



Kentucky Caregiver and Grandparents Raising Grandchildren

October 12, 2022

KENTUCKY CAREGIVER AND GRANDPARENTS

INTRODUCTION	3
REGULATORY REFERENCE	3
COMMON DEFINITIONS	4
BILLING DEFINITIONS AND TERMS	5
RESPONSIBILITIES OF THE STATE	5
RESPONSIBILITIES OF KIPDA	6
RESPONSIBILITIES OF SUBCONTRACTORS	6
RESPONSIBILITIES OF CLIENTS	6
CAREGIVER OUTREACH	7
CLIENT ELIGIBILITY	8
INELIGIBLE CLIENTS	9
RECORDS AND CONFIDENTIALITY	9
REFERRAL PROCESS	10
ASSESSMENTS	10
ACCESS TO SUPPLEMENTAL SERVICES	12
REVIEW OF ORDERS AND CREDIT CARDS	14
VENDORS	15
RESPITE	15
RIGHT TO APPEAL	16
PROGRAM WAITING LIST	16
RELOCATION	16
GRANDPARENT OUTREACH	16
PROGRAM MONITORING	17

INTRODUCTION

The goal of the Kentucky Family Caregiver Program (Grandparent Raising Grandchildren Program) is to provide supplemental and supportive services to eligible grandparents who have the primary responsibility of raising their grandchildren. Eligible grandparents must reside in KIPDA region: Bullitt, Jefferson, Oldham, Spencer, Henry, Shelby, and Trimble counties.

This policy and procedure applies to both the internal KIPDA processes associated with this program and any outside vendors, community partners, and providers who are connected to this program. This includes, but is not limited to: administration, finance, information technology, social services staff, and others.

The general public and potential program recipients can also review this manual as detailed guide to this program.

To the extent that funds are available, the maximum amount per grandchild shall not exceed \$500 in anyone (1) fiscal year. Supplemental services granted through the voucher system to eligible grandparents to acquire needed items for a grandchild may include: clothing, furniture, school supplies, personal care items, respite services, legal services, medical/dental services (if the child is uninsured) and/or other approved items or services that are allowed under the parameters set forth by the administrative regulation.

Supportive services that are available to eligible grandparent caregivers may include: information and referral, access to a variety of community programs and services, counseling, support groups and trainings.

A function of the Kentucky Family Caregiver Program is to set forth the standards of operation as implemented by the AAAIL; the policies and procedures apply to staff, contractors, and volunteers working with and/or for the KIPDA region program.

REGULATORY REFERENCE

910 KAR 1:260
Kentucky Family Caregiver Program

RELATES TO: KRS CHAPTER 13B, 199.011(4), 205.455(4), 42 U.S.C. 601,651, 1381,3030s, 3030s-1

STATUTORY AUTHORITY: KRS 194A.050 (1), 2006KY. Acts ch. 252 Part I.H.7 (7)

COMMON DEFINITIONS AND TERMS

Age of Child – age 18; no more than eighteen (18) years of age. The child is eligible up until the 19th birthday.

Client- a grandparent who meets the qualifications for this program, is properly enrolled, and who is raising a grandchild who also meets the qualifications.

Federal Poverty Level – the degree to which a household’s gross income matches the official poverty income guidelines published annually in the Federal Register by the U.S. Department of Health and Human Services.

Formal support system – a service obtainable through public or private service programs.

Grandchild – grandparent’s grandchild related by blood, marriage or adoption. If related by adoption services may not exceed one (1) calendar year from the final order of adoption.

Grant – a payment made to a grandparent for services specified in 910 KAR 1:260 of the administrative regulation and based on need and actual cost.

Household – an individual or group of individuals who are living together in a principal residence as one (1) economic unit.

Household Income – all annual gross earned and unearned income received by a household, including lump sum payments, state or federal benefits assistance payment.

Informal support system – any care provided to an individual, which is not provided as part of a public or private formal service program.

KIPDA district - is defined by KRS 205.455 (4) “District” means an area development KIPDA district designated pursuant to KRS 147.050.

Local Resolution – a phone conversation or meeting between a grandparent and KIPDA district to resolve the grandparent’s dispute against denial of eligibility.

