

**El Paso County Department of Human Services  
MOU  
Kinship Family Assessment and Family Services Team**

**Between:** Kinship Assessment Team and Family Services Team.

**Subject:** Collaboration of two units to support relative caregivers.

**Purpose:** To clarify roles between Kinship Assessment Team and Family Services Team.

**Date:** May 9, 2007

**Background and basis for the agreement:** To streamline and clarify the process of serving the relative caregiver to meet their financial and emotional needs.

**Principles of the agreement:** Working together as a collaborative unit to ensure that clients receive timely services, relevant to the specific needs of the caregiver which we believe is the best way to serve the child.

**Business processes:** TANF Child Only applications, Medicaid applications, Safety and Permanency Assessments, SAFE Tool Home Studies, FST referrals, Special Needs Payments, Access of Trails and CBMS, Follow MOU for accelerated Medicaid application.

**Roles and Responsibilities:**

<b>Duties of the Kinship Assessment worker</b>	<b>Duties of the FST worker</b>
Refer families for TANF/Child Only applications, Support Services, Childcare Assistance (related to TANF), Budgeting and Resources using FST referral form.	Technical staff determines eligibility for financial programs for relatives. Caseworkers, Technicians and Advocate determine needs of families on "as needed basis".
Assist families to acquire documents needed for TANF/Child Only application or Medicaid applications and sign off confirming documents viewed as required.	Technical staff to review documents for eligibility and file in CBMS case.
Assess Kinship Providers for safety and permanency for child welfare placements	Assessing, referring and supporting kinship providers.
Be available for case consultation as needed.	Be available for case consultation as needed and attend TDMs as requested.
Train Kinship Families for certification - Core Trainings by Caseworkers and Orientation by combined efforts of Supervisor and FST Grandparent Advocate.	Offer community supportive services and training for relatives to provide advocacy, education and support to relatives. Grandparent Advocate assists with Kinship Orientation
Referral to Subsidized Permanent Custody and attend any staffings related to process.	Determine Subsidized Permanent Custody eligibility. Monitor and manage Subsidized Permanent Custody cases.
Refer families to Grandparent Advocate or Caseworkers as appropriate to discuss legal authority options.	Inform and assist families with legal options such as Guardianship and Allocation of Parental Responsibility.