

<b>Policy Name:</b>	<b>Verification of Kinship Relationship and Residency</b>
<b>Policy Number:</b>	IA 52.00      OCM 51.00
<b>Subject:</b>	Kinship care; kinship relationship; kinship residency requirement; voluntary kinship; court-ordered kinship; kinship placements; kinship payments
<b>Last Updated/Reviewed:</b>	October 18, 2012
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*Any information referenced within this document is considered to be a part of this policy with the exception of the "related resources" section.*

**Summary:**

This policy establishes the types of documentation that are sufficient to verify kinship relationships and the residency of a child in the home of a kinship caregiver. This policy applies to both voluntary and court-ordered kinship.

**Related Resources:**

[DCF 58.03 \(18\)](#); [DCF 58.11\(1\) and \(2\)](#)

**Policy:**

DCF Chapter 58.03 (18) defines a relative who qualifies as a kinship provider to be 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, step-uncle, step-aunt, or any person of a preceding generation as denoted by the prefix of grand, great or great-great, whether by blood, marriage or legal adoption, or the spouse of any person named herein even if the marriage is terminated by death or divorce. In order to establish proof of any of the above relationships, specific documentation must be obtained by the Initial Assessment Social Worker or Ongoing or Family Case Manager. Similarly, proof that a child resides with the established kinship provider must also be provided by submission of one of a list of approved documents. Kinship payments may not be instituted until both of these requirements are met.

**Procedures:**

**A. Verification of Kinship Relationship**

1. Documents sufficient to establish verification of a relative or kinship relationship include a birth or death certificate, marriage license, guardianship or paternity papers.

2. When, and only when, these documents are not available to the applicant for kinship payment, an alternative form of acceptable documentation would be a signed statement issued by the child's biological parent(s), and co-signed by the kinship applicant, stating the precise nature of the relative relationship.
3. If BMCW or one of its contracted agency suspects that the relationship is in doubt, additional information may be requested.
4. A copy of any written verification, either at the time of application or later, must be maintained in the family case file.

#### **B. Verification of Residence**

1. Documents sufficient to establish verification of a child's residence with a kinship provider can include the child's medical assistance card, written verification from the child's school (if the child is of school age). If the child is not yet of school age, a written statement from the child's physician, dentist or daycare provider attesting to knowledge of the child's residence is acceptable.
2. Where none of the above documentation is available, a signed statement issued by the relative kinship provider indicating that the child is, or will be, living at their residence, is acceptable.
3. If BMCW or one of its contracted agency suspects that the residency is in doubt, additional information may be requested.

#### **Responsibilities:**

Initial Assessment Social Workers; Ongoing or Family Case Managers