Primary caregiver – grandparent providing full-time care for their grandchild.

Respite Services – care provided by an approved caregiver or agency for a designated period of time, to temporarily relieve the grandparent caregiver who provides primary care for their grandchild.

Supplemental Services – grant/ voucher services that an eligible grandparent may receive in accordance with section 7 of 910 KAR 1:260 through an application process.

Support Services – services/ resources that an eligible grandparent may receive in accordance with section 6 of 910 KAR 1:260 through an application process.

Voucher – a payment made directly to a vendor for services provided.

BILLING DEFINITIONS AND TERMS

Access Assistance – scheduled assistance charged to client as a unit of service for initial application, reapplication/reassessment, issuing of vouchers (charged per voucher) and/or other access to resources.

Counseling Service – scheduled assistance charged to client as a unit of service for the receipt of a counseling voucher (charged per voucher).

Information Assistance - scheduled assistance charged to client as a unit of service for universal prescreening/intake form and referrals.

Respite Service – scheduled assistance charged to client as a unit of service for the receipt of a respite voucher (charged per voucher).

Supplemental Service – scheduled assistance charged to client as a unit of service for the receipt of a supplemental voucher (charged per voucher).

Unit – one unit equals one contact of service.

RESPONSIBILITIES OF THE STATE

910 KAR 1:260 Kentucky Family Caregiver Program requires the cabinet to promulgate administrative regulations to implement the Kentucky Family Caregiver Program providing assistance, including vouchers, to grandparents who are primary caregivers of their grandchildren. KRS 194a. 050 (1) requires the Secretary to promulgate all administrative regulation that establishes the Kentucky Family Caregiver Program.

The Department for Aging and Independent Living (DAIL) shall be the state-wide administrator for the Kentucky Family Caregiver program. The DAIL shall monitor a KIPDA district at minimum annually for assurance of compliance with the program requirements of the administrative regulation. The state will allocate available funding and provide technical and programmatic assistance, as needed.

The DAIL shall provide direction and technical assistance to Area Agencies on Aging in the development and implementation of the program; guided by the requirements set forth by the Kentucky General Assembly. The state must also prepare and submit to the Secretary of the Cabinet for Health and Family Services reports on the data records required.

RESPONSIBILITIES OF KIPDA

The Area Agency on Aging and Independent Living (AAAIL or KIPDA) provides direct services to eligible clients and administers Kentucky Family Caregiver funds through internal direct services and through subcontracts with local agencies to provide services within the community. The KIPDA district works closely with service providers to coordinate services and ensure that needed services are developed and provided within the community.

Individuals who are interested in applying for this program should first contact KIPDA's ADRC at 502.266.5571 where they will be advised to complete the appropriate screening and intake forms as required by DAIL.

KIPDA is responsible for providing the following services on behalf of grandparents with primary responsibility of caring for their grandchild:

- Advocate for grandparents within the seven-county region of: Bullitt, Trimble, Henry, Jefferson, Shelby, Spencer and Oldham.
- Identify, plan, and coordinate services for grandparents raising grandchildren.
- Complete an assessment for every eligible applicant and verify applicant information with a local department of community-based services.
- Inform ineligible clients of their rights to appeal and provide referral and assistance to other community services as needed.
- Develop a regional plan to outline the services and outcomes for implementation of the Kentucky Caregiver Program.

- As required, create and distribute client satisfaction surveys and collect data.
- Implement, follow, and enforce to KIPDA staff, subcontractors, and participants, all taxonomies, standard operating procedures, rules, and regulations surrounding this program.

CAREGIVER OUTREACH

Policy: KIPDA staff will identify potential participants in the community for caregiver programs using various methods.

