

Kinship Support Roles and Responsibilities

Kinship Caregiver Payment and Kinship Navigator

HHS Placement Worker



Responsibilities

- Refer kinship caregiver to kinship navigator using KSI Home Assessment Part 1 and the child welfare services referral form.
- Complete FACS entries to generate a KCP payment.
- Inform caregiver that kinship navigator will be contacting them about support.
- Inform kinship caregiver that KCP payment eligibility will begin at Day 14 after placement, provide KCP document (Comm. 604).



Timeframe/Duration

- Referral to kinship navigator at the time of placement or within 3 business days.



Ongoing Support

- Handoff to SWCM will include confirmation of referral status to kinship navigator.

HHS SWCM



Responsibilities

- Enter any placement changes in FACS within 3 days.
- Inform the caregiver Medicaid is provided by Iowa HHS. Provide Medicaid letter and coordinate with the caregiver to apply for Medicaid on behalf of child.
- Communicate with kinship navigator/RRTS if there are placement changes.
- Maintain monthly contact with the caregiver.



Timeframe/Duration

- The life of the case.



Ongoing Support

- Provide appropriate case plan and permanency goal related information, upcoming dates for court hearings, FFM's and family interactions.
- Assist the caregiver in meeting their need for support to ensure placement stability.
- Refer the caregiver to kinship navigator for support as requested/needed.
- Refer the caregiver to RRTS for foster care licensing/approval if the caregiver identifies interest.
- Refer to FCS for Safecare as an available service to kinship caregivers if a need is identified.

FCS Kinship Navigator



Responsibilities

- Contact the kinship caregiver by phone to schedule an in-person meeting within 2 business days of HHS referral.
- In-person meeting should occur within 5 business days to provide an overview of available kinship supports including:
 - Kinship Navigator Services
 - Kinship Caregiver Payment
 - Kinship Foster Care Approval
- Make a referral to RRTS for caregivers who agree to begin the KFC home study approval process.
- Complete Kinship Caregiver Home Assessment Part 2 within 30 days.
- Administer Family Resource Scale to the caregiver within 30 days.
- Complete the Social Network Map with the caregiver within 30 days.
- Develop kinship support plan with the caregiver based on needs identified through Kinship Caregiver Home Needs Assessment Part 2 and Family Resource Scale results.
- Provide Kinship Caregiver Handbook



Timeframe/Duration

- Kinship navigator ensures completion of the following items within 30 days of caregiver accepting services:
 - Kinship Caregiver Home Assessment Part 2
 - Family Resource Scale
 - Social Network Map
 - Kinship Support Plan
 - Family Resource Scale re-administered to caregiver and kinship support plan updated at a minimum of every 90 days while the case is open



Ongoing Support

- First 60 days- Kinship navigator will meet with the caregiver in person a minimum of 2 times per month.
- 90-120 days- Kinship navigator will continue to meet face to face 2 times per month. One face-to-face visit can be via videoconference.
- 120+ days- Kinship navigator will meet in person a minimum of 1 time per month.
- Kinship navigator can increase the caregiver's level of support above the minimum required contacts if the caregiver has a need.
- Kinship navigator support is voluntary and available to the caregiver at any time during placement.