



State of South Carolina

Department of Social Services

Work Aid 3.5: Kinship Care During Investigations

Supplemental to DSS Policy: Chapter 3 – Investigations

A. Identify the Kinship Care-giver	1. Assess the protective capacities of the identified kinship caregiver. 2. Inform the identified kinship caregiver of the procedures for licensure as a foster parent and the benefits of licensure, including eligibility for financial assistance and supportive services. 3. Discuss the kinship caregivers, rights, duties, and responsibilities with the family. 4. Provide information regarding services and supports provided by DSS to include: a. Kinship Navigation providers who will contact the caregiver to offer support and information; and b. The map on page four (4) of DSS Form 3017: Kinship Caregiver Agreement to further explain services available. 5. Complete background checks on all people living in the identified kinship caregiver's household as stated in Investigations Work Aid 3.6: Safety Services and Planning. 6. Complete a home assessment of the identified kinship caregiver's household to identify the home: a. Has running water and electricity; b. Has appropriate sleeping arrangements for children; c. Has food in the home or access to food for the children; and d. Is free from safety hazards. 7. If safety hazards are identified, the case manager will identify what, if anything, can be done to remove the safety hazards to ensure the safety of the children in the home. 8. If the kinship caregiver identifies the desire to be licensed during a Child Welfare Services investigation: a. Investigation case managers shall document the kinship caregiver's desire to become licensed in CAPSS dictation; and b. DSS shall immediately file a non-emergency removal for licensure purposes, if the investigation is indicated.
B. Complete the Following DSS Forms	1. DSS Form 1002: Prospective Kinship Placement Acknowledgement 2. DSS Form 3017: Kinship Caregiver Agreement This agreement is meant to last up to 90 days after the start of a Family Preservation Services (FPS) case. The end date will remain blank for the duration of

	an investigation and will be documented on the agreement at the time the assigned FPS case manager completed their first contact with the family and reassesses the agreement after the case has been transferred. The end date will be 90 days after the date the case is indicated. 3. DSS Form 3018: Kinship Caregiver Agreement Child Profile The kinship caregiver shall receive a copy of this companion document upon signing DSS Form 3017. The purpose of the form is to provide the kinship caregiver with all the information necessary to provide for the physical, medical, and mental healthcare needs of the child(ren) placed in their home. 4. DSS Form 3042: Affidavit for Kinship Care Placement This form is to be completed only for relative placements when a child is in the legal custody of DSS. 5. DSS Form 30212: Assessing the Protective Capacity and Kinship Caregiver Site Visit 6. DSS Brochure 37144: Kinship Care 7. DSS Brochure 37145: Kinship Foster Care This form is to be discussed with the caregiver to provide the benefits of being a licensed kinship foster parent and the procedures to do so. 8. DSS Booklet 30268: A Guide for Kinship Caregivers in South Carolina This booklet is a companion piece to the brochure. 9. DSS Form 30261: Request for Criminal History Record Information and/or Local Law Enforcement Records
C. Out-of-State Kinship Caregivers and Safety Interventions	1. When a parent identifies a kinship caregiver out-of-state after it has been determined that safety intervention is needed, case managers shall not place the child out-of-state. 2. However, case managers shall: a. Review Investigations Work Aid 3.6, Section B(2)(c)(II), for current practice guidance on safety interventions, as a removal to a kinship caregiver is not sufficient to control the safety threat due to the identified caregiver residing out of state; and b. Immediately consult with the team leader to determine the best course of action.
D. Child Placed by Parent with Out-of-State Kinship Caregiver	When DSS is notified, a parent has placed a child with a caregiver out-of-state, and it has been determined safety intervention is needed, the following shall occur: 1. Case managers and team leaders shall notify, and complete a case consultation with, an attorney to initiate emergency or nonemergency removal proceedings within 24 hours of knowledge of the placement. 2. A Special Call CFTM shall be held within 24 hours of DSS becoming aware of the placement to discuss expectations of the kinship caregiver's role. 3. Case managers shall assess the protective capacities of the identified kinship caregiver as outlined in Investigations Work Aid 3.6. 4. Case managers shall complete background checks on all people living in the identified kinship caregiver's household as outlined in Investigations Work Aid 3.6 for the corresponding state the kinship caregiver is residing in.

	5. Case managers shall complete a home assessment of the identified kinship caregiver's household as outlined in Section A of this Work Aid. Note: <i>If the kinship caregiver's residence is within a 60-mile radius from the state line, the case manager can travel to the location to assess the home. If the residence is outside of the travel distance, staff can request the county in that state to make a visit. If unsuccessful, the case manager shall consult with the team leader for further guidance.</i> 6. Case managers shall not complete the kinship caregiver DSS Forms. A Court Information Sheet (CIS) shall be submitted within five (5) business days to the County Legal Department.
E. Interstate Compact on the Placement of Children in a Family Preservation Court Case	Once a legal action is initiated to place a child with an out of state kinship caregiver, refer to the Interstate Compact Placement of Children (ICPC) procedures outlined in Work Aid 12.1: ICPC Sending State Case Manager Referral Procedures.