LOUISIANA DEPARTMENT OF HEALTH		
	Division/Section	Family Support
	Chapter No./Name	4 – Economic Independence (EI)
	Part No./Name	M – Kinship Care Subsidy Program
	Section No./Name	M-200-KCSP Kinship Care Eligibility Requirements
	Document No./Name	M-210-KCSP Eligibility Requirements
	Effective Date	September 1, 2026

I. STATEMENT OF POLICY

M-211-KCSP – PO QUALIFIED RELATIVE REQUIREMENTS

The child must live in the home of one of the following qualified relatives (either biological or adoptive):

- grandfather or grandmother (extends to great-great-great)
- brother or sister (including half brother and half sister)
- uncle or aunt (extends to great-great)
- first cousin, including first cousin once removed (child of a first cousin)
- nephew or niece (extends to great-great)
- stepbrother or stepsister

The legal spouse of the above listed relatives even after the marriage is terminated by death or divorce meets the criteria as a qualified relative.

M-212-KCSP - PO ELIGIBLE CHILD REQUIREMENTS

Eligibility requirements for the child receiving KCSP are similar to the FITAP requirements. FITAP policies, procedures, and forms apply in KCSP unless stated otherwise.

M-213-KCSP - PO CHANGES REPORTED/ MATCHES FROM OTHER ENTITIES

Louisiana Department of Health (LDH), Louisiana Vital Records Division will submit a daily file that identifies deceased individuals matching a member of a pending or active Supplemental Nutrition Assistance Program (SNAP) and associated Kinship Care Subsidy Program (KCSP) household.

II. PROCEDURES

Even though the qualified relative is not included in the KCSP assistance unit, the qualified relative must meet the following requirements.

- Possess or obtain within one year of certification: custody, guardianship, or provisional custody by mandate of the eligible child(ren) who is living in the home.

  Legal custody may be custody awarded by the court or provisional custody by mandate of eligible children living in the home.

Provisional custody by mandate is a notarized authorization made by the child's custodial parent(s) or by the grandparent(s) who has been awarded legal custody, to a person of legal age to provide for the care, custody, and control of a minor child. Certain requirements must be met for the execution of the provisional custody by mandate document. Refer to section M-211-1.

Custody, guardianship, and provisional custody by mandate must be verified through court records or other reliable documents such as the form, KCSP 4K.

Note: If custody, guardianship, or provisional custody by mandate is not obtained within one year of initial certification, the child is no longer eligible for KCSP benefits. The year begins with the initial month of certification and continues for 11 months thereafter, regardless of program or custody status. (For example: A household certified in May 2026 may be determined eligible for May 2026 thru April 2027. But, the household must obtain court-ordered custody or provisional custody by mandate for all subsequent months of eligibility after April 2027.)

LITE will send a **Case Action Task: No Custody** by the 10th month after the child has received the KCSP without provisional custody by mandate or legal custody.

- 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.
- Have neither of the eligible child's parents residing in the applicant's household.
- 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.
- Receive no SSI or foster care payments for the child(ren) for which they are applying for KCSP.

Verifying and Documenting Relationship

The LITE Relationship – Details screen allows the user to document the relationships of each household member to each other. Select an appropriate option from the *Relationship Type is* drop-down list to document the relationship of each child to the caretaker relative. All Qualified Relatives and some Non-Qualified Relatives are included in the drop-down. Select Other Related if the degree of relationship is not available in the drop-down.

After completing all relationship details for individuals living in the home based on the client's statement during the interview, click Family Tree to capture additional relationship details. The Relationship – Establishing Family Tree pop-up screen displays. The worker will use the Relationship – Establishing Family Tree popup screen as a tool to help establish relationship, document relationship details for each child, and request relationship verification.

Select an appropriate option from the Relationship Verification drop-down list. Relationship Verification is mandatory for KCSP cases.

To request verification of Relationship, the user must select either Pending Verification or Client Statement (which is invalid for KCSP) on the Relationship – Details screen for those relationships that have not been verified. The names of relatives entered in Person 1 and Person 2 will populate on the Request for Verification if Pending Verification or Client Statement is selected in the Verification column for that row of the Family Tree.

Click Save after selecting the type of relationship and type of verification on the Relationship – Details screen.

Once the verification is received, the user must return to the Relationship – Details screen and the Relationship – Establishing Family Tree pop-up screen and select the appropriate type of verification that was provided by the client. Enter the number of the document in the Document Type/Number column. The Document Type/Number field only accepts numbers.

For example:

- If a birth certificate is received, the user must select Birth Certificate/Baptismal Certificate on the Relationship – Details screen and the Relationship – Establishing Family Tree pop-up screen, and enter the birth certificate number in the Document Type/Number column.

- If a court document is received, the user must select Court Records on the Relationship – Details screen and the Relationship – Establishing Family Tree pop-up screen, and enter the court docket number in the Document Type/Number column.

