

Unlicensed Kinship Payment Process

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

1. Review **updated** eligibility criteria for unlicensed kinship payment program outlined in the [Permanency Planning Manual](#). The following was updated in the eligibility criteria:
 - a. Child(ren) must be related to the kinship care provider through blood, marriage, or adoption, providing foster care as defined under G.S. 131D- 10.2(9); **and, if applicable, any half siblings of the child(ren) regardless of their relationship to the kinship care provider.**
2. If a kinship home with an existing Facility ID meets the updated criteria, submit a [DSS-5801 Unlicensed Kinship Form - Facility ID Request](#) form requesting an update and provide updates to age range and sex of clients served in the kinship home.
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. Effective immediately, make any necessary changes to field 45 living arrangement for children who should be placed in a new category. Ideally, changes to new or updated living arrangements must be made in the system no later than August 19th, 2024, for payments to be reimbursed. If the changes are not made timely, please file a DSS-5274 Adjustment Request.
 - 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 7/8/24 in Field 47 (but no earlier) if the placement meets the updated eligibility criteria listed in step 1.

Code	Value
52	Home of Unlicensed Relative
81	Home of Relative Seeking Licensure
66	Adoptive Home, Relative, Unlicensed
72	Home of Unlicensed Nonrelative Kin
88	Adoptive Home, Nonrelative Kin, Unlicensed

***These codes are only to be used effective 7/8/24 when a kinship care provider meets eligibility by providing care for half sibling(s) of child(ren) placed with the kinship care provider who is related by blood, marriage, or adoption. The half sibling(s) do not have to be related to the kinship care provider by blood, marriage, or adoption as long as one child is related by blood, marriage, or adoption to the kinship care provider.**