

**County of Orange Social Services Agency
Family Self-Sufficiency/Foster Care Program**

Program/Area: Foster Care Program
Title: Kinship Guardianship Assistance Payment (Kin-GAP) Program
Number: 702 **Status:** *Signature on File*
Effective Date: 12/01/08 **Revision Date:** 04/28/16

PURPOSE The purpose of this policy is to provide guidelines for processing Kinship Guardianship Assistance Payment (Kin-GAP) Program cases.

OVERVIEW The Kin-GAP Program serves children exiting the Foster Care system and entering into guardianship with a relative.

The children may have been receiving either Federal Title IV-E Aid to Families with Dependent Children-Foster Care (AFDC-FC) or California Work Opportunity and Responsibility to Kids (CalWORKs) benefits prior to entering the Kin-GAP Program.

DEFINITIONS

Traditional Relative:

An adult who is related to the child by blood, adoption, or affinity within the fifth degree of kinship, including stepparents, stepsiblings, and all relatives whose status is preceded by the words "great," "great-great," or "grand" or the spouse of any of those persons even if the marriage was terminated by death or dissolution.

Effective January 1, 2014, for federal Kin-GAP eligibility purposes, the above definition of relative has been expanded to include any of the following:

Fictive Relative (expanded definition):

1. An adult who meets the definition of an approved, non-related extended family member (NREFM), **or**
2. An adult who is the current foster parent of a child under the juvenile court's jurisdiction, who has established a significant and family-like relationship with the child and is identified as the child's permanent connection, **or**
3. An adult who is either a member of the Indian child's tribe, or an Indian custodian.

Note: The expanded definition (fictive relative) cannot be applied retroactively to convert any guardianship cases that are currently receiving non-federal AFDC-FC payment to the federal Kin-GAP Program. Any guardianship established by the juvenile court with a fictive relative of a federally eligible dependent or ward is eligible to enter the federal Kin-GAP

Program provided all other eligibility requirements are met.

There is no state-funded Kin-GAP under the fictive relative definition.

**GENERAL
PROGRAM
ELIGIBILITY
REQUIREMENTS**

To qualify for state or federal Kin-GAP, the child must have:

1. Been removed from the parental home pursuant to a voluntary placement agreement or as a result of a judicial determination that continuation in the home would be contrary to the welfare of the child, and adjudged a dependent or ward of the juvenile court.
2. Been residing for at least six consecutive months in the approved home of the prospective relative guardian while under the jurisdiction of the juvenile court or a voluntary placement agreement. A month can be counted if the child meets these requirements for at least one day of the month.
3. A written agreement entered into by the prospective relative guardian with the county welfare or probation department prior to the establishment of guardianship.
4. Had kinship guardianship established and dependency terminated or wardship terminated at the same time as or after the establishment of guardianship.

**REQUIRED
DOCUMENTATION**

1. Completed [Statement of Facts Supporting Eligibility for Kinship Guardianship Assistance Payment \(Kin-GAP\) Program](#) (KG 2) signed by Legal Guardian, Eligibility Technician and Eligibility Supervisor.
2. Documentation of Title IV-E eligibility includes:
 - a. [Statement of Facts Supporting Eligibility For AFDC-Foster Care \(FC\)](#) (FC 2), [Determination of Federal AFDC-FC Eligibility](#) (FC 3), [AFDC-FG/U Worksheet](#) (FC 3A), and/or [Foster Child's Data Record and AFDC-FC Certification](#) (SOC 158A), or
 - b. For older Kin-GAP cases being converted - payment or placement histories, court orders, or older approval forms.

Note: When there is no evidence of Title IV-E foster care eligibility, the case is not eligible for the new federally-funded Kin-GAP Program.

