

## Purpose of the Program

The purpose of the Kinship Care Program is to provide a monthly payment to adult caretakers who are caring for the children of relatives who are at risk of being abused and/or neglected by their parents. Eligibility requirements include, but are not limited to:

1. There must be a need for the placement and the placement is in the best interest of the child;
2. The child meets one or more of the criteria for Children in Need of Protection or Services (CHIPS), or Juveniles in Need of Protection or Services (JIPS), or the child would be at risk of meeting any of these criteria if the child remained with a parent;
3. The caretaker relative, any other adult relative in the home, and any employee of the relative who might have regular contact with the child must pass a criminal background check; and
4. The caretaker relative states that neither he nor she, nor any employee or adult residents in the home have any arrests or convictions that could adversely affect the child or the relative's ability to care for the child.

Children of military families are not eligible.

## Application Process

For non-court-ordered cases, the process for application and approval is as follows:

- Caretakers may call for or pick up a Kinship Care application at the Division of Milwaukee Child Protective Services office or at Professional Services Group (PSG). The application is also available online at [dcf.wisconsin.gov/mcps](http://dcf.wisconsin.gov/mcps)
- The relative caretaker completes a Kinship Care application and submits it to PSG.
- PSG conducts a criminal background check on the applicant and all other adults living in the relative's home and any employee of the relative who might have regular contact with the child.
- PSG conducts a home assessment based on guidelines set by the Wisconsin Department of Children and Families.
- A determination letter is mailed to the caretaker and payment begins, if approved. If the application is denied, the caretaker is provided with appeal rights.

Applications must be submitted by mail or in person to:

**Professional Services Group, Inc.**

1126 South 70<sup>th</sup> St., Suite 112-3

West Allis, WI 53214

Monday – Friday 8:00 a.m. - 5:00 p.m.

## Administration of the Kinship Care Program in Milwaukee County

The **Division of Milwaukee Child Protective Services** administers the Kinship Care Program in Milwaukee County for the Wisconsin Department of Children and Families.

The Division of Milwaukee Child Protective Services has contracted with Professional Service Group to conduct Kinship Care assessments.

### Division of Milwaukee Child Protective Services

635 North 26<sup>th</sup> Street

Milwaukee, WI 53233

Phone: (414) 343-5500

Web Address: [dcf.wisconsin.gov/mcps](http://dcf.wisconsin.gov/mcps)

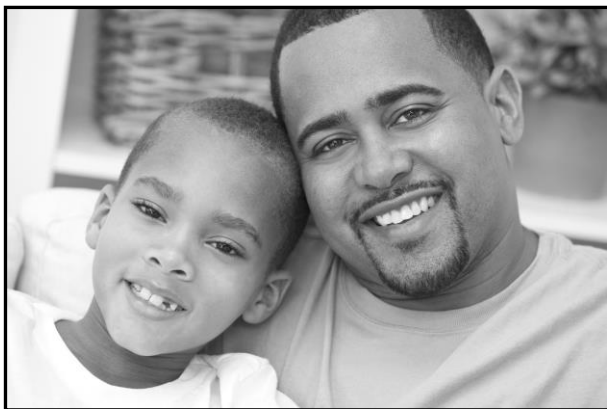
EMAIL:

[DCFMilwaukeeCPSKinship@wisconsin.gov](mailto:DCFMilwaukeeCPSKinship@wisconsin.gov)



## Kinship Care Program's Definition of Relative

For this program, a relative is defined as an adult who is the child's stepparent, brother, sister, stepbrother, stepsister, half-brother, half-sister, brother-in-law, sister-in-law, first cousin, second cousin, nephew, niece, aunt, uncle (directly or through marriage) or any person of the preceding generation by blood marriage of legal adoption. It includes anyone with the title grand, great, or great-great whether by blood, marriage, or legal adoption. It also includes the spouse of anyone named as grand, great, or great-great even if the marriage is terminated.



## Documentation Needed

Please be prepared to provide documentation that would be helpful in verifying the relationship between the caretaker and the child, as well as residence of the child. Documentation could include such things as medical records, school reports, guardianship documents, or other documents showing the child lives with the relative caregiver.

## Other Assistance Programs

Eligibility for the Badger Care Plus and the Food Share Program are separate from eligibility for Kinship Care.

Even if you do not qualify for Kinship Care, you may still qualify for Badger Care Plus or the Food Share Program. You may also qualify for child care assistance.

You may apply for these programs online at Wisconsin ACCESS  
[access.wisconsin.gov/](http://access.wisconsin.gov/)  
or phone (888) 947-6583.

To report child abuse or neglect call  
**Child Protective Services**  
**(414) 220-SAFE (7233)**



WISCONSIN DEPARTMENT OF  
CHILDREN AND FAMILIES

DCF is an equal opportunity employer and service provider. If you have a disability and need to access this information in an alternate format, or need it translated to another language, please contact (414) 343-5500 or 711 TTY.

For civil rights questions call (608) 422-6889 or (866) 864-4585 TTY (Toll Free).

DCF-P-2657 (R. 10/2015)

## A Guide to the Kinship Care Program in Milwaukee County



Enrollment services provided for the Division of Milwaukee Child Protective Services by

## Professional Services

**Group** 1126 South 70<sup>th</sup> St.

Suite 112-3

West Allis, WI 53214

Phone (414) 475-4200

Email: [kinship@psgipc.com](mailto:kinship@psgipc.com)

**PSG** professional  
services group, inc.