



OFFICE OF POLICY, PROCEDURES, AND TRAINING

POLICY BULLETIN # 22-30-OPE

(This Policy Bulletin Replaces PB #09-110-OPE)

KINSHIP CARE: REMINDER REGARDING NON-PARENT RELATIVES REQUESTING ASSISTANCE FOR CHILDREN UNDER THEIR CARE

Date: May 23, 2022	Subtopic(s): Cash Assistance
<p>Treat requests for “Kinship Care Grants” or “Child Only Grants” as requests for Cash Assistance.</p> <p>Households are not required to apply for SNAP.</p>	<p>This policy bulletin serves to remind Job Center staff about Kinship care. This includes how HRA administers benefits to non-legally responsible relatives (e.g., grandparents, aunts, and uncles) who are entitled to apply for Cash Assistance (CA), Supplemental Nutrition Assistance Program (SNAP), and Medicaid (MA) for children under their care without having to apply for or obtain legal custody or guardianship.</p> <p>This policy bulletin also serves to remind staff to not refer non-legally responsible relatives (non-LRR) to family court to file for legal custody of the child(ren) under their care in order to get assistance. Judicial custody orders are not required to establish Kinship care cases.</p> <p>While the FIA Family Services Call Center (FSCC) handles all Kinship care cases transferred to that Center, Job Center staff must be aware that these households may apply for Cash Assistance at any local Job Center.</p> <p>Some community organizations and websites inform non-LRRs that they can apply at Job Centers for “Kinship Care Grants” or “Child Only Grants” for the children under their care. These grants are in fact just the basic CA grant for the children only. Non-legally responsible individuals who are seeking such a grant are applying for CA for the children and should be processed according to current procedure. If the household seeks CA benefits only, then no income or resource information for the non-LRR is needed.</p> <p>Non-LRRs may also apply <u>only for CA</u> for the children. Non-LRRs who apply for CA only for the child(ren) under their care and do not wish to apply for SNAP do not have to furnish information about their income. Staff should register the case as AP for CA and NA for SNAP. If accepted, the case becomes AC for CA and NA for SNAP.</p>

HAVE QUESTIONS ABOUT THIS PROCEDURE?
Call 718-557-1313 then press 3 at the prompt followed by 1 or
send an e-mail to *FIA Call Center Fax* or fax to: (917) 639-0298

Note that if a client applies online and registers automatically as AP status for CA, MA, and SNAP, staff must complete the Application Maintenance activity to change the SNAP status to NA.

However, non-LRRs who wish to apply for SNAP for the child(ren) in their care must also be included in the SNAP case and their income must be counted, verified, and budgeted. Kinship care households are presumed to purchase, prepare and eat meals together as a household unit.

Staff must follow current procedures regarding CA applications for child-only cases. See the Family Services Call Center PD #07-41-OPE and the Change in Child Custodian PD #03-54-ELI for instructions.

See PB #06-68-OPE for more information on Non-Parent Caregiver Cases and PB #11-68-ELI for information on budgeting Kinship Guardianship Assistance Program (KinGAP) payments.

See [PD #07-41-OPE](#)
and [PD #03-54-ELI](#)

See [PB #06-68-OPE](#)
and [PB #11-68-ELI](#)

Effective Immediately

Related Items:

[PD #07-41-OPE](#)

[PD #03-54-ELI](#)

[PB #06-68-OPE](#)

[PB #11-68-ELI](#)