3. [Approval of Family Caregiver Home](#) (SOC 815) or prior form which demonstrates:
 - a. Relative guardian had been approved while caring for the child during the foster care episode.
 - b. The dependent child or ward resided with the approved relative caregiver for at least six consecutive months, evidenced by the [Approval of Family Caregiver Home](#) (SOC 815) and any record that verifies date of placement with approved relative caretaker.
 - c. Completion of fingerprint-based criminal histories (DOJ and FBI) for all adults in the home and criminal histories were either

cleared or exempted.

Note: If documentation cannot be provided, the case is not eligible for Title IV-E Kin-GAP.

4. A copy of the [Agency-Relative Guardianship Agreement](#) (SOC 369) signed by the guardian.
5. Documentation of [Specialized Foster Care Request](#) (F063-28-164) or other special rate (e.g. infant supplement or dual agency).
6. A copy of the completed and signed [Kinship Guardianship Assistance Payment \(Kin-GAP\) Program Agreement Amendment](#) (SOC 369A). If an agreement of payment amount cannot be reached the County and guardian, the County completes the form and the guardian signs the form indicating they disagree with the terms and request a state hearing. Refusal to sign the form will result in aid being denied (discontinued for cases converting to the new Kin-GAP programs).
7. Copy of the § 366.26 minute order.
8. Letters of Guardianship (JV 330).
9. Kin-GAP Approval or Denial Notice of Action (NOA) - Generated in CalWIN.

**BEGINNING DATE
OF AID**

The beginning date of aid (BDA) is generally the first day of the month following the month in which the [Kinship Guardianship Assistance Payment \(Kin-GAP\) Program Agreement Amendment](#) (SOC 369A) is signed by the guardian and the County. Both dependency termination and guardianship establishment must have occurred by BDA. If either dependency termination or guardianship establishment did not occur, BDA will be delayed until the date both of these requirements are met.

When a child is receiving CalWORKs or foster care payment and becomes eligible to Kin-GAP, there is no break in aid. Foster Care/CalWORKs payments will continue to the end of the calendar month and Kin-GAP payment will begin the first of the following month.

Example 1:

[Kinship Guardianship Assistance Payment \(Kin-GAP\) Program Agreement Amendment](#) (SOC 369A) is signed by the guardian and the County on 5/15. Dependency terminated and guardianship established on 5/20. Kin-GAP begins on 6/1. CalWORKs/Foster Care benefit ends on 5/31.

Example 2:

[Kinship Guardianship Assistance Payment \(Kin-GAP\) Program Agreement Amendment](#) (SOC 369A) is signed by the guardian and the County on 5/15. Guardianship established on 6/5 and dependency terminated on 6/14. Kin-GAP begins 7/1. CalWORKs/Foster Care ends on 6/30.

Note: CalWORKs cannot end mid-month and there can be no break in aid.

ADDITIONAL FEDERAL KIN-GAP ELIGIBILITY REQUIREMENTS

The child must have been eligible for federal foster care for at least six consecutive months while in the approved home of the prospective guardian prior to guardianship. A month can be counted if the child was eligible at least one day of the month.

Note: A Title IV-E foster care payment does not need to have been issued.

A condition for federal eligibility, the [Agency-Relative Guardianship Agreement](#) (SOC 369) and [Kinship Guardianship Assistance Payment \(Kin-GAP\) Program Agreement Amendment](#) (SOC 369A) must be signed prior to the establishment of guardianship. If there is a failure to meet this condition, the child is eligible to only state-funded Kin-GAP if placed with a traditional relative. If placed with a fictive relative, the child would be eligible to state-funded foster care as the child is living with a non-related legal guardian (non-dependency).

For a child who entered Kin-GAP under the age 16 by fictive relative definition and does not have a medical or mental health conditions, the child is eligible to receive federal Kin-GAP until age 18. Upon turning age 18, the child loses federal Kin-GAP eligibility, but is eligible to state foster care benefits as child is placed with non-related legal guardian (non-dependency).

STATE KIN-GAP

Children not eligible to Title IV-E Kin-GAP are eligible to state-funded Kin-GAP, if all other Kin-GAP requirements are met. Children Permanently Residing Under Color of Law (PRUCOL) and those transitioning from CalWORKs to Kin-GAP will be in the state Kin-GAP Program.

