

Joe Lombardo
Governor

Richard Whitley, MS
Director



DEPARTMENT OF HEALTH AND HUMAN SERVICES

DIVISION OF CHILD AND FAMILY SERVICES
Helping people. It's who we are and what we do.



Marla McDade
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Administrator

MTL # 1010-04252025

TO: Frank Pardo, Director – Clark County Family Services
Laurie Jackson, Social Services Manager V – DCFS – District Offices
Mandy Hall, Social Services Manager V – DCFS -District Offices
Ryan Gustafson, Division Director – Washoe County Human Services Agency

FROM: Betsey Crumrine, Deputy Administrator, Division of Child and Family Services

POLICY DISTRIBUTION

Enclosed find the following policy for distribution to all applicable staff within your organization:

1010 Kinship Guardianship Assistance Program (KinGAP)

This policy is/was effective:

- ☐ This policy is new. Please review the policy in its entirety
- ☐ This policy replaces the following policy(s): MTL # _____ - _____ Policy Name: _____
- ☒ This policy has been revised. Please see below for the type of revision:
- ☒ This is a significant policy revision. Please review this policy in its entirety.
 - ☐ This is a minor policy revision: (List page number & summary of change):
 - ☐ A policy form has been revised: (List form, page number and summary of change):
- ☐ This policy has been reviewed for statewide compliance.

NOTE:

- Please read the policy in its entirety and note any areas that are additionally required by your agency to be in compliance with the policy enclosed.
- This is an **ALL STAFF MEMO** and it is the responsibility of the person listed above to disseminate the policy enclosed to appropriate staff within his/her organization and to ensure compliance.
- The most current version of this policy is posted on the DCFS Website at the following address: <http://dcfs.nv.gov/Policies>
Please check the table of contents on this page for the link to the chapter you are interested in.

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1010 Kinship Guardianship Assistance Program (KinGAP)

Policy Approval Clearance Record

<input checked="" type="checkbox"/> Statewide Policy <input type="checkbox"/> Administrative Policy <input type="checkbox"/> DCFS Rural Region Policy	<input type="checkbox"/> New Policy <input checked="" type="checkbox"/> Modified Policy <input type="checkbox"/> This policy supersedes:
Date Policy Effective:	04/25/2025
Attorney General Representative Review:	02/20/2025
DCFS Deputy Administrator Approval	3/13/2025
DMG Original Approval	3/18/2016
DMG Approved Revisions	04/25/2025

STATEMENT OF PURPOSE

Policy Statement and Purpose: When it is determined by the Child Welfare Agency that reunification or adoption are not appropriate permanency options for a child in the custody of a Child Welfare Agency, legal permanency for the child may be achieved through guardianship and a subsidy may be provided through the Kinship Guardianship Assistance Program (KinGAP).

This policy assists in expediting legal permanency for children in foster care who are not able to return home or be adopted, or for Indian children for whom termination of parental rights is contrary to tribal custom. Guardianship provides the child the opportunity to live with relatives or fictive kin who have demonstrated a strong commitment to caring for the child on a permanent basis and have developed a loving and nurturing relationship with the child.

AUTHORITY

Federal: [45 CFR 1356.20\(d\)\(8\)](#); [Title IV-E of the Social Security Act](#); [42 U.S.C. Sec. 670, 671 and 673](#);

NRS: [NRS 432B](#); [NRS 432B.621](#) through [NRS 432B.626](#)

NAC: [NAC 424](#)

Other: [Nevada Title IVE State Plan](#); [Nevada Medicaid State Plan](#)

DEFINITIONS

KinGAP Payment: An assistance payment made to a guardian for the care and support of the child. The payment amount is determined through negotiation between the prospective guardian and the Child Welfare Agency.

Child: A person under the age of 18 years or, if in school, until graduation from high school.

Fair Hearing: An opportunity for a person to be heard before the local Child Welfare Agency in a hearing conducted by an impartial official(s) or a designee of the Agency. In relation to KinGAP, a hearing may be conducted when a claim for kinship guardianship assistance is denied or is not acted upon with reasonable promptness.

ICAMA: The Interstate Compact on Adoption and Medical Assistance. The compact protects the interests of children who receive federally funded (Title IV-E) assistance payment, when they move to another state. The Compact ensures that the child receives medical assistance in the new state of residence.

