

Referral for Permanent Custodianship Subsidy Checklist

This checklist guides the CWCMP through referring a family to receive Permanent Custodianship Subsidy (PCS). For any questions regarding the Permanent Custodianship process/policy or for program related questions, please contact the Regional Foster Care Program Administrator. ***

Name of Youth: _____

County of CINC Case _____

DOB _____

Current Age _____

Note : If under age 14, name of sib/s 14 or older on this same referral: _____

PCS Contact: Adoption Program Manager – Hayley Munford

DCF Regional Office Contacts:

East Region	<i>Debbie Pyle or Sami White:</i> DCF.East_PCS_SoulFamily@ks.gov
Kansas City Region	<i>JO and DG:</i> Zina Abdulaziz zina.abdulaziz@ks.gov <i>AT, LV, WY:</i> Stephanie Greener stephanie.greener@ks.gov
West Region	Monica Smithwick monica.smithwick@ks.gov
Wichita Region	<i>A-K (Child Last Name):</i> Tristan Benge tristan.benge@ks.gov <i>L-Z (Child Last Name):</i> Sheila Dowell shelia.dowell@ks.gov

Step 1: Case Management Provider sends the following (items A-F) directly to the DCF Regional Office Contact to initiate temporary approval of Permanent Custodianship Subsidy(PCS)

- A) PPS 6150: Request for Permanent Custodianship Agreement
- B) Letter/Statement from Custodian – stating why they wish to pursue custodianship. (Can be one letter signed by both)
- C) Letter/Statement from youth – if 14 or over, confirming they agree with custodianship.
- D) PPS 6155: Referral for Payment -Fill this out completely; if not then reduction in subsidy or even ending the subsidy could occur after finalization of the PC.
 - 1) Payments start 1st day of month of court order(date): _____
 - 2) Custodians Names: _____
 - 3) Add child's anticipated high school graduation month and year: _____
 - 4) Amount of Subsidy approved \$: _____
 - 5) DCF Regional Contact *Name:* _____
 - 6) Case Management Provider Contact *Agency:* _____ *Name:* _____ *Email:* _____
- E) **W-9 Statement**. Only one custodian will be the payee/listed on the W9 form, that person's SSN, address, and signature are required for this form. (Copy of the SS card for the custodian who completed the W-9 is needed, for the West Region only.) – This form will NOT be approved if the following: signature is over a year old, and if the W9 form is not the most recent W9 IRS Form.
- F) Initiated PPS 6149 Referral for PCS Checklist

Step 2: DCF Regional Contact completes the following checks:

- a) Child income – Contact Child Support at: DCF.PPS.CSS@ks.gov, to determine if there is an open child support case.
- b) Child Income - Contact I-VE worker to determine if the child is the recipient of SSA or SSI and if so, what the amount is.
- c) Notify the Regional Foster Care Liaison (FCL) a temporary PCS approval has been requested

Step 3: All documents from Steps 1 and 2 are to be sent to PCS Program Manager for Temp approval. When Temp Approval completed by the PCS Program Manager the PPS 6150 indicating approval is sent back to the Provider, DCF Regional Office Contact, and FCL

- PCS Manager Temp Approval Date _____ Date expires (60 days later) _____
OR Date Denied _____

Step 4. After Temporary approval is received, provider and Custodian proceed toward finalization of custodianship.

Step 5. Final Referral: Following finalization of the Permanent Custodianship, provider sends the following information directly to the DCF Regional Office Contact who will provide to the PCS Program Contact for final approval.

- G) PPS 6160: Permanent Custodian Subsidy Agreement** – PCS Program Contact gives final approval
- H) Custodianship Journal Entry** – Note: payments cannot be authorized until this is received and correct. Probate guardianship (Chapter 59) is NOT acceptable. This subsidy is for Chapter 38 custodianship.
- I) PPS 6185:** Guardianship, Permanent Custodianship Permanency AFCARS Data form to the PPS Permanent Custodianship Specialist and the Regional DCF Office.
- J) Updated PCS Checklist from Case Management Provider**

Step 6. Upon PCS Program Contact’s final approval, the signed PPS 6155, signed PPS 6160, and updated PPS 6149 Referral for PCS Checklist is sent back to the DCF Regional Office Contact and FCL

Step 7. When the DCF Regional Contact receives Final Approval Packet, payments will begin effective the first of the month of the date of the PCS Court Order . DCF Regional Contact provides the approval to Case Management Provider.

Step 8. Upon receipt of the final approval, the case management provider is to assure the family knows how to complete the following steps to receive the medical card:

- **Case Management Provider shall inform the custodian(s) of the following:**
 - A. How to access a copy of the following:
 - 1. Journal Entry with the court date stamp on it
 - 2. The PPS 6155 and PPS 6160 with PCS Program Contact signature.
 - B. The instructions to apply for KanCare/Medicaid:
 - 1. The custodian must complete a paper Application for Medical Assistance (KC1100)
 - 2. The custodian must attach copies of the signed PPS 6155, PPS 6160, and PC court order
 - 3. The custodian should write across the top of the application: “FC returning home: Permanent Custodianship”
 - C. The name and contact information of the regional DCF point-of-contact for questions about payments, returning annual reviews and reporting changes
 - a. DCF Regional Contact Name: _____ Email: _____
 - D. Instructions for completing and submitting the PPS 6170 (CFS 4026a) Change in Status Form - Changes in living arrangements, school, child’s income, and closures, etc. are to be reported by the family to the regional office, using this form.
 - E. Instructions for completing and submitting the PPS 6165 Permanent Custodian Annual Report – DCF regional offices are to do annual reviews. Family’s failure to complete and return the forms to the regional offices could result in subsidy being stopped.
 - F. DCF Independent Living services for eligible youth

General Notes:

1) PPS 6165 Permanent Custodian Annual Report – DCF regional offices are to do annual reviews. Family’s failure to complete and return the forms to the regional offices could result in subsidy being stopped. DCF Regional Office contacts needs to check the systems listed previously for any income changes.

2) PPS 6170 (CFS 4026a) Change in Status Form - Changes in living arrangements, school, child’s income, and closures, etc. are to be reported by the family to the regional office, using this form. DCF Regional Office to send a copy to PCS Program Manager. This form should be sent to the family as soon as payments are set up.

3) Policy: Always refer to the DCF, PPS, Policy and Procedure Manual, Section 6000, which can be found at: www.dcf.ks.gov/services/pps/pages/ppsformsandappendices.aspx

4) FYI: PCS is not considered income, so the agency does not send out a 1099 to the I.R.S. reporting the benefit.