

5101:2-56-07**State kinship guardianship assistance program record (KGAP) requirements.**

- (A) The Ohio department of job and family services (ODJFS) is to maintain a state kinship guardianship assistance program (KGAP) case record that is available upon request.
- (B) The case record is to contain documentation which supports the public children services agencies' (PCSA) actions in determining eligibility for state KGAP. The case record is to include the following information, when applicable:
- (1) A copy of the signed JFS 00128 "Application For State Kinship Guardianship Assistance Program (KGAP) Payments," even if the kinship caregiver(s) declines.
 - (2) A copy of the signed JFS 00129 "State Kinship Guardianship Assistance Program (KGAP) Agreement" and amendments.
 - (3) A copy of the state KGAP eligibility determination in the Ohio statewide automated child welfare information system (SACWIS).
 - (4) A copy of the journalized court order granting the kinship caregiver(s) legal custody or guardianship.
 - (5) A copy of the JFS 00134 "Application for Reimbursement of Nonrecurring Kinship Guardianship Assistance Program (KGAP) Expenses" and the JFS 00135 "Agreement for Payment or Reimbursement for Nonrecurring Expenses Incurred in a Kinship Guardianship Placement."
 - (6) A copy of the JFS 00126 "State Kinship Guardianship Assistance Program (KGAP) Notice Of Adverse Action."
 - (7) A copy of all state hearing, administrative appeal and judicial review documentation.
 - (8) A copy of the interstate compact and KGAP medical assistance forms.
- (C) For state KGAP applications received from a kinship caregiver(s) who resides out of state, the case record is to include a copy of forms which contain, at a minimum, the information required by the JFS 00128 "State Kinship Guardianship Assistance Program (KGAP) Application" or equivalent.
- (D) The state KGAP record is to be retained in Ohio SACWIS.

Effective: 1/1/2023

Five Year Review (FYR) Dates: 01/01/2028

CERTIFIED ELECTRONICALLY

Certification

10/11/2022

Date

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