

# Guardianship Placement Payment

(Revised 07/06/18)

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## Forms

The following forms are referenced in this file:

- 04-253 Information about the Kin-GAP Program
- 04-253sp Information about the Kin-GAP Program (Spanish)
- 07-65 Placement Information and Payment Authorization (CWS/CMS Template)
- [FC 2](#) Statement of Facts Supporting Eligibility for AFDC - Foster Care (FC)
- [SAWS 1](#) Initial Application for CalFresh, Cash Aid, and/or Medi-Cal/Health Care Programs
- [SOC 158A](#) Foster Child's Data Record and AFDC - FC Certification
- [SOC 815](#) Approval of Family Caregiver Home

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## Relative Guardian

A relative guardian is eligible to receive foster care payments only when the child is federally eligible **and** the child remains a dependent, **and** a home approval (SOC 815) is effective.

**NOTE:** A SOC 815 is not required if the relative guardian has completed the RFA process.

When the relative's guardianship is established in a California Juvenile Court pursuant to WIC 366.26 and dependency is terminated, the relative should be referred to the Kin-GAP (Kinship Guardianship Assistance Payment) program.

When a relative expresses interest in becoming a child's guardian, the SW will discuss financial assistance and provide the relative with Information about the Kin-GAP Program.

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**Non-Relative Guardians**

Non-relative guardians are eligible to receive state-funded AFDC-FC payments, including special care increments and clothing allowances, under the following conditions:

- The guardianship was established in a California court.
- The guardian resides in San Diego County.
- CWS maintains an active service case (dependency is not required). This is known as a “Money Only” case.
- The SW visits the child at least once every six months.
- There is a case plan.
- The child remains eligible for AFDC-FC (see Foster Care Payments - Federal and State AFDC-FC) at either the basic AFDC-FC or Dual Agency rate.

**NOTE:** FFA and Short-Term Residential Therapeutic Program (STRTP) rates do not apply.

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**Payment Procedure When Prior Dependency Case**

If a non-relative guardian requests to continue receiving AFDC-FC after dependency is terminated and guardianship is granted, the SW will:

- Complete the 07-65, section B, Authority for Placement.
  - Effective date is the Court Order date terminating dependency.
  - Send the 07-65 to the office Registrar.
  - Complete/update the case plan.
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**Payment Procedure  
When There's No  
Dependency Case  
(i.e., "money-only"  
case)**

This table describes the procedure to follow when a non-related guardian calls the Hotline requesting financial assistance.

Step	Who	Action
1	Hotline	<ul style="list-style-type: none"> <li>• Obtain demographic information from the guardian.</li> <li>• Confirm that the: <ul style="list-style-type: none"> <li>○ Guardianship was established in California</li> <li>○ Guardian lives in San Diego</li> <li>○ Guardian is <b>not</b> related to the child.</li> </ul> </li> <li>• Create a case for the child, ensuring that the above information is entered into CWS/CMS.</li> <li>• Assign it to the Transfer Inbox in the region where the child and guardian reside.</li> </ul>
2	CS SW	<ul style="list-style-type: none"> <li>• Schedule a face-to-face visit with the child and the guardian to assess child's living situation.</li> <li>• Complete CWS/CMS Case Plan and get PSS approval.</li> <li>• Send following forms to Registrar: <ul style="list-style-type: none"> <li>○ 07-65</li> <li>○ SAWS 1</li> <li>○ Copy of temporary or permanent guardianship order.</li> </ul> </li> </ul>
3	Registrar	Complete the procedures in the Guardianship Placement file in the Registrar's Guide.
4	HSS	<ul style="list-style-type: none"> <li>• Send SAWS-2 to the guardian.</li> <li>• Interview guardian.</li> <li>• Determine eligibility for AFDC-FC.</li> <li>• Send NOA to guardian and SW.</li> </ul>
5	CS SW	<ul style="list-style-type: none"> <li>• If a temporary order exists, request copy of permanent order when established and send to Registrar.</li> <li>• Visit child and guardian every six months and have guardian sign the CWS/CMS Case Plan.</li> <li>• Update CWS/CMS Contact Notebook.</li> <li>• If there is a change in information, send update to Registrar.</li> </ul>

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**AFDC - FC  
Redetermination  
Procedure**

The following table lists redetermination procedures for guardianship cases. For more information, see Foster Care Eligibility Redetermination.

Step	Who	Action
1	Registrar	<ul style="list-style-type: none"><li>• Highlight areas on SOC 158A that need to be updated.</li><li>• Generate FC-2.</li><li>• Send SOC 158A and FC-2 to SW.</li></ul>
2	SW	<ul style="list-style-type: none"><li>• Update and sign SOC 158A.</li><li>• Update and sign FC-2.</li><li>• Return SOC 158A and FC-2 to Registrar.</li></ul>
3	Registrar	<ul style="list-style-type: none"><li>• Update CWS/CMS.</li><li>• Send SOC 158A and FC-2 to HSS.</li></ul>
4	HSS	<ul style="list-style-type: none"><li>• Mail an FC-2 to the guardian.</li><li>• Continue payments to guardian when the guardian returns the FC-2 timely and cooperates with the renewal process, or request FC-2 from SW.<ul style="list-style-type: none"><li>○ State AFDC-FC payments to non-related legal guardians are <b>not</b> terminated when the guardian does not return the FC-2. The SW may complete the FC-2 in lieu of the guardian.</li></ul></li></ul>

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**Alignment with SET**

This policy supports SET (Safety Enhanced Together) [Value 2](#)- Collaborative Partnerships with Kinship and Resources Families.

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