Procedures:

1. KIPDA will participate in appropriate health fairs, back to school events, and other identified events where potential clients are likely to gather.
2. KIPDA will maintain information on its website on how to enroll in this program. KIPDA's website is readily available to the public with a quick internet search.
3. When invited and available, KIPDA will be a speaker at appropriate support and community groups about this program.
4. KIPDA will partner with health and disease-related organizations such as the Alzheimer's Association the Stroke Association, etc. when appropriate to reach caregivers.
5. KIPDA will partner with other community entities such as AARP, Louisville Metro, the Veterans' Administration, and others to provide caregiver events to the service area as appropriate.
6. KIPDA's ADRC will remain versed on referring individuals to caregiver programs as appropriate.
7. KIPDA's ADRC will produce and distribute general information on this program as appropriate.
8. KIPDA's other programs will also provide information to potential participants as appropriate.
9. KIPDA's program staff will keep an undated calendar of upcoming caregiver outreach opportunities for their personal use to ensure that enough program outreach is scheduled during the course of the fiscal year.
10. KIPDA will continue to seek and improve outreach opportunities for caregiving programs each fiscal year.

RESPONSIBILITIES OF SUBCONTRACTORS

- Provide services in accordance with the regulated requirements of the Kentucky Family Caregiver Support Program.
- Provide the AAAIL with statistical and other information as requested and required.

- Permit staff of the AAAIL and DAIL to monitor at a minimum annually.
- Employ qualified staff to ensure the satisfactory implementation of this program.
- Attend regularly scheduled meetings conducted by the AAAIL and DAIL as required.
- As required, create and distribute client satisfaction surveys and collect data.
- Follow the provisions of the contract with KIPDA.
- Follow the provisions of these policies and procedures.
- Provide documentation that all staff who interact with citizens have received training from the Office of Dementia Services.
- Maintain a resilient, disaster ready Aging network by providing information upon request to assist in updating the regional disaster plan.
- Upon request, provide information to KIPDA regarding barriers that underserved communities and individuals may face to enrollment in and access to benefits provided by DAIL.
- Follow all other applicable policies, procedures, regulations, rules, taxonomies, etc. that pertain to this program.

At the time of this writing, the only subcontractor with KIPDA for this program is Legal Aid. They provide legal counseling on custody, power of attorney, guardianship, and other legal services that are applicable to grandparents raising grandchildren. All program eligibility is determined by KIPDA at this time.

RESPONSIBILITIES OF THE CLIENT

A Grandparent shall apply or reapply for the Kentucky Family Caregiver Program each fiscal year or as the need changes throughout the fiscal year. A Grandparent shall provide the KIPDA district with accurate specified information. A grandparent must comply with the DAIL approved assessment process and for access to assistance; both supplemental and supportive services. Under no circumstance should the grandparent contact the vendor about the voucher system process. The grandparent's

relationship is with KIPDA and KIPDA has responsibility for all communication with the vendor. If the grandparent seeks an appeal, they must adhere to the KIPDA district appeal procedure. A grandparent must adhere to the policies of the district. A grandparent must immediately notify the KIPDA district of change in status that is in noncompliance with the eligibility requirements.

ASSURANCE OF CLIENT ELIGIBILITY

Eligible Clients Policy:

To be eligible for the Kentucky Family Caregiver Program a grandparent shall meet the following requirements:

- Be a Kentucky resident;
- Be the primary caregiver for a grandchild who has not yet reached their 19th birthday;
- Be related to the grandchild by birth, marriage, or adoption. If related by adoption grandparent must not be eligible for any other state or federal subsidies and the final order of adoption cannot exceed one (1) year;
- Reside with the grandchild who shall not be residing in the same household with the grandchild's parent, may reside in a house owned by the grandchild's parent;
- Not receiving a monthly payment for Kinship Care; and
- Not have a household income that exceeds 150 percent of the federal poverty level.

Procedures:

- Complete universal prescreening/intake form and the Kentucky Family Caregiver Program addendum.
- Complete the DAIL application & assessment by telephone or by mail, if initial inquiry determines that caregiver meets preliminary criteria for Kentucky Caregiver Program.
- Verify with the local Department of Community Based Services office to determine if grandparent/ grandchild is receiving the following benefits:
 - Monthly payments of Kinship Care.
 - Any other type of state or federal benefits assistance the grandparent is receiving monthly.
 - Medical services a child receives through the Kentucky Children's Health Insurance program. (If a child receives assistance from the Kentucky Children's Health Insurance Program or the —Department for Medicaid Services, the child shall not be eligible to receive the medical services provided by the Kentucky Family Caregiver Program).