Note: There is no state-funded Kin-GAP under the fictive relative definition.

ALTERNATE or CO-GUARDIANS/SUCCESSOR

State Kin-GAP

An alternate kinship guardian or kin-ship co-guardian can be appointed by the court and be eligible to receive Kin-GAP payment on behalf of the child.

The alternate kinship guardian or kinship co-guardian does not need to meet a new six month placement period requirement if they have been assessed and approved by the court.

Federal Kin-GAP

The relative guardian can be replaced with a successor guardian, who does not have to be a relative or NREFM, if the relative guardian passes away or is incapacitated and is no longer able to care for the child. The current guardian can name a successor guardian(s) at the signing of initial agreement or in an amended agreement at a later time. However, the named successor legal guardian does not need to sign an agreement or become involved until there is a need to appoint a new successor guardian due to death or incapacity.

In order to be eligible to receive federal Kin-GAP payment, the successor

guardian must sign a new Kin-GAP agreement prior to being appointed as successor guardian by the court and meets all eligibility requirements.

In addition, the successor guardian's home must be assessed but a new six months in placement with the successor guardian is not required.

When a successor guardian is appointed due to incapacity or death for the purpose of continuation of Kin-GAP eligibility, documentation/verification to support the determination of disability or death is required. Documentation for incapacity or death may include, but is not limited to, any of the following:

Incapacity

- A medical report or written statement from a physician, licensed or certified psychologist, or other qualified professionals that provides information to substantiate the determination of incapacity.
 - A diagnosis of the guardian's condition and explanation of the extent to which it substantially reduces or eliminates the guardian's ability to support or care for the child.
 - The doctor's name, address, and phone number.
- A verbal statement from a physician, licensed or certified psychologist, or other qualified professionals verifying incapacity may be accepted. Documentation must include the date verification was obtained, the name of the person who supplied the verification, and the name of the county person who obtained verification.

Death

- A death certificate
- A medical report or written statement from a physician or other qualified personnel
- A verbal statement from a physician or other qualified professionals verifying death may be accepted. Documentation must include the date verification was obtained, the name of the person who supplied the verification, and the name of the county staff who obtained verification.

SIBLINGS

Siblings (step, half, and adoptive) placed with the same relative are each Title IV-E eligible as long as one sibling under the same kinship arrangement is Title IV-E eligible, unless the negotiated agreement was not signed prior to guardianship being established. The siblings do not have to be placed at the same time.

Example 1:

Debbie is placed under State-eligible Kin-GAP on 8/5/11. Her sibling, Mike, is Title IV-E eligible, and is placed with the same relative under the same arrangement on 2/15/12. Mike's Title IV-E Kin-GAP payments begin

3/1/12. Debbie's Kin-GAP payments change from State to Title IV-E beginning 3/1/12.

Debbie's new [Kinship Guardianship Assistance Payment \(Kin-GAP\) Program Agreement Amendment](#) (SOC 369A) will be check-marked as an amendment to Debbie's initial agreement dated 8/5/11 and will be notated to indicate that her case federal eligibility begins 3/1/12 due to a Title IV-E sibling.

Note: In the above scenario, if Debbie and Mike are placed with the same relative at the same time, with Mike being Title IV-E eligible, therefore, Debbie is also Title IV-E eligible. To meet the requirement that both siblings be placed under the same arrangement, the [Kinship Guardianship Assistance Payment \(Kin-GAP\) Program Agreement Amendment](#) (SOC 369A) for Mike will be check-marked as the initial agreement and the [Kinship Guardianship Assistance Payment \(Kin-GAP\) Program Agreement Amendment](#) (SOC 369A) for Debbie will be check-marked as an amendment with the notation that her federal Kin-GAP eligibility is due to Title IV-E sibling.

