

Unlicensed Kinship Payment Process

Next Steps for Counties Using the *Legacy-Child Placement and Payment System*

1. Review eligibility criteria for unlicensed kinship payment program outlined in the [Permanency Planning Manual](#).
2. For eligible unlicensed kinship placements, submit a [DSS-5801 Unlicensed Kinship Form – Facility ID Request](#) form (instructions can be found on the form). These forms can be submitted to the State effective **immediately**.
3. Current living arrangements should be reviewed and corrected if necessary. These are outlined in [Appendix 2, Child Placement and Payment System Manual](#).
4. Review updated living arrangement type in the CPPS manual for field 45.
5. After 11/20/23, make any necessary changes to field 45 living arrangement for children who should be placed in a new category. As a reminder, changes should be entered by December 7th to be reviewed on the first preliminary report. Changes to new or updated living arrangements must be made in the system no later than December 19th, 2023, for payments to be reimbursed.
 - a. If the new living arrangement type is one of the following, you will need a Facility ID number for the unlicensed kinship caregiver to place in field 49. Refer to step #2. These specific living arrangements can be backdated to 11/16/23 in Field 47 (but no earlier) if the placement meets the eligibility criteria. For placements in the following categories that occur after 11/16/23, use the date of placement for the start date.

Code	Value
52	Home of Unlicensed Relative
81	Home of Relative Seeking Licensure
66	Adoptive Home, Relative, Unlicensed

Policy Office Hours

To learn more about the Unlicensed Kinship Reimbursement Policy and automation changes please register for an Open Hours webinar as scheduled below. Once registered, you will receive a confirmation email.

Counties Using Legacy/Child Placement and Payment System:

1. 11/9/23 from 11-12:15pm:
<https://attendee.gotowebinar.com/register/3371606661332591189>
2. 12/7/23 from 1-2:15pm:
<https://attendee.gotowebinar.com/register/1012796878474055001>

Recordings of the webinars will be posted on <https://www.ncdhhs.gov/divisions/social-services/county-staff-information/policy-office-hours>. Please allow up to 4 to 6 weeks for the webinar to be posted.