Indian Child Welfare Act (ICWA): A federal law that governs jurisdiction over the removal of (Native American) Indian Children from their families. ICWA set the minimum federal standards for nearly all Indian Child custody proceedings, including adoption, voluntary or involuntary termination of parental rights,

removal and foster care placement of Indian Children, but excluding divorce and child delinquency proceedings [25 U.S.C. §§ 1901–1963](#).

KinGAP Agreement: A written agreement, between the Child Welfare Agency and the proposed guardian(s) or successor guardian which specifies the nature and amount of any payments, services and medical assistance to be provided to the proposed guardian(s) on behalf of the child.

Non-recurring Expense Reimbursement: A one-time reimbursement of up to \$2,000.00 for actual expenses incurred by the proposed guardian or successor guardian obtaining legal guardianship.

Proposed Guardian: A person who is willing to provide a suitable home for the child, able to ensure the child's safety, able to meet the child's needs, while providing a positive and nurturing relationship to the child on a permanent basis.

- A. **Relative:** A person related to the child through blood, adoption, marriage, or law or custom of an Indian Child's Tribe; or
- B. **Fictive Kin:** A person who is not related by blood to a child but has a significant emotional and positive relationship with the child.
- C. **ICWA Considerations:** For any child falling under the Indian Child Welfare Act requirements, proposed guardians may be extended family members, as defined by law or custom of the Indian child's Tribe. In the absence of such law or custom, shall be a person who has reached the age of eighteen (18) and who is the Indian child's grandparent, aunt or uncle, brother or sister, brother-in-law or sister-in-law, niece or nephew, first or second cousin or stepparent fall into this definition.

Siblings: Are children who have one or more parents in common either biologically, through adoption, and who lived together before his or her foster care placement, or with whom the child would be expected to live if the child were not in foster care.

Successor Guardian: A person who assumes the role of guardian if the prior guardian dies or is incapacitated.

Title IV-E: The Social Security Act Title IV Part E that provides federal funding support for child welfare services. Guardianship assistance is not based upon a standard schedule of itemized needs and countable income. Instead, the amount of the assistance payment is determined through the discussion and negotiation process between the guardian(s) and a representative of the public child welfare agency based upon the needs of the child and the circumstances of the family. The payment that is agreed upon should combine with the parents' resources to cover the ordinary and special needs of the child projected over an extended period and should cover anticipated needs, e.g., childcare.

STANDARDS/PROCEDURES

1. The child welfare agency must provide an approval prior to guardianship becoming the permanency plan with the intent of providing KinGAP payments or Medicaid. The [FPO 1010A - KinGAP Approval Checklist](#) may be used and the documentation must include the:
 - a. Child Welfare Agency Program Manager and Administrator or Director signatures.
 - b. Subsidy Worker to be assigned to the KinGAP case.

Eligibility Criteria:

1. Pursuant to [NRS 432B.623](#), to qualify for the Kinship Guardianship Assistance Program (KinGAP), the following requirements must be met:
 - a. The child must have been removed from their home:
 - i. Pursuant to a written agreement voluntarily entered into by the parent or guardian of the child and the Child Welfare Agency; or,
 - ii. As result of judicial determination that continuation in the home would be "contrary to the welfare of the child"; and,
 - iii. Reasonable efforts must have been made to reunify the child with the parent or guardian from whom they were removed, or the court has found that reasonable efforts

- to reunify are not required. Reasonable and active efforts must have been made for all Indian children.
- b. The child welfare agency must determine that being returned home or adopted are not appropriate permanency options for the child.
 - c. The child must be placed with the licensed relative/fictive kin for a minimum of six (6) consecutive months prior to the establishment of a guardianship.
 - d. The child must demonstrate a strong attachment to the proposed guardian.
 - e. If the child is fourteen (14) years of age or older, they must be consulted and be willing to consent to the guardianship arrangement.
 - f. Once a child is deemed eligible for KinGAP, the child will qualify either through federal Title IV-E eligibility or through the State of Nevada general eligibility. The child must be Title IV-E eligible to qualify for the Title IV-E KinGAP. A child eligible through federal Title IV-E qualifies for medical assistance in all states. A child eligible through the State of Nevada qualifies for medical assistance through Nevada Medicaid.
 - g. The proposed guardian must:
 - i. Demonstrate a strong commitment to caring for the child permanently;
 - ii. Be a licensed provider of foster care as defined in [NRS 424.017](#);
 - iii. Have the child residing in their licensed foster home a minimum of six (6) months prior to establishment of a guardianship;
 - iv. Enter into a written agreement for KinGAP with the Child Welfare Agency before the relative/fictive kin is appointed as the legal guardian of the child; and
 - v. Be appointed as the legal guardian of the child by a court of competent jurisdiction and comply with any requirements imposed by the court in which the guardianship is granted.
 - h. If a sibling is placed with the same proposed guardian, eligibility criteria for the sibling(s) is automatically met based upon the initial child's eligibility for KinGAP with the proposed guardian, and an additional KinGAP payment may be made on behalf of the sibling.
 - i. It is not necessary for sibling(s) to be placed, or the guardianship granted, at the same time.
 - ii. The eligibility requirements for the proposed guardian listed above must still be met.

