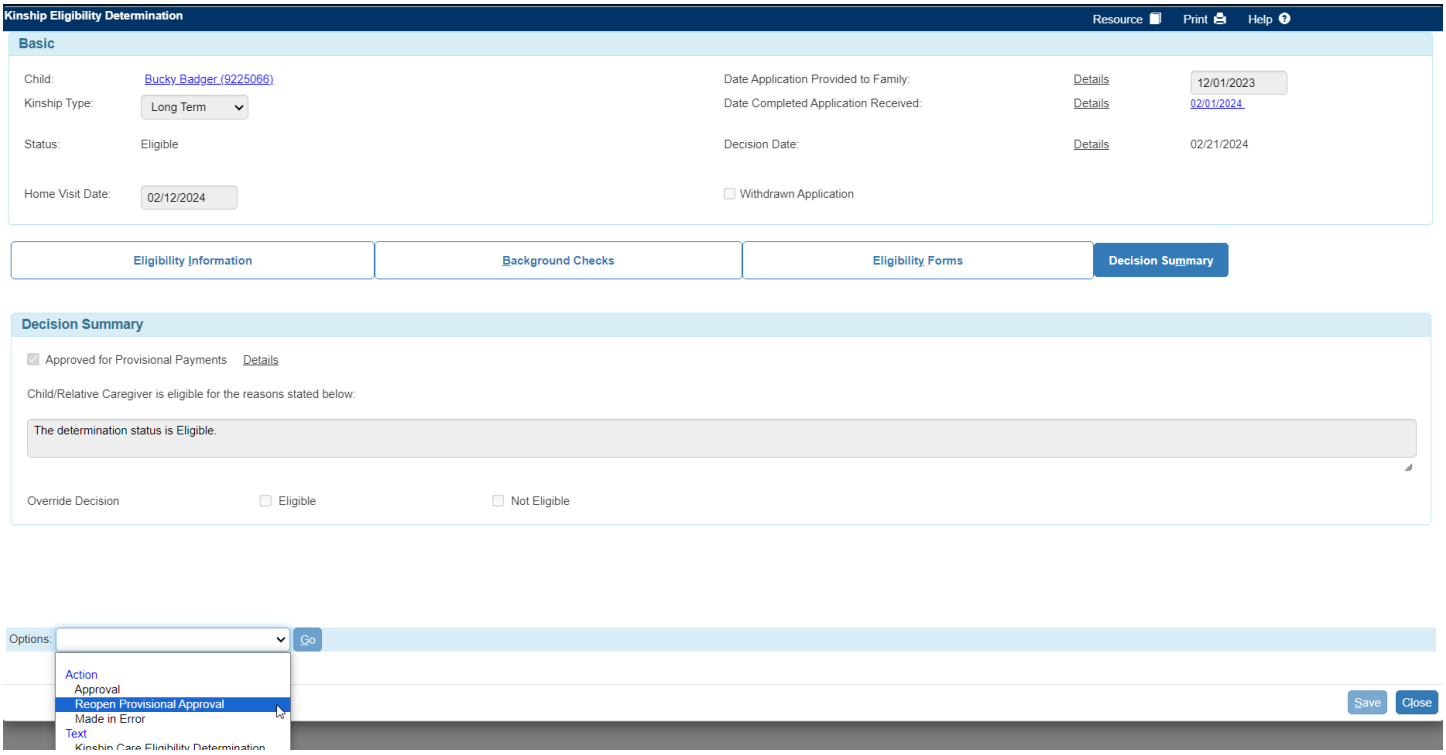
180 days of the current date, an alert message will display: “The child has a recent determination with a status of Not Eligible with this provider. Would you like to copy information from the most recent determination that is Not Eligible?” Any copied information remains editable until final approval.

- 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.

