



OFFICE OF FAMILIES AND CHILDREN
Families and Children Letter FCL # 017

To: Directors, Public Children Services Agencies

From: Jeffery Van Deusen, Deputy Director
Office of Families and Children

Date: November 29, 2021

Subject: Kinship Support Program Overpayment Procedures

Background

As outlined in Families and Children Letter #003 ([FCL #003](#)) and Policy and Practice Guidance Document #004 ([PPGD #004](#)), Senate Bill 310 of the 133rd General Assembly was enacted on December 29, 2020 establishing the Kinship Support Program (KSP) to provide eligible kinship caregivers with time-limited payments to support the placement of kinship children in their homes. Eligibility requirements and payment information are located in Ohio Administrative Code rule 5101:2-42-18.2. Additionally, as outlined in Policy and Practice Guidance Document #012 ([PPGD #012](#)), House Bill 110 of the 134th General Assembly (HB 110) enacted a change to Ohio Revised Code 5101.1411 (G) to provide that any that any denial or termination of KSP payments shall be subject to state hearing rights, effective September 30, 2021

KSP payments, which began in April of 2021, are made by the state of Ohio directly to kinship caregivers. While every effort is made in the state process and procedure for issuing accurate payments to kinship caregivers, there is a potential for overpayments to occur. If an overpayment is issued, the Ohio Department of Job and Family Services (ODJFS) has an obligation to recuperate the overpayments. Therefore, the Office of Families and Children (OFC) has established a process to identify overpayment of KSP, to notify kinship caregivers when an overpayment has occurred, and the steps necessary to resolve or collect any overpayment. Additionally, the development of this process includes the assurance that kinship caregivers are also notified of their rights for a state hearing related to denial or termination of KSP, as well as any action related to recoupment of any overpayment of KSP.

Process

When KSP overpayments to kinship caregivers have been identified, OFC will provide the caregiver with a notice of adverse action (JFS 04065) which will notify the caregiver about the overpayment and their right to request a state hearing. When possible, the recoupment of the overpayment will occur within the established payment system in the

Ohio Statewide Automated Child Welfare Information System (Ohio SACWIS), so that it can be reduced from future KSP payments. However, when this cannot occur, an invoice will be sent to the caregiver for remittance of the overpayment to the state of Ohio.

Since KSP payments are issued and terminated through an automated process that relies upon the accuracy of child kinship placement information entered in Ohio SACWIS, it is critical that public children services agencies (PCSAs) ensure that information is entered as accurately and timely as possible to document the beginning and end dates of kinship placements. Entry of this data into Ohio SACWIS in a timely manner will help to reduce the number and amount of overpayments that may occur. We appreciate your partnership and cooperation to ensure overpayments to kinship caregivers occur infrequently.

Reports

Beginning in January 2022, an Ohio SACWIS report identifying repayment plans will be available. PCSAs will be able to utilize this report to monitor repayment plans for their county, and Technical Assistance Specialists (TAS) will provide TA based upon this report.

Contact

Questions about this guidance may be addressed to the OFC helpdesk at help-desk-ocf@jfs.ohio.gov or by phone through our toll-free Customer Inquiry Call Center, at 1-866-886-3537, option 4, Monday – Friday, 8:00 AM – 5:00 PM.

Kinship Support Program General Information

[Date]

[Address]

RE: Kinship Support Program (KSP)

Dear Caregiver:

As a kinship caregiver, you may be eligible for the Kinship Support Program (KSP). This program was established on December 29, 2021 and requires the Ohio Department of Job and Family Services (ODJFS) to pay eligible kinship caregivers upon placement of a child when the child is in the custody of a public children services agency (PCSA). These KSP payments are provided by ODJFS to the kinship caregiver to allow the caregiver time to work with the agency to become licensed as a foster parent. Once licensed, the caregiver will receive foster care payments for the child for the duration of the placement.

How do I know if I am eligible for the kinship support payment?

You are eligible for KSP payments when:

- The child is in the temporary, permanent, or legal custody of the public children services agency (PCSA),
- The child is placed by the PCSA as a kinship placement in your home, and
- You are not licensed as a foster caregiver.

Do I complete an application to receive the KSP payments?

There is no application process for the KSP payments.

How long will I receive KSP payments?

If eligible (see above), you will receive payments for up to six months from the date the child was placed in your home. You will receive KSP payments until you become a licensed foster caregiver, until the child is no longer placed in your home as a kinship placement, or until the end of six months that the child is placed in your home, whichever happens first.

When should I expect to receive the KSP payment?

When the PCSA completes and documents approval of your home assessment for the child placed in your home by the PCSA, you will receive payment in the amount of \$10.20 per day, per kinship child placed in your home. These payments will be effective the date the child is placed in your home and will be paid to you by check or by direct deposit. The first payment will be made to you after the 10th of the month following the date of placement. For example, if the child is placed with you in January of 2022, your first payment will be made in February of 2021. You will receive a monthly payment every month thereafter as long as you remain eligible for KSP.

What if I receive KSP payments that I do not think I am eligible for?

If you receive KSP payments and you do not believe you meet the eligibility requirements listed above, please contact your PCSA caseworker to determine if the payment should be returned. If ODJFS determines that you received KSP payments to which you were not entitled, you will be required to return the payment.

If I want to continue to receive payments after the six months of KSP payments what do I need to do?

To continue to receive payments after the KSP payments end you must become a certified foster caregiver for the child(ren) in your care. You may be able to receive waivers of non-safety related foster care requirements. For information about beginning the process to become a foster caregiver, please visit our website <https://fosterandadopt.jfs.ohio.gov/wps/portal/gov/ofc/foster-care/becoming-a-foster-parent>. If you are currently in the foster care certification process, you will be eligible to receive foster care per diem payments once you are certified.

If you choose not to become a certified foster caregiver, you may be eligible to receive Ohio Works First (OWF) “child-only” benefits when your KSP payments end. To apply for OWF “child-only” benefits, please contact the county Department of Job and Family Services in the county where you reside.

What do I do if I do not receive KSP payments or if they were terminated and I do not agree with the termination?

If you do not agree with an action taken on your KSP payments or eligibility, you have the right to request a state hearing. At the time of any action by ODJFS affecting your KSP payments, you will receive a Prior Notice of Right to State Hearing form (JFS 04065), which includes the instructions, form and process to submit a request for a state hearing. A state hearing lets you or your representative (lawyer, friend or relative) give your reasons against this action. If you receive a state hearing decision in your favor, the action to terminate KSP payments may not be taken and/or your KSP payments may continue. If you receive a state hearing decision that is not in your favor, and it is determined that you received KSP payments to which you were not entitled, you may be required to repay KSP payments or overpayments that you were not eligible to receive. If you would like to request a state hearing, contact the ODJFS Consumer Access Line at 866-635-3748, and follow the instructions for State Hearings, or follow the instructions upon receipt of the JFS 04065 form as referenced above.

Please know that your commitment to providing permanency and stability for your kin is recognized and appreciated. You are an integral part of our community and we are sincerely thankful for the sacrifices you have made to ensure that your kin can experience a familiar and safe home environment.

Thank you,

Ohio Department of Job and Family Services
Office of Families and Children

Cc: Caseworker