

# **Resource Family Tip Sheet**

## **Kinship/Fictive Kin Approval**

### **BEFORE PLACEMENT** (visit [Resource Family Forms](#) on FUSION)

1. Complete the soft check process (see [Tip Sheet- Soft & Hard Checks](#)) for:
  - Central Registry Search (OASIS)
  - Virginia State Police Criminal Name Check
  - If no barrier crimes (see [Barrier Crime Determination Guide](#)) or CPS findings are present, proceed with next steps.
2. Complete [Physical Home Environment Checklist](#) (may be completed prior to or on the date of placement)
3. Complete [Permanency Assessment Tool](#) (likely completed prior to decision to move forward with placement, approval, and support)
4. The kinship resource parent meets Kinship approval criteria with the above items complete and a kinship waiver in place.

### **THE DAY OF PLACEMENT**

1. Plan with the kinship resource parents for the hard checks to be completed within 72 hours of placement for all adult household members. You can refer to the [Tip Sheet- Soft & Hard Checks](#) for further instruction. The hard check process is two-fold:
  - [FieldPrint](#) appointments are made online for all adult household members. Assist them in registering as needed. They will need the LDSS facility ID and Fieldprint code FPDADSSPublicCPAFost for kin and fictive kinship resource parents and FPDADSSPublicCPAHouse for adult household members who are not kinship resource parents.
  - Kinship resource parents need to respond “yes” to the question “Are you a kinship foster parent?” on the Additional Information tab when making the Fieldprint appointment.
  - Submit Central Registry Search through the [OBI portal](#). Confirm if out-of-state CPS checks are necessary for all adult household members who have lived outside of Virginia within the previous 5 years (from #5 on Sworn Statement).
2. Review and obtain kinship resource parent signatures on the following forms:
  - Sworn Statement
  - Confidentiality Agreement
  - Discipline Agreement
  - Foster Care Agreement/Code of Ethics
  - Financial Agreement
  - W-9 (to set up payment immediately)
3. Review and leave with kinship resource parents all additional approval paperwork and explain deadlines.

### **WITHIN 72 HOURS OF THE PLACEMENT**

1. Submit the [Kinship Foster Parent Waiver](#) and within 72 hours of the placement. The confirmation email for the Kinship Waiver needs to be uploaded into COMPASS.
2. Submit Central Registry Search through the [OBI portal](#)
3. Confirm that kinship resource parents and all other adult household members presented themselves for Fieldprint appointments. If not, support family to complete that ASAP.

## **AFTER PLACEMENT**

1. Gather approval paperwork from kinship resource parents (refer to [Checklist for Initial Provider Approval form](#)).
2. The initiated [Checklist for Initial Provider Approval](#) needs to be uploaded into COMPASS with the dates of the soft background checks.
3. Enter the resource family case into OASIS within 5 calendar days of placement.
4. Verify that child's placement screen has been coded correctly as LDSS Foster Home, Relative or LDSS Foster Home, Fictive Kin. You can refer to this microlearning, <https://fusion.dss.virginia.gov/wds/WDS-Home/Professional-Development-Training>
5. Per Resource Family Guidance, CSA funds are used until results of fingerprints and central registry for all adult household members are returned as clear. **THE CERTIFICATE OF APPROVAL (COA) CAN BE ISSUED AND IV-E ELIGIBILITY OCCURS WHEN THE LDSS IS IN RECEIPT OF THE CRIMINAL AND CENTRAL REGISTRY CHECKS, and the checks are clear.** The COA needs to be uploaded into COMPASS. The COA is dated to reflect a 36-month approval timeframe. Funding can go back to the beginning of the month in which all safety requirements are received. (See example below).
6. Work with family to identify a date to begin pre-service training. Contact your CRAFT Coordinator for class dates/times, if needed. Your CRAFT Coordinator can also assist with creating an online Foster Parent College training account.
7. Determine if you need to make a referral to the MFA staff. (If you need assistance with how to make a referral, contact your Resource Family Consultant). If your LDSS is choosing to complete the MFA, then set up times to meet with kinship resource parents to begin the paperwork and the home visit interview process.
8. Check in with resource parents on approval paperwork including physicals and TB screens to ensure the deadline is met.

## **BEFORE END OF 6 MONTHS FROM PLACEMENT**

1. Ensure that all waived approval requirements are completed within 6 months of placement.
  - Pre-service training
  - Resource parent physicals
  - TB screens/tests for all household members
  - Mutual Family Assessment
2. Upload the completed Checklist for Initial Provider Approval into COMPASS.
3. Complete the [Kinship Foster Parent Waiver](#) once waived requirements are completed (or the Kinship Foster Parent Waiver is no longer needed) and upload the confirmation email into COMPASS.

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**Example:** A child entered care and was placed on 1/27/21 in a kinship resource family that had been identified. The FSS made a home visit on the same day and completed the Physical Home Environment Checklist. A Virginia State Police Name Search and a search of OASIS was completed on the adult household members the same day. No barrier crimes were identified, and the placement has Kinship approval status. During this period, CSA funds can be used, and IV-E funds cannot be utilized until all hard checks are returned as clear. The National criminal background check and the Central Registry checks are determined clear on 2/17/21 with 'eligible' and 'no match' status emailed. A COA is issued for 2/17/21-2/17/24. Title IV-E can begin to be utilized effective 2/1/21. The Kinship Foster Parent Waiver link was initially submitted by the FSS on 1/30/21 and the confirmation email was uploaded indicating that the Mutual Family Assessment, physicals, TB screens and pre-service training were waived for six months. All waiver criteria are due by 7/27/21 (6 months from the date the child entered this placement). On 7/28/21, COMPASS does NOT have a completed Kinship Foster Parent Waiver confirmation email indicating that the waived criteria were completed. Therefore, IV-E funding must stop until all standards of approval are met. In this example, the waived criteria were met on 10/4/21; therefore, IV-E funds can resume on 10/1/21 and can continue to the end of the 36-month COA. Local-only monies would need to be utilized beginning 7/28/21-9/30/21.