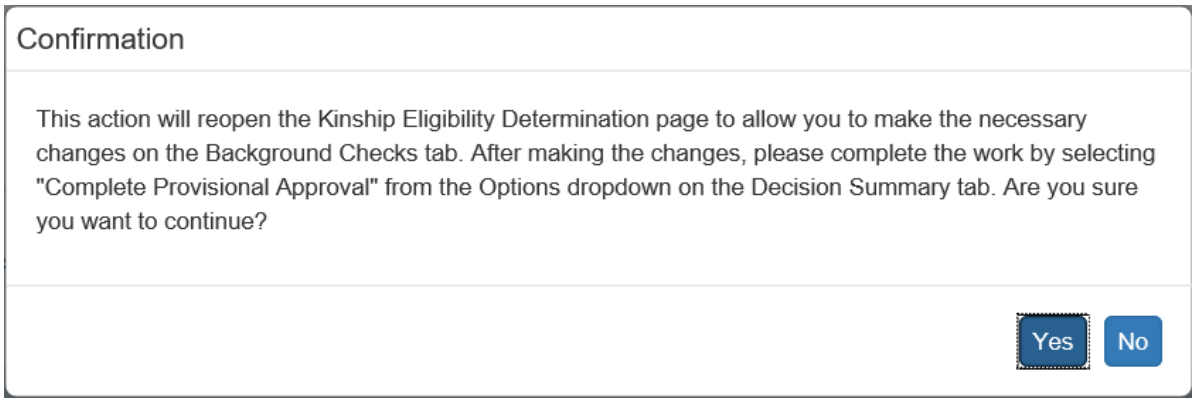
2. Select the appropriate child from the Persons Returned group box and click on the Continue button. If the child does not appear in the Persons Returned group box, a new person record for the child can be created by clicking on the Create button.
3. On the Kinship Eligibility Determination page, select a value from the Kinship Type dropdown and enter a date in the Date Application Provided to Family field and the Home Visit Date field.
4. Click on the Imaging Search hyperlink next to the Date Completed Application Received field. The Imaging Search page launches in order to select an existing image or create a new image of the completed application. Once you have selected the appropriate image, click on the Continue button to return to the Kinship Eligibility Determination page. The date of the image you selected will be populated next to the field as a hyperlink. Clicking on the hyperlink will return you to the Imaging Search page to view details about the image. If you need to edit or delete the image, click on the Imaging Search hyperlink again.
5. Complete all of the required information on the Eligibility Information tab. Enter as much information as possible on the Background Checks tab. Complete the Eligibility Forms tab per your county processes and procedures.
6. On the Decision Summary tab, check the Approved for Provisional Payments checkbox and save the page. Upon successful save, the Status field in the Basic group box will show Eligible and the narrative field in the Decision Summary group box will pre-fill with the following statement: “The determination status is Eligible.”
7. Approve the page by selecting Approval from the Options dropdown and then click on the Go button. On the Approval History page, select Approve in the Approval Decision group box and then click on the Continue button to return to the Kinship Eligibility Determination page. Click on the Save button. Upon successful save, the Decision Date will populate and the information on the tabs will become frozen.



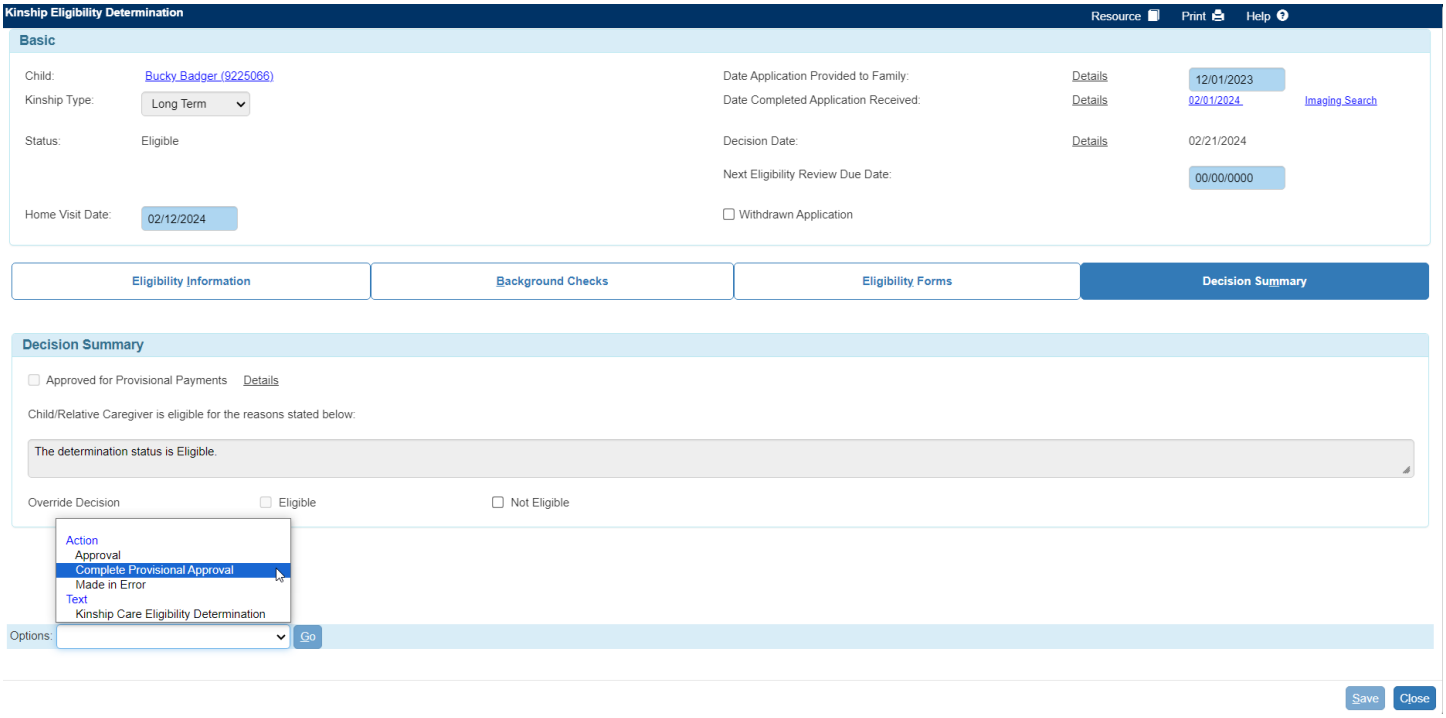
8. Once the background check information is received or once 90 days has passed, whichever comes first, return to the Kinship Eligibility Determination page to complete the Provisional Payments approval. To do so, click on the View hyperlink for the child's row on the Initial Eligibility tab. The Kinship Eligibility Determination page will open in view-only mode.
9. Click on the Decision Summary tab and then click on the Options dropdown. Select the Reopen Provisional Approval option and then click on the Go button.