Refer to the Relationship and Verification for FITAP and KCSP Quick Reference Guide for additional guidance.

M-211-1-KCSP - PR Provisional Custody by Mandate

The conferring of provisional custody by mandate is made by the parent(s) who has custody of the child at the time custody is granted to the qualified relative(s). In order to establish which parent(s) has custody it must first be determined if there is a current custody court order or if the parents were legally married at the time of the child's birth. Obtain verification of current custody order and/or legal marriage. The father's name on the child's birth certificate does not establish custody, as it does not verify marriage of the parents. If the parents were legally married at the time of birth, both parents must grant provisional custody by mandate to the qualified relative(s), unless the court has granted sole custody to one parent. Only the parent(s) with legal custody can grant provisional custody by mandate to a person of legal age. A minor parent cannot confer provisional custody by mandate unless the minor has been emancipated.

NOTE: Verification must be obtained to establish custodial rights of the parent(s) granting provisional custody by mandate.

The following may be used for verification:

- Marriage license
- Current custody court order
- Public records – i.e. clerk of court

Custody can be granted through provisional mandate by the custodial parent(s) as listed below:

Parents	Custody Awarded By:
Married at time of birth and currently living together	Both Parents
Married at time of birth, currently separated/divorced, no custody order	Both Parents
Married at time of birth, currently separated/divorced, joint custody ordered	Both Parents
Married at time of birth, currently separated/divorced, sole custody ordered to one parent	Sole Custody Parent
Married after birth, living together	Mother
Married after birth, legal custody established for father, currently living together	Both Parents
Married after birth, currently separated/divorced, joint custody ordered	Both Parents
Married after birth, currently separated/divorced, sole custody ordered	Sole Custody Parent
Lived together at birth, father listed on the birth certificate and completed acknowledgement of paternity, never married, the father currently lives with the mother and child	Mother
Parents never married or lived together, father's name on birth certificate, no custody order	Mother
Parents never married, father's custody not ordered prior to mother's death	Court Order
Parents never married or lived together, the father's name is not on the birth certificate, no custody order	Mother
Joint custody – one parent unable to locate	Both Parents or Court Order
Custodial parent(s) unable to locate	Court Order
Mother and father married at child's birth, currently separated/divorced, different biological father established, and no custody order for biological father	Legal Parents (Custodial)
Mother and father married at child's birth, currently separated/divorced, different biological father established, and custody is shared by all parents	All Three Parents

The conferring of provisional custody by mandate can also be made by the grandparent(s) who has been awarded custody of the child, at the time custody is granted to the qualified relative(s) of legal age. The grandparent(s) awarded custody may not confer provisional custody by mandate to a parent or other person previously denied custody by court order. Obtain verification of current custody order.

Note: Any other qualified relative awarded custody may not confer provisional custody by mandate unless they have been named by the courts as tutor and co-tutor of the child.

Custody can be granted through provisional mandate by custodial grandparent(s) as listed below:

Grandparents	Custody Awarded By:
Adoptive or biological grandparent, sole custody awarded by court order	Sole Custody Grandparent
Adoptive or biological grandparents, currently living together, joint custody awarded by court order to both grandparents	Both Grandparents
Adoptive or biological grandparents, currently separated/divorced, joint custody awarded by court order to both grandparents	Both Grandparents
Adoptive or biological grandparent(s), joint custody awarded by court order to both grandparent(s) and parent(s)	Grandparent(s) and Parent(s) per Court Order

Document in LITE case notes which parent(s) or grandparent(s) had custody, the right to confer provisional custody by mandate, and the verification used to make the determination.

The document granting provisional custody by mandate must include the following:

- the name, marital status, and mailing address of the person(s) transferring custody;
- a statement that the above person(s) is the parent or grandparent awarded custody of the minor child;
- the name of the minor child;
- the name and mailing address of the person being granted provisional custody;
- a statement that provisional custody of the child is being granted to the above to provide for the health, education, and welfare of the child as provided by the law on Provisional Custody By Mandate (R.S. 9:951-954); and
- the duration of time for which provisional custody is being granted (this may not exceed one year from the date of execution of the mandate).

Note: LITE will send a **Case Action Task: Provisional Custody** prior to expiration of the provisional custody document. The Case Action Task will serve as a reminder to check the custody status of the child. The worker should notify the qualified relative of the need to update the provisional custody by mandate and offer assistance in completing the form.

The document must be signed by:

- the parent(s) or grandparent(s) authorized to grant provisional custody,
- the person to whom custody is being granted (agent),

- two witnesses, and
- the Notary Public, including the notary identification number.

The document granting provisional custody by mandate should be provided by the client. If the client needs assistance in initiating the document, provide form KCSP 4K to the client.

LITE will automatically send the KCSP 4K Correspondence on a child level, based on when a child was added to a case and KCSP benefits began for that child. The notice is triggered:

- by the 10th month after the initial KCSP certification and "No Custody" was selected from the child's LITE Person Demographics – Details screen.
- Approximately two months prior to the expiration of Provisional Custody by Mandate.

