

Unlicensed Kinship Payment Process

Next Steps for Counties Using the *Child Welfare Information System*

The 11 counties using the Child Welfare Information System (CWIS) for permanency planning are required to follow the steps below.

1. Review the eligibility criteria for the unlicensed kinship payment program outlined in the [Permanency Planning Manual](#).
2. CWIS counties are not required to submit the [DSS-5801 Unlicensed Kinship Form – Facility ID Request](#) form. Instead, CWIS counties will utilize the provider ID #, located on the provider home page, that is already assigned through the Child Welfare Information System.
3. In addition to the living arrangement changes there will be a new placement type category of “Paid Kinship”.
 - a. The placement type category of paid kinship will include an eligibility checklist in the CWIS to verify kinship providers meet the criteria to receive payments.
 - b. Guidance to complete the unlicensed kinship payment program and new living arrangement updates will be provided during the CWIS SB-20 Office Hours.
 - c. Step by step instructions to complete the unlicensed kinship payment program will be included in job-aids and discussed during the County Champion call.
4. County staff should review the updated living arrangement types in the [Appendix 2, Child Placement and Payment System Manual](#) for field 45. The updated living arrangement types will be available in the CWIS on December 10, 2023.
 - a. For placements in November that will need changes to new living arrangements tied to financial payments for an unlicensed kinship placement **CWIS counties will need to update these living arrangement types with the new living arrangement codes by December 19th, 2023, for reimbursements to be issued timely.** *By reviewing the updated living arrangements ahead of the announced release date, counties can be prepared to know which cases need updated living arrangements.*
5. There is a report in Client Services Data Warehouse that will assist counties in determining which children need the living arrangement updates. This report may be found within the Public Folders>DHHS Main Document>DSS>Child Welfare>State Sanctioned>NC FAST CS folder. The report name is CWIS Open Foster Care Cases and Living Arrangements.

Technical Assistance Opportunities

Policy Office Hours

To learn more about the changes please use the following links to register for an Office Hours technical assistance webinar. After registering, you will receive a confirmation email.

<https://www.ncdhhs.gov/divisions/social-services/county-staff-information/policy-office-hours..>

1. 11/14/23 from 11-12:15pm:
<https://attendee.gotowebinar.com/register/2710210834806862431>
2. 12/5/23 from 1-2:15pm:
<https://attendee.gotowebinar.com/register/1520158822529862240>