-Provide a written or document a phone call of notification of eligibility or non-eligibility to client once the benefits check from DCBS which once received concludes the assessment process.

INELIGIBLE CLIENTS

Policy: Staff who identify ineligible clients will follow the following procedures:

Procedures:

- Determine initial eligibility/ineligibility based on the information provided on the universal prescreening/intake form and the grandparent program addendum.
 - If client eligibility status cannot be determined during prescreening/intake proceed with application.
 - If client is ineligible for services, mail written notification outlining regulation and purpose for ineligibility.
 - Put a case note in the required database system and close the record by adding a stop date of service.
 - Keep client information on file.
- If client is found to be ineligible after the DAIL application is complete and all information is received, please record follow the above process.

CLIENT RECORDS AND CONFIDENTIALITY

Client Records and Confidentiality Policy:

KIPDA will create and maintain a case file for each eligible grandparent and assure confidentiality of client information by storing file in a secured location. All HIPAA/HITECH policies and procedures will be followed.

Procedures:

- All client information shall be recorded in the required database.
- Every client file shall be kept in hardcopy form, stored in a secured cabinet. (This will be revisited as the program becomes more electronically integrated.)
- There should be no client information shared with any individual or outside agency unless prior written authorization has been granted by client. Written authorization should be filed in the correspondence section of the case file for every party being given access to information.
- Client files are to be used by designated KIPDA staff only.
- Client files shall be maintained and kept updated at all times.

REFERRAL POLICY:

Providers should provide referrals and assistance to other community services as needed and/or requested.

Procedures:

- If a grandparent/grandchild is in need of services not directly provided by the district, refer client to the appropriate community resource.
- If resource information is not readily available consult with the Aging and Disability Resource Center for more information.
- Staff should add a case note in the required database system and one (1) unit of service.

ASSESSMENTS

Universal Prescreening/ Intake Policy: A universal prescreening/intake telephone assessment and grandparent addendum will be conducted for each interested individual who contacts KIPDA to apply for the Kentucky Family Caregiver Program.

Procedures:

- During the prescreening/intake assessment caregivers will be asked the following:
- Caregiver and Care receivers name, address, phone, D.O.B., ethnicity, referral source, household income, household size, and legal relationship.
- If care receiver's parents live in the home; in accordance with 922 KAR 1:230
 - If they are recipients of kinship care; in accordance with 910 KAR 1:260 Section 2 E.
 - The household income will then be acquired, then calculated to determine if the caregiver meets the income requirement; in accordance with 910 KAR 1:260 Section 2 F.
- The information obtained will then be entered into the required database as one unit of Information Services. When entering information into the required database, make sure that the care receiver's information is inputted first then attach care receiver to the caregiver.
- If the caregiver is determined eligible through this preliminary process, an application will be mailed to the caregiver for completion.

Policy: A new applicant shall sign and submit to a KIPDA district a completed DAIL application for the Kentucky Family Caregiver Program. Intake applications are generally completed by phone through KIPDA's ADRC or by mail on a first come,

first serve as funds are available and priority will be given to new applicants. On rare occasions, an emergency in-home assessment might be completed.

Procedures:

- Most intake assessments will be completed on the phone by ADRC staff.
 - On rare emergency occasions, assessments might be completed in the home.
 - Call the day before the assessment to confirm appointment time with client.
 - During the assessment the following forms must be completed and signed by the caregiver:
 - Complete DAIL application (with a page 2 completed for each eligible grandchild),
 - DAIL VR form,
 - KIPDA AAAIL KCP form 101: Grandparents Rights and Responsibilities form.
 - On rare emergency occasions, substitutions can be made for traditional signatures.
 - The caregiver must provide the following to verify household income:
 - A federal tax form
 - W-2, pay stub
 - Social Security/ SSI award letters and/or other verified documentation of household income, In accordance with 910 KAR 1:260 Section 3 C.
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- The caregiver must provide social security numbers for every member of the household, in order to assess household size and living arrangements of household, in accordance with 910 KAR 1:260 Section 3 D.
 - Once application is complete, supply the DCBS cover letter and page 3 of the DAIL application to DCBS for confirmation of benefits. (The Social Security Numbers are run through DCBS database, which will determine if the care recipients are listed in the home of the caregiver. If the care recipient is not listed in the home of the caregiver, KIPDA staff must contact DCBS to inform DCBS of care recipient's current living arrangements. This will prevent the parent(s) from unlawfully obtaining services for their children). Caregiver information is also released to DCBS to determine if the care receiver is a recipient of kinship care; in accordance with 910 KAR 1:260 Section 2 D.
 - The information obtained will then be entered into the required database as one unit of access assistance and written notification of eligibility should be sent to client.