AGE REQUIREMENTS

To be eligible for Kin-GAP, a child must be either under age 18, or if age 18 or older, meet the age extension rules or has a medical or mental health condition, as discussed below.

EXTENSION OF KIN-GAP BEYOND AGE 18

Child with a Disability

Effective January 1, 2011, a Kin-GAP child who has a mental or physical disability that warrants the continuation of assistance is eligible to receive benefits to age 21 regardless of the age the child entered the Kin-GAP program. This determination is made by Children & Family Services (CFS).

Youth Turned 18 on or after 2012

Title IV-E Kin-GAP and State Kin-GAP– A youth who entered Kin-GAP age 16 or older may remain on Kin-GAP up to age 21, as long as they continue to meet one of the school or employment requirements below.

For a federal or state Kin-GAP youth who entered the Kin-GAP program under the age 16 and does not have a medical or mental condition, the youth is not eligible to extended Kin-GAP. However, the youth continues to be eligible to Kin-GAP up to age 19 under existing high school completion rule.

Note: School Attendance Verification (CSF 37) is required for this population. (This form is generated in CalWIN)

School or Employment Requirements - Effective 2012

To receive age-extension Kin-GAP benefits, the youth must sign the [Kin-GAP Mutual Agreement For Non Minor Former Dependents](#) (KG 3) and continue to meet at least one of the following school or employment requirements:

1. Completing High School or a program leading to an equivalent

- diploma.
2. Enrolled in college or vocational education.
 3. Participating in a program or activity designed to promote or remove barriers to employment.
 4. Employed at least 80 hours per month.
 5. Incapable of doing any of the activities (1-4 above), due to a documented medical condition.

INCOME

The child's non-exempt income is used to determine the maximum allowable Kin-GAP payment amount.

Basic foster care rate

+ Any special rates
– Child's non-exempt income
= Maximum Allowable Kin-GAP amount

The following income deductions shall apply, if applicable, when determining Kin-GAP payment amount:

- \$50 child support disregard,
- \$225 of disability-based unearned income disregard, i.e. Social Security Disability Benefit.

After income deductions are applied, if any, the child's remaining net non-exempt income is then subtracted from the negotiated Kin-GAP amount. The difference is the maximum allowable Kin-GAP payment.

If the income is not exempt, it is counted in full when determining the maximum allowable Kin-GAP payment amount.

The Kin-GAP payment is negotiated between the Assigned Social Worker (ASW) and guardian and shall not exceed the foster care payment that would have been paid based on the state-approved foster care rate plus any special rates deemed necessary to meet the child's needs. The actual KG payment benefit to be issued to the youth must not exceed the maximum allowable Kin-GAP amount. If the child's non-exempt income changes, the ASW must be notified. The Kin-GAP payment amount may need to be re-negotiated.

Earned income meeting the following conditions is exempt:

- Income from participation in the Job Training Partnership Act (JPTA)
- Income of a full-time student
- Income of a child age 16 or older participating in the Independent Living Program (ILP)
- Effective January 1, 2012, income of a youth 18 or over who is participating in a transitional independent living case plan (TILP) which states the purpose of employment is to enable the youth to gain

knowledge of needed work skills and habits and the responsibilities of maintaining employment.

Supplemental Security Income (SSI):

Title IV-E Kin-GAP- SSI benefits received by the child are exempt from income consideration. The guardian should be advised to report the Kin-GAP payment to the Social Security Administration (SSA), as they will be determining the offset to avoid SSI overpayments.

State Kin-GAP- The eligibility worker will need to offset dollar-for-dollar the Kin-GAP payment against the SSI.

Income of the child's parents, Kin-GAP guardian or any other relative is not used to determine the child's Kin-GAP eligibility.

ASSETS

The property limit is \$2,000. Only property of the Kin-GAP child is counted. Inaccessible property is not counted. For example, a court-ordered trust which cannot be accessed until the youth is 18 years old is exempt until the youth turns 18.