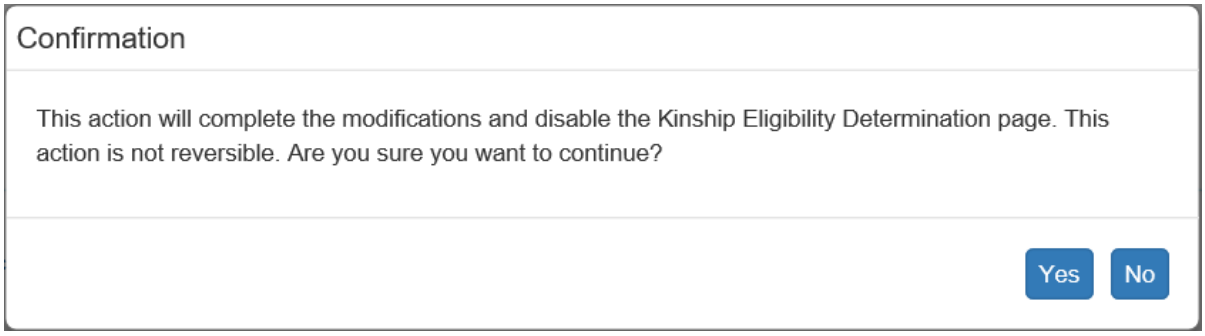
10. A confirmation message displays that provides some additional instruction on how to proceed. Select Yes if you would like to continue and select No if you would like to close the message and not make any changes at this time.