Case Plan Requirements

1. Specific information is required in the case plan for the child with a permanency goal of guardianship to meet KinGAP requirements.
2. The following information must be documented in the case, and may be provided in the case plan wellbeing section, or the court report:
 - a. How the child meets KinGAP eligibility requirements;
 - b. The steps the Agency has taken to determine that return to the home or adoption is not an appropriate option;
 - c. The efforts the Agency has made to discuss adoption with the child's proposed guardian and the reasons adoption is not an option;
 - d. The efforts the Agency has made to discuss kinship guardianship with the child's parent(s) or the reasons why efforts were not made;
 - e. The reason why a permanent placement with a proposed guardian and receipt of a KinGAP payment is in the child's best interests; and
 - f. If the child's placement with the proposed guardian does not include their siblings, the case plan must include a description of the reasons why the child is separated from siblings during placement.
 - i. Separation should be because of valid reason, such as clinical or safety reasons. The worker must clearly document all efforts to locate placement option which will take all siblings, and document why those placements were not successful.

Relative Notification and KinGAP Application

1. The Child Welfare Agency will inform a child's relatives about KinGAP during the initial relative notification process which occurs within thirty (30) calendar days of the child entering foster care.

- a. It is important to inform the proposed guardian(s) that KinGAP application process can only occur if/when reunification and adoption have been ruled out as permanency options for the child, guardianship is in their best interest, and the proposed guardian is a licensed provider of foster care as defined in [NRS 424.017](#). The KinGAP agreement must be approved by the Child Welfare Agency and signed by all parties prior to finalization of the court established guardianship.
- b. If an eligible proposed guardian decides to move forward with guardianship without KinGAP, the Agency shall obtain written confirmation from the proposed guardian that they were informed prior to finalization of the guardianship without KinGAP that they may be able to receive financial and medical assistance for the child through KinGAP, and they acknowledge they are giving up the option for receiving any such assistance in the future by choosing a guardianship without KinGAP.

Types of Assistance Available

1. Monthly Assistance Payments

- a. The monthly assistance payment rate shall be determined by discussion and negotiation between the proposed guardian and the Agency designee but cannot exceed the current foster care rate.
 - i. If the child receives other benefits, such as Social Security benefits (disability or death), consider the following:
 - 1) The child may receive Social Security benefits or the KinGAP payment, whichever is higher.
 - 2) When applicable, the Agency should consider the amount of Social Security benefits received and may utilize KinGAP to increase financial assistance, with the total amount of Social Security benefit and KinGAP not to exceed the child's current foster care rate.
 - 3) A consult or conversation with the agency KinGAP specialist may be needed in these case circumstances.
- b. To establish the payment amount, the Agency staff shall consider factors which include, but are not limited to:
 - i. The immediate and specific needs of the child;
 - ii. The services required to meet the child's needs;
 - iii. Service costs;
 - iv. The family's ability to provide the services;
 - v. The circumstances of the family; and
 - vi. Other available community resources.
- c. As the child's needs or family circumstances change, an adjustment to the payment amount may be requested when the need arises and/or during the annual review process.
- d. The use of a means test is not permitted in determining the child's eligibility or amount of assistance. The payment that is agreed upon, when combined with the proposed guardian's resources, must meet the child's needs. Medicaid, private insurance, public education, and other resources shall be considered as resources for the child and family when negotiating the amount of assistance.
- e. The Child Welfare Agency must document the child's needs, identify available resources, cost of services, and how the amount of the KinGAP payment was determined.
- f. Monthly KinGAP payments are paid when UNITY status changed and the 432B case is closed for the agency effective upon receiving a filed stamped court order granting the guardianship, and when applicable the letter of Guardianship is granted.