Vehicles

A vehicle owned by a Kin-GAP youth must be evaluated for equity and fair market value (FMV).

Steps in Evaluating Vehicle Equity

1. Use Kelley Blue Book (KBB) vehicle value for fair condition.
2. Subtract encumbrances from FMV.
3. If value is \$1,501 or below, vehicle is equity exempt. If over \$1,501, evaluate excess fair market value.

Steps in Evaluating Vehicle's Fair Market Value (FMV)

1. Exclude licensed or unlicensed vehicle if:
 - Used as a home
 - Income producing (over 50% of the time, such as a taxi)
 - Producing annual income consistent with FMV (even if used only seasonally)
 - Necessary for employment (other than daily commuting)
 - Used to transport a physically disabled household member, including an excluded disabled household member, regardless of the purpose of the transportation. Limit of one vehicle per physically disabled household member.
 - Previously used as income producing by a self-employed household member who is temporarily unemployed.
 - Household depends on vehicle to carry fuel for heating or water for home use when that is the primary source of fuel or water for the

- family.
 - For any remaining vehicles not excluded above, go to step 2.
2. The value is determined at application and when a new vehicle is reported. Re-evaluation is required only at Redetermination.
3. Of the remaining licensed vehicles:
- Exempt from the equity value one vehicle per each adult.
 - Exempt from the equity value any remaining licensed vehicles used by a household member, under age 18, to go to work, school, training or to look for work.
 - Calculate the FMV by deducting \$4,650.00 vehicle exclusion limit.
 - Include the excess FMV as a countable resource.
4. For any remaining licensed vehicles:
- Determine both the FMV and the equity value
 - Greater of the excess FMV or equity value as a countable resource
5. For any remaining unlicensed vehicles:
- Determine the equity value
 - Include the equity value as a countable resource

Note: Vehicles that are leased or on a lease/purchase option are not considered a resource until a transfer of ownership occurs.

State Kin-GAP Property Exclusions

The following assets are excluded for a child receiving state-funded Kin-GAP benefits:

- Up to \$10,000 in cash savings, including interest
- A home occupied by the Kin-GAP child

Title IV-E Kin-GAP Property Exclusions

Exclude savings up to \$10,000 for a youth in the federal Title IV-E Kin-GAP Program if all the following conditions are met:

- The funds are the youth's own money
- Funds are deposited by or on behalf of the youth into a Federal Deposit Insurance Corporation or Federal Savings and Loan Insurance Corporation savings account
- Savings are withdrawn only upon written approval from the youth's social worker or probation officer and are only used for purposes directly related to the youth's transitional goals. Approval is not required for withdrawal by youth age 18 or older.

If age 18 or older, the youth is participating in a transitional independent living

RATES

Maximum Payment

The basic foster care rate plus any special rates, minus the child's non-exempt income, equals the maximum Kin-GAP payment amount. State-approved rates are used for the maximum payment computation. The actual Kin-GAP amount is negotiated between the SSW and guardian.

Specialized Care Increment (SCI)

The County pays the host county/state SCI rate for relative guardians residing outside of Orange County. The SCI can be increased or decreased as needs and circumstances change.

Age-Related Increase

Kin-GAP recipients are eligible to receive automatic age-related increases. A new SOC 369A is not required.

Clothing Allowance – Suspended

Dual Agency Rate

Kin-GAP children who are consumers of California Regional Center services may be eligible for a dual agency rate, including the supplemental rate for extraordinary care and supervision. (Refer to [WT 23-Dual Agency Payment Checklist](#))

Infant Supplement

A Kin-GAP teen parent of a child living in the same home is entitled to receive an infant supplement payment. This rate may include an additional \$200 when the placement is considered a whole family foster home. The shared responsibility plan requirements do not apply.