Procedures: Eligibility Determination:

- If the client meets preliminary eligibility after the universal prescreening/intake assessment. Mail the application for completion.
- After the application is completed review the following documents for signature.
 - Page 3 of the DAIL application,
 - DAIL VR form and
 - KIPDA AAAIL KCP form 101: Grandparents Rights and Responsibilities.
- Assure the following information, as applicable, have be returned with the signed documents.
 - -A federal tax form
 - -W-2 and/or pay stub
 - -Social Security/ SSI award letters and/or other verified documentation of household income, In accordance with 910 KAR 1:260 Section 3 C.
 - Once application is complete, fax DCBS cover letter and page 3 of the DAIL application to DCBS for confirmation of benefits. Caregiver information is also released to DCBS to determine if the care receiver is a recipient of kinship care; in accordance with 910 KAR 1:260 Section 2 D.
 - The information obtained will then be entered into The required database as one unit of access assistance and written notification or a documented phone call of eligibility should be sent to client.

Reassessment Policy: A Grandparent shall apply or reapply for the Kentucky Family Caregiver Program each fiscal year (July 1 to June 30) or as the need changes throughout the fiscal year.

Procedures:

- Send the reassessment paperwork with an instructional cover letter
- Once the reassessment returns to the KIPDA office, submit DCBS cover letter and page 3 of the DAIL application to DCBS for confirmation of benefits. Caregiver information is also released to DCBS to determine if the care receiver is a recipient of kinship care; in accordance with 910 KAR 1:260 Section 2 D.
- The information obtained will then be entered into the required database as one unit of access assistance and written notification or verbal documentation of eligibility should be sent to client.

ACCESS TO SUPPORT AND SUPPLEMENTAL SERVICES

Support Services Policy: Eligible grandparents shall be given access to support services in accordance with 910 KAR1:260 Section 6.

Procedures:

- Access to support services is given through the ADRC and/or through the referral system. Support services include:
- Information about available services
- Assistance in gaining access to services
- Assistance to the grandparent in decision-making and problem-solving relating to a care giving role, including:
- Individual counseling
- Organization of a support group
- Caregiver Training

Supplemental Services Policy: Eligible grandparents shall be given access to supplemental services in accordance with 910 KAR 1:260 Section 7.

Procedures: Access to supplemental services is given through an online ordering system. Supplemental services may include the following:

- Child clothing and personal items
 - Respite Assistance
 - Educational Supplies and/or Assistance
 - Required Legal Services, which shall:
 - Be related to the grandchild's safety and stability, and
 - Not include representation against criminal charges
 - Medical and Dental Services (excluding co pays and premiums (excluding recipients of Passport health insurance or other any other medical insurance)).
 - Furniture to be used by the grandchild, including: bed, chest of drawers or dresser
- After the intake application is complete, the program participant will be notified within 30 days that they qualify for this benefit, and will receive ordering instructions when funding is released.
 - Upon the release of funding, program participants will be directed to an online vendor (s) where they will create a list of what they would like to purchase from the approved supplemental services list.
 - The participants' list is then forwarded to KIPDA.
 - KIPDA staff will place the order after eliminating items that are not program approved. The items will be shipped to the client.
 - A unit of access assistance in the required database (enter one unit of service).
 - Enter the date of released funding, grandparent and grandchild name, amount and type of service in the appropriate FY excel spreadsheet.

- Orders cannot be submitted by participants after the specified expiration date. If a client fails to submit an order before the expiration date, then a new order can only be issued if those funds are still available during the current FY. That will be determined on a case-by-case basis.
- The re-issue information must also be recorded in the FY excel spreadsheet and in the required databases.
- Case notes must be kept in the required databases on all order invitations that are issued.
- Only one order invitation is issued at a time.