2. Application for Reimbursement of Non-Recurring Expenses

- a. The Agency will pay the cost of non-recurring expenses associated with obtaining legal guardianship of the child. This one-time payment cannot exceed two thousand dollars (\$2,000.00) per case and is applied per guardianship. Reimbursement includes reasonable costs associated with facilitating the guardianship (fingerprinting, birth certificates, travel costs, etc.) and legal fees directly related to finalizing the guardianship. Non-recurring expenses cannot be reimbursed by the Child Welfare Agency without detailed receipts.
 - i. The Child Welfare Agency may reduce the proposed guardian non-recurring expenses to obtain legal guardianship through the use of an agency or contract attorney.

- b. The application and agreement approving the non-recurring benefit must be signed prior to finalization of the guardianship.
 3. Medical Assistance: A child eligible for KinGAP through federal Title IV-E qualifies for medical assistance in reciprocating States. A child eligible for KinGAP through State of Nevada general eligibility, qualifies for medical assistance through Nevada Medicaid. A monthly KinGAP payment of at least one dollar (\$1.00) must be paid for the child to remain eligible for Medicaid.
 - a. When the proposed guardian lives in Nevada, medical assistance for the child is provided through Nevada Medicaid regardless of the child's KinGAP eligibility (federal or Nevada).
 - b. When the proposed guardian resides in another state or later moves outside of Nevada:
 - i. A child, eligible for KinGAP through federal Title IV-E, is automatically eligible for Medicaid within reciprocating states where the child resides. The Interstate Compact on Adoption and Medical Assistance (ICAMA) is the mechanism for the provision of medical coverage to children who reside with a proposed guardian in another state.
 - ii. For a child whose eligibility for KinGAP is through the State of Nevada the medical assistance is only provided through Nevada Medicaid. The proposed guardian is responsible to either add the child to the proposed guardian's private health insurance policy, purchase a separate health insurance policy for the child, or identify if there are health providers in the state of residence that will accept Nevada Medicaid.

Note: It is rare for health providers outside of Nevada to be willing to accept Nevada Medicaid due to the additional paperwork requirements needed to process outside claims. The purposed guardian may apply for their own Medicaid in their new state.
 - c. Third party medical insurance: The Agency worker shall discuss the child's eligibility for coverage under the proposed guardian's health insurance plan as a part of the assistance negotiation process. If a family chooses to enroll the child in their private health insurance, the Agency worker should ensure that the family understands that generally, Medicaid is considered secondary or "payer of last resort," meaning that if the child has other health insurance or belongs to other programs which can pay a portion of medical bills, payment will need to be collected from the private insurer first. Medicaid may then pay all or part of the remaining amount.
4. Assistance for children establishing KinGAP at age sixteen (16) or older:
 - a. Children, age sixteen (16) or older who leave foster care through guardianship with KinGAP payments, are eligible for services through independent living programs and educational resources. Refer to the [Independent Living Program](#) policies for more information.

KinGAP Agreement and Requirements

1. KinGAP Agreement: Upon completion of the negotiation process, the Child Welfare Agency shall complete the written *KinGAP Agreement* for the prospective proposed guardian's review and signature.
2. At a minimum, the written agreement must specify:
 - a. Name(s) of the proposed guardian(s);
 - b. Name(s) and date(s) of birth of the child(ren) for which the guardianship is to be granted;
 - c. Amount of, and manner in which a KinGAP payment will be provided;
 - d. Additional services and assistance for which the child and proposed guardian will be eligible under the agreement;
 - e. The Agency will pay the total cost of non-recurring expenses associated with obtaining legal guardianship of the child to the extent the cost does not exceed two-thousand dollars (\$2,000);
 - f. The agreement remains in effect regardless of the proposed guardian and/or child's state of residence;
 - g. The effective date and duration of the agreement;
 - h. The manner in which it may be adjusted periodically, based on the circumstances of the proposed guardian and the needs of the child;
 - i. The procedure by which the proposed guardian may apply for additional services;
 - j. Conditions upon which the assistance can be terminated or suspended;

- k. Signatures by all parties, including the Child Welfare Agency Administrator/Director or their designee, prior to finalization of the court established guardianship.
 - l. Although not required, it is strongly recommended that a successor guardian be named when executing the initial KinGAP agreement to assume duty of guardianship on the death or incapacity of the guardian. If the current guardian is not able or is unwilling to identify a successor guardian at the time of the initial agreement, a successor guardian may be subsequently named in an amendment to the agreement.
3. A copy of the signed agreement must be provided to the proposed guardian.

