

April 21, 2020

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES

EXECUTIVE SUMMARY

ALL COUNTY LETTER NO. 20-47

This All County Letter (ACL) is intended to provide county child welfare agencies, Title IV-E Agreement Tribes, and probation departments with guidance regarding Adoption Assistance Program (AAP), and the Kinship-Guardianship Assistance Payment (Kin-GAP) Program redeterminations and/or reassessments during the Novel Coronavirus (COVID-19) emergency.



KIM JOHNSON
DIRECTOR

STATE OF CALIFORNIA—HEALTH AND HUMAN SERVICES AGENCY
DEPARTMENT OF SOCIAL SERVICES
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GAVIN NEWSOM
GOVERNOR

April 21, 2020

ALL COUNTY LETTER NO. 20-47

TO: ALL COUNTY WELFARE DIRECTORS
ALL CHIEF PROBATION OFFICERS
ALL INDEPENDENT LIVING PROGRAM MANAGERS
ALL INDEPENDENT LIVING PROGRAM COORDINATORS
ALL FOSTER CARE MANAGERS
ALL TITLE IV-E AGREEMENT TRIBES
ALL COUNTY RFA AND ADOPTION PROGRAM MANAGERS
ALL CDSS ADOPTION REGIONAL OFFICES
ALL LICENSED CHILDREN'S RESIDENTIAL FACILITIES
ALL LICENSED CHILDREN'S RESIDENTIAL PROVIDERS
ALL COUNTY ADOPTION AGENCIES
ALL FOSTER CARE ELIGIBILITY SUPERVISORS
ALL CONSORTIUM PROJECT MANAGERS

SUBJECT: COVID-19 GUIDANCE REGARDING REASSESSMENT AND
REDETERMINATION REQUIREMENTS FOR FEDERAL
ADOPTION ASSISTANCE PROGRAM (AAP) AND THE KINSHIP-
GUARDIANSHIP ASSISTANCE PAYMENT (KIN-GAP) PROGRAM

REFERENCE: PROVIDING CHILD WELFARE AND PROBATION SERVICES
DURING COVID-19 [ACL 20-25](#); PLACEMENT PRESERVATION
GUIDANCE [ACL 20-33](#); [GOVERNOR'S PROCLAMATION OF A
STATE OF EMERGENCY, MARCH 4, 2020](#); [EXECUTIVE ORDER
N-53-20](#)

The purpose of this letter is to provide county child welfare agencies, Title IV-E Agreement tribes,¹ and probation departments with guidance pertaining to AAP eligibility reassessment and Kin-GAP eligibility redetermination requirements to ensure that children who achieved permanence through adoption and guardianship continue to be supported during the COVID-19 state of emergency.

¹ For the purpose of this notice, a Title IV-E Agreement tribe means those with an agreement pursuant to WIC section 10553.1

Adoption Assistance Program

Counties are reminded that, consistent with current practice and instructions,² counties should send the [AAP 3](#) form (Reassessment Information - Adoption Assistance Program) to adoptive parent(s) at least 60, and not more than 90, calendar days prior to the date of a reassessment. However, it remains the parent(s)' choice to complete the form and determine whether they will seek a reassessment. If the parent(s) returns the form without a request for change, the county may process the reassessment as it would at other times or wait to process it after June 30, 2020.

If the parent(s) returns the form requesting an increase in assistance, the county shall process the reassessment request according to current practice. If parents do not complete and return the AAP 3, *the rate continues as stated on the last signed AAP agreement*, as required by law. The only exceptions to this rule are for signed AAP agreements specific to Wraparound services and out-of-home placements paid by AAP, which are limited to 18 months. If the wraparound services or the out of home placement agreement expires between now and June 30, 2020, the rate stated for this agreement will need to be renegotiated to the eligible AAP basic rate and Specialized Care Increment (SCI) or dual agency rate.

Any policy related questions regarding AAP should be directed to the Adoption Services Bureau at (916) 651-8089.

Kinship Guardianship Assistance Program

In the Kin-GAP Program, regulations (MPP 45-607.2) require the county to suspend payments if a guardian fails to complete and return the Determination of Kin-GAP Eligibility ([KG 2](#)) within two weeks of the date it was mailed. During this emergency period as defined above and pursuant to the Governor's April 17, 2020 Executive Order (EO) N-53-20, effective April 17, 2020, this requirement is temporarily suspended, and counties shall continue Kin-GAP payments to the guardian even if the receipt of the completed paperwork is delayed. Counties should continue to send the KG 2 to guardians and to follow up, as necessary, to ensure the file is complete after the temporary suspension pursuant to EO N-53-20 expires on June 30, 2020, or sooner if determined by the Department. Upon its expiration, all prior statutory, regulatory, and written guidance requirements modified herein shall be reinstated, unless this suspension is extended.

Questions concerning the Kin-GAP program should be directed to the Foster Caregiver Policy and Support Unit at (916) 651-7465 or kinship.care@dss.ca.gov. Questions

² Welfare and Institutions Code Sections 16120.05 and 16121(b) and CCR Title 22 Section 35333(g)(1), CCR Title 22 Sections 35343(b)(1) and 35334(b) and (e)

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related to Kin-GAP eligibility shall be directed to the Foster Care Rates Bureau at (916) 651-9152 or FC-KGEligibility@dss.ca.gov.

Sincerely,

Original Document Signed By

GREGORY E. ROSE
Deputy Director
Children and Family Services Division