REVIEW OF ORDERS AND CREDIT CARD CYCLES

Order Review Policy: Review the participant's list before placing the order to ensure that only allowable items were purchased. Reconcile the credit card statement with purchases.

Procedures:

- Due to the need for the approval of the online list, all ordered items should be on the allowable or approved list before the purchase.
- Once the participant's proposed list is approved, the order will be placed by KIPDA using KIPDA's credit card.
- When the credit card bill arrives, both KIPDA finance staff and social services staff will reconcile the statement and receipts for the ordered items.
- The representative from the Division of Social Services should enter the billing code, date, initials and amount of purchase in lower right-hand corner of the statement for accounting processing department.
- Enter the amount expended in the Excel spreadsheet.
- Make a paper copy and file.
- Enter one unit of supplemental service in the approved database for the date that the purchase was complete, and the credit card statement was reconciled.
- If non-allowable purchases are made, complete the following:
 - Send a letter requesting reimbursement of non-allowable purchases to grandparent, with a 30-day timeframe for reimbursement.
 - Attach a copy of the letter to the original voucher to be submitted to accounting department.
 - File a copy of the letter in correspondence section of client file.
 - Complete steps C-F of voucher review procedure.
 - Client should be placed on hold; not allowed access to voucher system until payment has been made in full.

PROGRAM WAITING LIST

Policy: A waiting list will be maintained when qualified participants are unable to receive applicable services.

Procedures:

- When applications arrive at KIPDA, and there is not program availability, the applicant will be placed on a waiting list in the appropriate database.
- As funds become available, individuals will be served on a first come basis.
- If these individuals cannot be served in the current fiscal year, their place on the waiting list will carry over to the next fiscal year.

VENDORS

Policy: For new vendors, staff will research the possibility of new vendors for the online ordering process as needed.

Procedures:

- Ensure that new vendors are able to provide the ability for participants to create lists for review before purchase.
- Provide the vendor with procedures, tax exemption letter and sample approval list.
- Check with the accounting department for credit card authorization.
- Once vendor has received and reviewed paperwork, contact vendor the vendor and alert them that participants will start ordering soon.

Vendor Billing Policy: All vendors are paid upon ordering with the KIPDA credit card.

Procedures:

Refer to section on credit card payments for payment information.

RESPITE

Policy: payment of up to \$500 per fiscal year is available to qualified participants.

Procedures:

- The participant must provide his/her own respite provider

- The respite provider must provide KIPDA with the following information:
 - Name
 - Address
 - DOB
 - Phone Number
- The respite provider will submit a timesheet after providing care for a shift.
- KIPDA will issue payment for services after approval.

RIGHT TO APPEAL

Policy: If eligibility for services is denied, a KIPDA representative shall notify the applicant within thirty (30) days of the decision.

Procedures:

- Program planner must send written notification and instructions for requesting a hearing and local resolution (if applicable) within thirty (30) days of the date of denial.
- Applicant must complete and return application for local resolution to KIPDA office within thirty (30) days of the issuance/mailed date of the letter.
- Review application and schedule a local resolution meeting with the client.
- The KIPDA district will adhere to the fair hearing/ local resolution internal policy as outlined in the Fair Hearing section of the policies and procedures.

RELOCATION

Policy: If a grandchild receiving services moves to another KIPDA district within the same fiscal year, the grandparent may receive assistance.

Procedures:

- Contact the previous KIPDA district to determine funds already used.
- Subtract the amount already received in the current fiscal year.
- Reassess client to ensure eligibility requirements are met.
- If funds are available assist the client.

GRANDPARENT OUTREACH

Policy: Staff will work in collaboration with community organizations to identify grandparents raising grandchildren in the district.

Procedures:

- Send updated program correspondence to community organizations on a regular basis.
- Establish a line of communication with untapped community resources.
- Attend health fair on a regular basis.
- Attend seminar and other network opportunities to coordinate services with other community leaders.
- Encourage client referrals.

PROGRAM MONITORING AND EVALUATION

Policy: KIPDA will maintain and manage a comprehensive quality assurance system that includes monitoring and review of internal processes and provider contracts.