KinGAP Review Requirements

1. The following requirements represent the minimum standards that must be followed by the Child Welfare Agencies. The Child Welfare Agencies may elect to impose additional oversight requirements.
2. The Agency must review the *KinGAP Agreement* at least annually or whenever circumstances change. Annual contact with the family is required to verify:
 - a. Child remains in the home, and/or
 - b. Family continues to support the child;
 - c. Assistance provided meets the child's needs; and
 - d. If of school age, is child currently enrolled in school (including approved home schooling)
 - e. Determine whether changes have occurred that would require changes in the benefits provided.
3. The proposed guardian must be informed of the need to notify the Agency of any changes to the information within the KinGAP agreement within ten (10) business days. These changes could include change of contact information (address, phone numbers), circumstances that would make them ineligible for the payments or eligible for payments in a different amount, etc.
4. At the time of review or whenever the family requests a change in the amount of assistance provided due to a change in circumstances, the Child Welfare Agency shall review the assistance agreement to determine if the family is eligible to re-negotiate the assistance agreement.
5. The monthly assistance payment cannot exceed the amount that would have been paid on behalf of a child if the child had remained in family foster care.
6. The Agency must document the change in the child's needs, available resources, and how any payment amount or provision of services was determined.

Reasons for Suspension or Termination of KinGAP Agreement and Assistance

1. Termination or suspension of the *KinGAP Agreement* affects the assistance only and has no effect on the court established legal guardianship and the guardian(s)' legal responsibility to the child.
2. A *KinGAP Agreement* will be terminated under the following circumstances:
 - a. The child attains the age of eighteen (18) or if the child is still enrolled in high school and the guardianship remains in place, until the age of nineteen (19), the guardian must request that the KinGAP payment continue until the child graduates high school or turns nineteen (19), whichever happens first.
 - i. Evidence that the child is still enrolled and what the graduation date will be, must be provided.
 - b. The Agency determines that the guardian is no longer legally responsible for the child, to include:
 - i. Child becomes an emancipated minor,
 - ii. Child marries,
 - iii. Child enlists in the military,
 - iv. Child is adopted,
 - v. Guardianship is terminated,

- vi. Death or incapacity of the proposed guardian(s), without a named successor guardian, or
 - vii. Death of the child.
 - c. The proposed guardian(s) indicates they no longer require KinGAP assistance for the child.
 - d. The proposed guardian is no longer legally responsible for the support of the child or the child is no longer receiving any support from the proposed guardian;
3. A KinGAP agreement may be terminated, suspended or amended under the following circumstances:
- a. Child enters out-of-home care and legal custody of another agency (foster care, or other such placement);
 - b. Proposed guardian is receiving other sources of income on behalf of the child, which may require the reduction or termination of the KinGAP payment;
 - c. When it is determined that the child, ages six (6) to seventeen (17), is not attending a compulsory education program toward completion of secondary education (e.g. secondary school, a state authorized independent study program or home schooling) consistent with state law where the guardian resides. This requirement is mandatory unless the child has a previously documented medical condition that would disallow participation in an educational program.
 - d. When the proposed guardian fails to provide information and/or documentation requested by the Child Welfare Agency for verification and compliance purposes of the *KinGAP Agreement*.
 - e. When it is determined that a biological or adoptive parent of the child or sibling of the child resides in the home with the guardian and child.