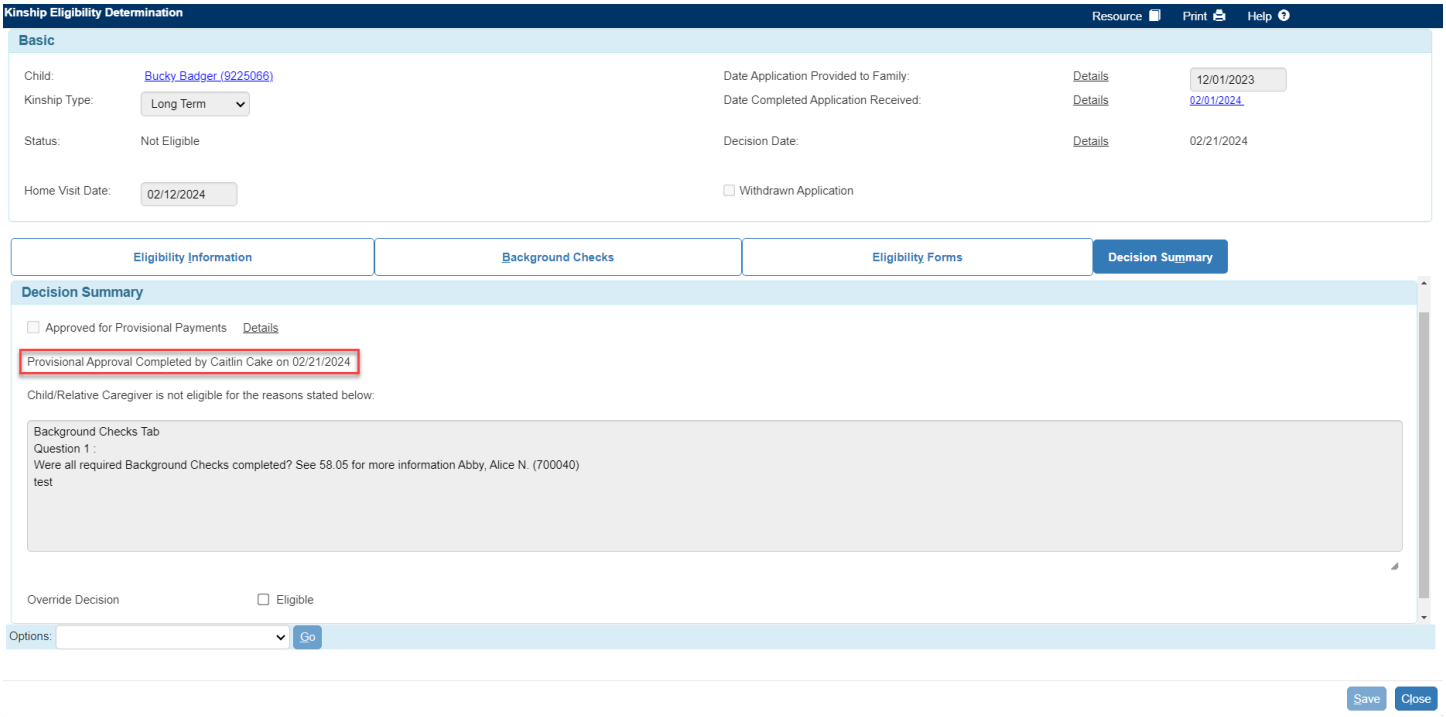
11. If you select Yes, you will return to the Kinship Eligibility Determination page where most fields have been re-enabled to allow you to make changes to the page. Two fields remain disabled: the Kinship Type dropdown and the Approved for Provisional Payments checkbox (which is now unchecked).
12. Complete any remaining required information on the Kinship Eligibility Determination page and then save the page.
13. Click on the Decision Summary tab and then click on the Options dropdown. Select the Complete Provisional Approval option and then click on the Go button.



14. A confirmation message displays to warn worker that continuing will disable the page and you will not be able to reverse any changes. Select Yes if you would like to continue and select No if you would like to close the message and not make any changes at this time.



15. Upon selecting Yes, the system will run a check to make sure all required information has been completed. If there are any errors, they will be displayed at the top of the page. If there are no errors, the information on all of the tabs will once again become frozen. In addition, the Decision Summary tab will display the name of the worker who completed the provisional approval, along with the date completed.



Automated Messages

There are two automated messages (emails) associated with provisional approval. The messages are meant to serve as a reminder to the worker to return to the Kinship Eligibility Determination page to complete the provisional approval prior to the 90-day deadline.

1. Background Checks Needed After Provisional Approval

Purpose:	To notify the primary worker assigned to the Kinship Care provider that missing background checks need to be uploaded to complete the determination, or the Kinship eligibility needs to be terminated.
Description:	This message is created 75 days after the provisional approval.
Sent to:	This message will be sent to the primary worker assigned to the Kinship Care provider, as well as the additional workers identified on the distribution list for the county that made the eligibility decision.
Message text:	Provisional approval for {Provider name (Provider ID)}'s Kinship Eligibility expires on (Decision Date + 90 days). Please upload the required Background Check documentation prior to (Decision Date + 90 days) or proceed with the COC process to terminate the Kinship Care service or placement.

2. Update the Provisional Approval

Purpose:	To notify the primary worker assigned to the Kinship Care provider that missing background checks need to be uploaded to complete the determination, or the Kinship eligibility needs to be terminated.
Description:	This message is created 90 days after the provisional approval.
Sent to:	This message will be sent to the primary worker assigned to the Kinship Care provider and the primary worker's supervisor, as well as the additional workers identified on the distribution list for the county that made the eligibility decision.
Message text:	90 days have passed since provisional approval was granted for {Provider name (Provider ID)}. Please upload the required Background Check documentation or terminate the Kinship Care service or placement.

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