Procedures:

- Maintain electronic and hardcopy profiles of each client as applicable.
- Monitor client progress.
- Maintain a client expenditure spreadsheet.
- Maintain a waiting list of grandparents when requests for services exceed the district's allocation.
- Routine monitoring of sample client records will be completed to ensure that all required documentation is included.
- Monitor providers/contracts in accordance with monitoring protocol.

KY Caregiver and Grandparents Appendix

- Applicable Taxonomy
- Sample program forms for reference (available on request)

DAIL Taxonomy

In FY 2023, DAIL updated its taxonomy for various aging programs including the Kentucky Family Caregiver Program. These terms, requirements and guidance should be applied by KIPDA staff, subcontractors, recipients, and anyone connected to the program throughout the program.

KENTUCKY FAMILY CAREGIVER PROGRAM FY 2023 DAIL TAXONOMY

KY Grandparent Information (1 Unit =1 Contact)

A service for grandparents that provides the public and individuals with information on resources and services available to the individuals within their communities.

Authority: 910 KAR 1:260

NO REQUIREMENTS for DAIL-KFC-I, or relationship verification or for income verification for Grandparent Information.

Note: service units for information services are for activities directed to large audiences of current or potential grandparents such as disseminating publication, conducting media campaigns, and other similar activities.

KY Grandparent Assistance (1 Unit =1 Contact)

A service that assists grandparents in obtaining access to the services and resources that are available within their communities. To the maximum extent practicable, it ensures that the individuals receive the services needed by establishing adequate follow-up procedures.

Authority: 910 KAR 1:260

NO REQUIREMENTS for DAIL-KFC-I, or relationship verification or for income verification for Grandparent Information.

Note: Information and assistance to grandparents is an access service, i.e., a service that: (A) provides individuals with information on services available within the communities; (B) links individuals to the services and opportunities that are available within the communities; (C) to the maximum extent practicable, establishes adequate follow-up procedures. Internet web site “hits” are to be counted only if information is requested and supplied.

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KY Grandparent Individual Counseling (1 Unit =1 Session)

Counseling to grandparents to assist them in making decisions and solving problems relating to their caregiver roles. This includes counseling to individuals.

Authority: 910 KAR 1:260

Requirement: Completed DAIL-KFC-I, verified relationship to grandchild, financial verifications, and DCBS

confirmation letter confirming benefits must be completed in case.

Legal Assistance (1 Unit =1 Activity)

Relates to the grandchild’s safety and stability and excludes unlawful activity.

Authority: 910 KAR 1:260

Requirement: Completed DAIL-KFC-I, verified relationship to grandchild, financial verifications, and DCBS confirmation letter confirming benefits must be completed in case.

Child Clothing and Personal Care Needs (1 Unit =1 Activity)

Authority: 910 KAR 1:260

Requirement: Completed DAIL-KFC-I, verified relationship to grandchild, financial verifications, and DCBS confirmation letter confirming benefits must be completed in case.

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Educational Supplies/Assistance (1 Unit =1 Activity)

Documented by the grandchild’s school of attendance.

Authority: 910 KAR 1:260

Requirement: Completed DAIL-KFC-I, verified relationship to grandchild, financial verifications, and DCBS confirmation letter confirming benefits must be completed in case.

Medical and Dental (1 Unit =1 Activity)

Co-pays and premiums are prohibited.

Authority: 910 KAR 1:260

Requirement: Completed DAIL-KFC-I, verified relationship to grandchild, financial verifications, and DCBS confirmation letter confirming benefits must be completed in case.

Furniture (1 Unit =1 Activity)

Bed or dresser to be used by the grandchild.

Authority: 910 KAR 1:260

Requirement: Completed DAIL-KFC-I, verified relationship to grandchild, financial verifications, and DCBS confirmation letter confirming benefits must be completed in case.

Other (1 Unit = 1 Activity)

Authority: 910 KAR 1:260

Requirement: Completed DAIL-KFC-I, verified relationship to grandchild, financial verifications, and DCBS confirmation letter confirming benefits must be completed in case. Supplemental Services shall not exceed \$500 per child and must be based on need and actual cost.