Reimbursement For Nonrecurring Expenses For Legal Guardianship

A guardian who had a kinship guardianship established on or after January 1, 2012 is eligible to be reimbursed up to a maximum of \$2000 for reasonable and verified nonrecurring expenses that are directly related to the establishment of the guardianship. To be eligible for reimbursement, the child must be eligible for Kin-GAP. The legal guardian must submit a claim for payment, including receipts and all related expenses documentation, no later than two years from the date of guardianship established. Some examples of related expenses include, but are not limited to:

- Transportation costs for the legal guardian to attend court hearings associated with obtaining legal guardianship, including mileage and parking.
- Cost of lodging and food for prospective legal guardianship to attend hearing.
- Documented out of pocket attorney's fees associated with obtaining legal guardianship.

Note: Reimbursement shall not be made for costs otherwise reimbursed from other sources, including the foster care maintenance payment. For example, transportation costs to bring the foster care child to the hearing(s) are covered by the foster care maintenance payment and should not be included in the

reimbursement.

Required Documentation:

[Kinship Guardianship Assistance Payment \(Kin-GAP\) Program Nonrecurring Legal Guardianship Expenses Agreement](#) (KG 4) must be signed by the prospective legal guardian and SSW.

[Kinship Guardianship Assistance \(Kin-GAP\) Program Nonrecurring Legal Guardianship Expenses Form](#) (KG 5) is used by the legal guardian to claim for payment. Copies of receipts or other expenses documentation must be attached to the KG 5 form.

AID CODES

The following aid codes apply to Kin-GAP:

- 4T – Federal Kin-GAP Program
 - New and converted Kin-GAP cases determined to be Title IV-E eligible.
- 4F – State Kin-GAP Program
 - New and converted Kin-GAP cases that are not Title IV-E eligible, other than non-Title IV-E eligible cases which are extended beyond age 18 due to a disability.
 - PRUCOL cases
- 4G – State Kin-GAP Program
 - Non-Title IV-E Kin-GAP cases which extend beyond age 18 due to a disability.
- 4S – AB12 Federal Kin-GAP Program
- 4W – AB12 State Kin-GAP Program

COUNTY OF PAYMENT RESPONSIBILITY

The county which had court ordered jurisdiction of the child as a dependent or ward is responsible for payment, regardless of where the child resides.

REASSESSMENT (RRR)

Reassessment of the Kin-GAP child's needs and the guardian's circumstances must be performed at least every two years. If needs or circumstances change, Kin-GAP benefit adjustments may be negotiated more frequently. A phone interview can be conducted to assist guardian with completing the [Statement of Facts Supporting Eligibility for Kinship Guardianship Assistance Payment \(Kin-GAP\) Program](#) KG 2 and the rights and responsibilities

When the county and relative guardian cannot agree on a payment, the SSW will establish an amount. The guardian can mark the box on the last page of the [Kinship Guardianship Assistance Payment \(Kin-GAP\) Program](#)

[Agreement Amendment](#) (SOC 369A) to indicate they are in non-agreement to the SSW's proposed payment amount and request a hearing. The most recent payment amount continues to be in effect pending the result of the state hearing. If the guardian refuses to sign the [Kinship Guardianship Assistance Payment \(Kin-GAP\) Program Agreement Amendment](#) (SOC 369A), benefits are to be terminated.

The following forms are required at reassessment:

- [Kinship Guardianship Assistance Payment \(Kin-GAP\) Program Agreement Amendment](#) (SOC 369A) signed by the guardian.
- [Statement of Facts Supporting Eligibility for Kinship Guardianship Assistance Payment \(Kin-GAP\) Program](#) (KG 2)
- Extended Kin-GAP Notification Letter (F063-25-741)
- [Kin-GAP Reassessment Cover Letter](#) (F063-29-116)
- [Kin-GAP Benefits Continuation Request](#) (F063-25-663)
- [Kin-GAP Mutual Agreement for 18 Year Olds](#) (KG 1), if aging out.
- [Kin-GAP Mutual Agreement For Non Minor Former Dependents](#) (KG 3), if aging out
- [Your Rights Brochure](#) (PUB 13)

MEDI-CAL

Children eligible to federal Kin-GAP are categorically eligible for Medicaid in their state of residence. Children eligible to a state Kin-GAP are eligible for Medi-Cal if living in California. See the note under Reassessment regarding Medi-Cal annual redetermination.

