

Kids Central, Inc. System of Care Procedure

Series: Kinship Program

Policy Name: Legal Services

Policy Number: 1307

Origination Date: 08/30/10

Revision Date: 04/04/13

Attachments: Legal Staffing Form
Legal Disclaimer Form

It is the policy of the Kids Central Kinship Program to provide free legal services through the Kids Central corporate attorney to kinship providers who are actively participating in the Kinship Program and do not have the financial means to pay for legal services as determined by TANF guidelines.

Procedure

A. General Information:

1. Legal staffing will be scheduled with contracted legal attorney on issues deemed appropriate by the Kinship supervisor and Deputy Chief of Program Operations.
2. Prior to the legal staffing, the Kinship staff will fill out the legal form.
3. At the legal staffing, the kinship caretaker will sign a legal disclaimer form stating that the staffing does not guarantee legal services will be rendered.
4. The approval of legal services being rendered to kinship families will be determined on a case by case basis.
5. The Kinship staff will make a visit to the home prior to services being approved for legal.
6. Once legal services have been approved, the Kinship Case Manger will maintain monthly contact with the family.
7. The following services may be provided with the contracted Kids Central attorney:
 - a) Will and trusts
 - b) Temporary guardianship
 - c) Adoption

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B. Service Area and Eligible Population for Kinship Legal Services:

1. A kinship caretaker who has successfully completed the Kinship Educational Support groups and has received a certificate of completion may be eligible for free legal services.
2. All kinship caretakers who are not involved with the formalized dependency system may be eligible for free legal services as long as the biological parents are in agreement. Kinship caretaker involved in the formalized dependency system may be eligible for assistance with wills and trust.
3. All kinship providers must meet TANF guidelines to be considered for free legal services.
4. In rare circumstances, the Director of Prevention Services or CEO may authorize a legal staffing to occur without successful completion of the educational support groups but the kinship caregiver must sign a waiver indicating they will continue going to support groups.
5. If the kinship caretaker is approved for legal services, the kinship caretaker must maintain monthly contact with the Kinship Case Manager in order for services to continue. This contact can include telephone calls or attendance of continuation groups.
6. If the kinship caretaker does not cooperate with the contracted attorney or Kids Central staff, legal services can be revoked.
7. Kids Central reserves the right to revoke legal services at any time to any kinship caretaker.

Approved By:

John Cooper, Chief Executive Officer

Date