  Note: The KCSP 4K correspondence and a worker task created for "Provisional Custody and No Custody" will be created 2 months prior to the start of the month of expiration of provisional custody.

The KCSP 4K correspondence in LITE includes a cover letter to the qualified relative, a form sample with instructions, and a blank KCSP 4K form for each child meeting one of the conditions.

The client must completes the form in the presence of a notary. Receipt of the notarized copy of the KCSP 4K must be documented in case notes and the document saved in OnBase. LITE must be updated to reflect the date the document was executed and the date document expires.

M-211-2-KCSP - PR Interim Termination of Provisional Custody by Mandate

The parent(s) or grandparent(s) who had custody of the child at the time Provisional Custody by Mandate was granted to the qualified relative may revoke the Provisional Custody by Mandate at any time by written statement. The statement should include appropriate dates along with the name of the child(ren), the name of the parent(s) or grandparent(s), and the name of the person who was granted Provisional Custody by Mandate. The statement should be signed by the parent(s) or grandparent(s), and notarized.

M-212-KCSP - PR ELIGIBLE CHILD REQUIREMENTS

The differences between application of policies in FITAP and KCSP are given in the following chart.

FITAP Eligibility Factor	KCSP	Difference from FITAP Program
Age (B-100)	X	The child must be under age 18
Citizenship/Alien Status (B-220)	Same	
Enumeration (B-400)	Same	
Home (B-500)	Same	
Income (B-600)	X	Count the gross earned income; no earned income disregards.
Immunization (B-700)	X	The non-immunized child is excluded from the grant.
Relationship (B-800)	X	The child may not live in the home of a parent (natural or adoptive). This includes stepmother or stepfather.
Residence (B-900)	Same	
Misrepresentation of Residence (B-950)	Same	
Child Support Enforcement (CSE) (B-1200)	X	The child is not eligible if the qualified relative fails to cooperate with CSE for the parent of that child. Other children remain eligible.
STEP Program (B-1400)	N/A	
Parenting Skills Training (B-1500)	X	The child who fails to participate is excluded from the grant.
Time-Limited Benefits (B-1700)	N/A	
Drug Testing (B-1800)	N/A	
Education Requirements for Single Minor Parents (B-1900)	X	The child who fails to participate is excluded from the grant.
Household Determination (C-120)	N/A	
Fleeing Felons (C-140)	N/A	
Probation and Parole Violators (C-140)	N/A	
Redeterminations (C-700)	X	The certification period is for 12 months.
Minor Unmarried Parent Living Arrangement (E-310)	N/A	
Intentional Program Violation (IPV) (F-300)	Same	

X - Basic FITAP policy applies but there are differences as explained
N/A - Not applicable to KCSP

Note: Send advance Notice of Decision to remove the child in the month of his 18th birthday to be effective the following month. In addition to removing the child from the KCSP certification, eligibility for FITAP should be explored.

Note: All Intentional Program Violations for KCSP must receive a 13-day advance Notice of Decision before the grant is closed.

M-213-KCSP - PR CHANGES REPORTED/MATCHES FROM OTHER ENTITIES

When a KCSP member of an associated SNAP case is identified as deceased, a LITE task is created and assigned to the case owner's dashboard for review. If the automatic disposition fails, action must be taken in LITE within two business days depending on the household composition.

- If the KCSP qualified relative (payee of the grant) is reported as deceased, the KCSP grant shall be closed. Reason for closure will be Head of Household is deceased. Confirm that an automated concurrent Notice of Decision (OFS 16) is sent. Case notes should be well documented.

- If the only KCSP-eligible child is reported as deceased, the KCSP case must be updated to include the child's date of death. Running EDBC and authorizing will close the KCSP grant due to no eligible child in the household. Confirm that an automated concurrent Notice of Decision (OFS 16) is sent. Case notes should be well documented.

- If multiple KCSP eligible children are reported as deceased, each identified member's date of death must be added to the case. Running EDBC and authorizing will exclude the identified members. Confirm that an automated advance notice of adverse action, Notice of Decision (OFS 16), is sent if the household is determined to be ineligible or there is a decrease in benefits. Case notes should be well documented.

Note: For KCSP households receiving SNAP, these households must also comply with requirements and take action in accordance with change processing procedures as defined in C-820 FITAP/SNAP.

III. FORMS AND INSTRUCTIONS

KCSP 4K Form / Instructions Provisional Custody by Mandate
OFS 18K Form / Instructions Notice of Decision (KCSP)
OFS 19K Form / Instructions Advance Notice of Decision

IV. REFERENCES

LAC 67: XIII: Subpart 13. Kinship Care Subsidy Program (KCSP), Chapter 53, Subchapter B-Conditions of Eligibility, 5327