Kin-GAP children who move out of California should be encouraged to apply for Medicaid in the new state of residence.

Note: Medi-Cal must be redetermined annually by verifying and notating that the child is still eligible to California or Title IV-E Kin-GAP and lives in California.

CHILD SUPPORT REFERRAL

A [Child Support – Good Cause Claim For Non Cooperation](#) (CW 51) form is required for all cases. The case may be referred for child support if the parents' payment of child support will not jeopardize the stability of the placement. The Social Worker will determine whether a child support referral is in the best interest of the child.

OUT-OF-STATE PLACEMENTS

Kin-GAP benefits continue regardless of the state in which the relative guardian and child reside, if all the requirements are met.

INDEPENDENT LIVING PROGRAM (ILP)

Kin-GAP youths are eligible for ILP services when they turn 16, regardless of what age they exited foster care.

WARDS

A former dependent, eligible to Kin-GAP, later incarcerated and has

wardship established, and then returns to the relative placement while still a ward, remains eligible for Kin-GAP, if all other Kin-GAP eligibility conditions are met.

OVERPAYMENTS Kin-GAP overpayment rules are the same as foster care and the Adoptions Assistance Program (AAP). See [Overpayment P&P 45-304](#).

RE-ENTRY See [Extended Foster Care P & P 701](#)

TERMINATION OF KIN-GAP Children determined eligible to Kin-GAP remain eligible unless one of the following occurs:

1. The child has aged out of Kin-GAP (unless the child qualifies for an extension as described above).
2. The county determines the relative guardian is no longer providing support to the child based on one of the following:
 - Guardianship is terminated
 - Court jurisdiction is restored
 - The child legally emancipates, marries, enlists in the military, or dies
 - Not covering any costs related to the child's care, such as maintaining a room for the child, tuition, clothing, etc.
3. Failure of the relative guardian to complete and return the [Statement of Facts Supporting Eligibility for Kinship Guardianship Assistance Payment \(Kin-GAP\) Program](#) (KG 2) within 14 days of the date it was mailed.

Required Forms

Form Name	Form Number
Kin-GAP Mutual Agreement for 18 Year Olds	KG 1
Statement of Facts Supporting Eligibility for Kinship Guardianship Assistance Payment (Kin-GAP) Program	KG 2
Kin-GAP Mutual Agreement For Non Minor Former Dependents	KG 3
Statement of Facts Supporting Eligibility For AFDC-Foster Care (FC)	FC 2
Determination of Federal AFDC-FC Eligibility	FC 3
AFDC-FG/U Worksheet	FC 3A
Approval of Family Caregiver Home	SOC 815
Agency-Relative Guardianship Agreement	SOC 369
Kinship Guardianship Assistance Payment (Kin-GAP) Program Agreement Amendment	SOC 369A
Specialized Foster Care Request (if applicable)	F063-28-164
School Attendance Verification (Generated in	CSF 37

CalWIN)
[Child Support – Good Cause Claim For Non Cooperation](#) CW 51
[Your Rights Brochure](#) PUB 13
Extended Kin-GAP Notification Letter F063-25-741
[Kin-GAP Reassessment Cover Letter](#) F063-29-116

[Kin-GAP Benefits Continuation Request](#) F063-25-663
[Kinship Guardianship Assistance Payment Program](#) KG 4
[Nonrecurring Legal Guardianship Expenses Agreement](#)
[Kinship Guardianship Assistance Program](#) KG 5
[Nonrecurring Legal Guardianship Expense Form](#)

REFERENCES ACL 14-19, 14-28, 11-86

WORKER TOOLS [Dual Agency Payment Checklist](#) Worker Tool
23

PROCEDURE [Kin-GAP Processing Guide](#)