Successor Guardian

1. It is strongly recommended that a successor guardian(s) be named when executing the initial *KinGAP Agreement* in the event that child's proposed guardian(s) dies or becomes incapacitated which includes a physical or mental illness or impairment that results in a substantial inability to care for the child.
- a. The successor guardian does not have to be relative/fictive kin and nothing precludes the kinship guardian from identifying more than one successor guardian in the agreement. There is no requirement for prior placement of the child in the home before a successor guardianship can be pursued.
 - b. Identification of a successor guardian in the *KinGAP Agreement* will not guarantee an automatic transfer of guardianship in the event that the current proposed guardian is no longer able to fulfill guardianship responsibilities.
 - c. On the death or incapacity of a proposed guardian receiving KinGAP payments, the successor guardian is responsible to notify the local Child Welfare Agency where the *KinGAP Agreement* was finalized so a new agreement can be initiated. The Agency must be notified within ten (10) calendar days utilizing the *Successor Guardian Notification Form*. Documentation of the death or incapacity must also be provided which may include, but is not limited to, any of the following:
 - i. A medical report or other written statement from a physician, psychologist, or other appropriate professional that provides sufficient information regarding the determination of incapacity.
 - ii. A copy of a death certificate, statement from a physician, or other suitably qualified personnel, or an obituary.
 - iii. Other reliable documentation.
 - d. In order to remain eligible for KinGAP payments, the following must occur:
 - i. The successor legal guardian must be named in the *KinGAP Agreement* prior to the death or incapacity of the proposed guardian(s).
 - ii. The current guardian(s) must have died or become incapacitated.
 - iii. The successor guardian, and all other adults living in the successor guardian's home, must pass a fingerprint criminal records check and receive a satisfactory report from the Statewide Central Registry clearance.
 - 1) Per federal requirements, final approval shall not be granted:
 - a. in any case in which a record check reveals a felony conviction for a child abuse or neglect, for spousal abuse, for a crime against children (including child pornography), or for a crime involving violence, including rape, sexual assault, or homicide, but not including other physical assault or battery; and

- b. In any case in which a record check reveals a felony conviction for physical assault, battery, or a drug-related offense, if was committed within the past five (5) years.
- iv. The successor guardian and the Agency must enter into a new written *KinGAP Agreement*.
 - 1) A new *KinGAP Agreement* will be established between the successor guardian and the Agency must be signed prior to the court's appointment of the successor guardian.
 - 2) The successor guardian must be informed of the need to notify the Agency of any changes in circumstances that would make them ineligible for the payments or eligible for payments in a different amount within ten (10) business days of a change in circumstances. This also includes any change of address and/or phone number(s).
 - 3) The court appoints the successor and confirms the conditions required for the successor(s) to be appointed as the legal guardian in the state of Nevada have been met.
- v. The Agency will allow a ninety (90) day grace period from the proposed guardian's death or incapacity for the successor to obtain legal guardianship through a court of competent jurisdiction and will hold payment until a new agreement and legal guardianship have been executed.
 - 1) The Agency will pay the cost of non-recurring expenses associated with obtaining legal guardianship of the child. This one-time payment cannot exceed two-thousand dollars (\$2,000) per case. This non-recurring expenses limit is applied per guardianship. Reimbursement includes legal fees directly related to finalizing the guardianship and other reasonable costs associated with facilitating and finalizing the guardianship (fingerprinting, birth certificates, travel costs, etc.).
 - a. The application and agreement approving the non-recurring benefit must be signed prior to finalization of the guardianship.
 - b. Non-recurring expenses cannot be reimbursed by the Child Welfare Agency without detailed receipts.
- vi. Once all requirements have been met, including the finalization of the guardianship, the KinGAP payments will transfer to the successor guardian. Payments will start upon the filing of the order appointing the successor guardian and will not be retroactive to the date of death or incapacity of the proposed guardian.

Fair Hearing

1. A Fair Hearing may be requested by the proposed guardian or successor guardian if:
 - a. Their claim for financial assistance is denied; or
 - b. The assistance payment is suspended, reduced, discontinued or terminated without their approval.
2. The method by which the proposed guardian may obtain the hearing shall be stated in writing and provided to the proposed guardian at the time of written notice regarding the denial, reduction or termination of assistance.

Eligibility for Title IV-E Adoption Assistance Program

1. If a child was eligible for Title IV-E adoption assistance when the guardian entered a KinGAP Agreement, the child will continue to be eligible for the Title IV-E Adoption Assistance Program if the child is later adopted by their proposed guardian. The Agency will establish an adoption subsidy payment. A subsidy agreement between the adoptive parent and the Agency must be signed prior to the finalization of the adoption.
2. Adoption may include reimbursement for non-recurring expenses.
3. The Child Welfare Agency may not provide reimbursement for the completion of the home study and assistance with termination of parental rights.

