 Department of Children & Family Services <i>Building a Stronger Louisiana</i>	Division/Section	Family Support
	Chapter No./Name	9 – Child Support Enforcement (CSE)
	Part No./Name	F – Case Referrals / Applications
	Section No./Name	F-100 FITAP Referrals
	Document No./Name	F-150 Kinship Care Subsidy Program
	Effective Date	August 1, 2022


I. STATEMENT OF POLICY

The Kinship Care Subsidy Program (KCSP) *** provides cash assistance for eligible children who reside with qualified relatives other than * their parents.

The assistance unit shall include all children in the home for whom the qualified relative receives KCSP. The qualified relative is not included in the grant, and there is no requirement that the children are related to each other. ** *** The qualified relative in the KCSP case may also be eligible for and receive FITAP for his/her children. * In this instance, DCFS should receive two (2) separate referrals.

The qualified relative must:

- Possess or obtain within one year of certification either:
 - Legal custody or guardianship of the eligible child(ren) who is living in the home. Legal custody or guardianship must be granted by a court and verified through court records or other reliable documents, or
 - Provisional custody, by mandate, of the eligible child(ren) who is living in the home. Provisional custody by mandate is a notarized authorization made by the child's custodial parent or parents, to a person of legal age to provide for the care, custody, and control of a minor child. Certain requirements are necessary for the execution of this document. Refer to Family Assistance policy section [M-211-1](#).
- Have an annual family income of less than 150% of the federal poverty threshold, in accordance with the size of the qualified relative's family. Refer to Poverty Guidelines policy [M-410](#). **
- *** * The eligible child/children's parent(s) cannot reside in the same home as the qualified relative and the child(ren).
- Assign to the state any rights to child support from any other person and cooperate with CSE in obtaining child support for the child unless good cause is established.
- As defined in [21 U.S.C. 802\(6\)](#) of the Controlled Substance Act, any ** qualified relative convicted of a felony for possession, use or distribution of a controlled substance *** shall be disqualified from receiving KCSP payments for one year. The debt shall * commence on the date of conviction if the qualified relative is not incarcerated, or begin** the date of release from incarceration if he/she was incarcerated.

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II. PROCEDURES

* F-151 KCSP REFERRAL TO CSE

FITAP procedure and forms apply in KCSP. All noncustodial parents (NCPs) must be referred unless otherwise excluded; i.e., disabled, SSI eligible, or deceased. NCP data is received through automated referral and submittal of form(s) [OFS 4NCP](#) or [OFS 4NCP Supplement](#), as required.

F-152 KCSP CASE PROCESSING


Referrals are received on appropriate NCPs of children receiving KCSP. A LASES case must be set up for each NCP referred with the qualified relative listed as the **custodial parent (CP)**. **If CSE does not receive **** an automated referral, ******* the case must be set up as a PA 4. *** In this case**, the KCSP payment is included in the monthly grant file and updates the case.

The following **procedures are for ** ***** existing IV-D collection *** cases**:

- If the qualified relative is a CP in an existing FITAP case, no debt changes are necessary in the FITAP case.
- If the qualified relative is a CP in an existing non-FITAP case, LASES automatically flops the NA debt to AF, even though different children and NCPs are involved. This AF debt is end dated the day after the effective date. Set up a mixed (MX) debt for the non-FITAP case with the effective date the court ordered due date in the first month the CP received KCSP benefits. **If there are multiple children on the order and not all of the children are included in the KCSP grant, a mixed debt should be set up and pro-rated based on the number of children included in the KCSP grant.**
 - **If no payments were received after the NA debt flopped to AF and prior to the MX debt being set up, the AF debt should be deleted on DBOU. Deleting the debt will remove the arrears.**

Note: The debt should be deleted only if payments did not apply to the AF debt.

- **If payments were received on the non-FITAP, non-KCSP case after the debt flopped to AF and prior to setting up the MX debt, journal these from the AF debt to the MX debt. After the journal(s) are completed, Financial will update the AF debt accordingly by crediting any balance. ****
- The KCSP debt type is AF with an effective ******* court ordered due date in the first month the CP received KCSP. LASES automatically calculates arrears on this debt.

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* F-153 SETTING UP A MIXED DEBT

- Verify via LITE which child(ren) is/are included in the grant
- Go to LICD (LIST CASE DEBTS) - press PF5 to enter a debt
- Go to DEDA (DEBT DETAIL ADD)
 1. Enter “MX” in the DB TYPE field
 2. Enter the docket number in the DCKT# field
 3. Enter the FIPS number in the FIPS field
 4. Enter “NA” in the PROGRAM field. Press Enter
 5. Enter the beginning date of the child support order in the OBL BEG DT field. Use the date the child(ren) was/were no longer included in the grant.
 6. Enter the frequency of the obligation in the FREQ field.
 7. Enter the amount of the obligation in the OBL AMT field. If this is not a per child order, the obligation will be prorated among children.
 8. If you entered a date in the EXP DT field on COOD that information will automatically pull into the ACC END DT field
 9. Press Enter
 10. The MX/NA/NAA debt type is created
- Return to LICD
 1. Place an X next to the CS/AF/PAA or SS/AF/PAA debt
 2. Press PF6
- Go to LDOH (LIST DEBT OBLIGATION HISTORY) - Enter U next to the debt definition to be updated
- Go to DBOU (DEBT BALANCE/OBLIGATION UPDATE)
 1. Enter a date in the ACC END DT field. This end date must be the last day of the month that the child was included in the grant
 2. Press Enter

III. FORMS AND INSTRUCTIONS

OFS 4NCP [Form](#) / [Instructions](#) NonCustodial Parent Information Summary
 OFS 4NCP Supplement [Form](#) / [Instructions](#) NonCustodial Parent Information Summary Supplement

IV. REFERENCES

[21 U.S.C. 802\(6\)](#) Controlled Substance Act **