Documentation:

Case File Documentation (paper)

File Location	Data Required
<ul style="list-style-type: none"> Subsidy File 	<p>Subsidy File:</p> <ul style="list-style-type: none"> Documentation of steps taken to determine that reunification or adoption is not an appropriate permanency option for the child; If applicable, documentation of reasons child was separated from siblings during placement; Documentation of reasons a permanent placement with proposed guardian, through KinGAP, is in the best interests of the child; Documentation of all efforts made to discuss adoption of the child by the proposed guardian as an alternative to appointment as the legal guardian of the child and the reason that the relative/fictive kin has chosen not to pursue adoption; and Documentation of all efforts made to discuss with the birthparent of the child the agreement to provide assistance to -the proposed guardian or the reason that the Agency was unable to discuss the agreement with the birthparent of the child, as applicable. All forms related to KinGAP.

UNITY Documentation (electronic)

Applicable UNITY Screen	Data Required
<ul style="list-style-type: none"> Case Plan 	<p>Permanency Goals Tab</p> <ul style="list-style-type: none"> Child must have a Primary Goal of GRDNSHPBYRELATIVE or GRDNSHPBYUNRLTD. <p>Permanency Goals Tab: Compelling Reasons Button</p> <ul style="list-style-type: none"> Documentation of steps taken to determine that reunification or adoption is not an appropriate permanency option for the child; Reasons child was separated from siblings during placement; Reasons a permanent placement with a proposed guardian, through KinGAP, is in the best interests of the child; and Efforts made to discuss adoption of the child by the proposed guardian as an alternative to appointment as the legal guardian of the child and the reason that the proposed guardian has chosen not to pursue adoption. <p>CFT Tab and Summary Button</p> <ul style="list-style-type: none"> Documentation of all efforts made to discuss with the birthparent of the child the agreement to provide assistance to a proposed guardian or the reason that they Agency was unable to discuss the agreement with the birth parent of the child, as applicable.
<ul style="list-style-type: none"> KinGAP Checklist 	<ul style="list-style-type: none"> Documentation of the completion of items required for prior approval (can use form 1010 FPO A - Nevada KinGAP Approval Checklist)
<ul style="list-style-type: none"> KinGAP Agreement 	<p>Documentation of the contract between the Child Welfare Agency and the guardian (initial and renewals)</p> <ul style="list-style-type: none"> Documentation of whether the child currently lives in the home; If the child has married, emancipated, or enlisted in the military; If the child has become eligible for special benefits or if benefits have changed;

	<ul style="list-style-type: none">• If the child has income from any other sources;• If the child is school age and is attending school;• Types of services being provided and payment amounts;• Reasons for termination, amendment, or suspension of an agreement;• Successor Guardian First and Last Names, Street Address, City, State, Zip Code and Phone Number.
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JURISDICTIONAL ACTION

Development of Internal Policies: Agencies which provide Child Welfare Services shall develop internal policies and procedures as necessary to implement the provisions of federal and State law and this policy.

Supervisory Responsibility:

1. Ensure a child's relatives are informed about the potential for KinGAP during the initial relative notification process when a child enters foster care.
2. The child welfare agency must provide an approval prior to guardianship becoming the preferred permanency and prior to providing KinGAP
3. Prior to qualification for a KinGAP payment, it must be determined that other sources of financial resources, for the child, are not appropriate or available.
4. Review case plan to include specific information for a child with a permanency goal of proposed guardianship with the KinGAP assistance and payment.
5. Ensure staff follow the KinGAP policy and procedures in its entirety.

STATE RESPONSIBILITIES

1. The State will provide technical assistance regarding program development and implementation to the Child Welfare Agencies.
2. The State will monitor and conduct periodic evaluation of statewide KinGAP activities.

POLICY CROSS REFERENCE

Policies: [0204 – Case Planning](#)
 [0701 – Interstate Compact on the Placement of Children \(ICPC\)](#)
 [0800 – Independent Living Program](#)

History and Updates: This policy was effective on 3/18/2016, with updates on 5/20/2016, 2/17/2017, 4/27/2020 and 1/28/2025.

ATTACHMENTS

FPO 1010A – KinGAP Approval Checklist
FPO 1010B – KinGAP Successor Guardian Notification Form
FPO 1010C – KinGAP Successor Guardian Initial Acknowledgement
FPO 1010D – Nevada Kinship Guardianship Assistance Agreement
FPO 1010E – Notification of KinGAP Program