



HANDBOOK FOR GRANDPARENTS:

RAISING GRANDCHILDREN IN NORTHEAST MICHIGAN

DEVELOPED BY:

Region 9 Area Agency on Aging



The NEMCSA Region 9 Area Agency on Aging (AAA) is pleased to provide you with this handbook of helpful materials and publications directed towards Kinship Care providers.

Kinship care is the full-time care, nurturing, and protection of children by relatives, members of their tribes or clans, godparents, stepparents, or any adult who has a kinship bond with a child. Currently, about 36% of the foster care placements in Michigan are with relatives.

The cost of raising one or more children can be overwhelming. Along with food, clothing, medical bills, and school supplies, kinship families are also concerned about making long term plans for their grandchildren. Many kinship providers are coping with health problems with an added emotional stress that arises from the expansion of their household.

The materials provided in this handbook are designed to offer kinship care providers with resources and information. We hope you find this handbook a helpful resource.

Kind Regards

Laurie L. Sauer
Director



Serving the Counties of:
Alcona, Alpena, Arenac, Cheboygan, Crawford, Iosco, Montmorency, Ogemaw,
Oscoda, Otsego, Presque Isle and Roscommon

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Region 9 Area Agency on Aging is a division of Northeast Michigan Community Service Agency.

Handbook

The Kinship Care Handbook is updated annually. Changes or additions should be e-mailed to the Region 9 Area Agency on Aging at mainvilleb@nemcsa.org. Revised on 6.11.2020.

Document Checklist

Possible documents that you may be asked to bring, when applying for different assistance programs:

- Birth Certificates (child's, yours and birth parents)
- Death Certificates
- Social Security numbers
- Medical Records and proof of immunizations
- Dental Records
- Proof of income for everyone in the family (pay-stubs, award letters from Family Independence Program (FIP) or Social Security, bank statements, court orders receipts and child support letters)
- Proof of residency (utility bill or credit card bill issued within 90 days)
- Proof of assets for everyone (bank statements, deed to house, title to car and burial plots)
- Any document proving that you are the "Caregiver" for the child
- Custody/Guardianship/Adoption Papers

District Health Department

ALCONA COUNTY

District Health Department #2
311 Lake Street, P.O. Box 218
Harrisville, MI 48740
Phone: 989.724.6757
Website: www.dhd2.org

ALPENA COUNTY

District Health Department #4
100 Woods Circle
Alpena, MI 49707
Phone: 989.356.4507
Website: www.dhd4.org

ARENAC COUNTY

Central MI District Health Department
4489 M-61 #3
Standish, MI 48658
Phone: 989.846.6541
Website: www.cmdhd.org

CHEBOYGAN COUNTY

District Health Department #4
825 South Huron Street, Suite 1
Cheboygan, MI 49721
Phone: 231.627.8850
Website: www.dhd4.org

CRAWFORD COUNTY

District Health Department #10
501 Norway Street #1
Cadillac, MI 49601
Phone: 989.348.7800
Website: www.dhd10.org

IOSCO COUNTY

District Health Department #2
420 W. Lake Street, P.O. Box 98
Tawas City, MI 48764
Phone: 989.362.5211
Website: www.dhd2.org

MONTMORENCY COUNTY

District Health Department #4
12519 State Street
Atlanta, MI 49709
Phone: 989.785.4428
Website: www.dhd4.org

OGEMAW COUNTY

District Health Department #2
630 Progress Street
West Branch, MI 48661
Phone: 989.345.5020
Fax: 989.343.1899
Website: www.dhd2.org

OSCODA COUNTY

District Health Department #2
393 South Mt. Tom Road
Mio, MI 48647
Phone: 989.826.3970
Website: www.dhd2.org

OTSEGO COUNTY

Health Department of
Northwest Michigan
95 Livingston Boulevard
Gaylord, MI 49735
Phone: 800.432.4121
Website: www.nwhealth.org

PRESQUE ISLE COUNTY

District Health Department #4
106 East Huron, Suite P
Roger City, MI 49779
Phone: 989.734.4723
Website: www.dhd4.org

ROSCOMMON COUNTY

Central Michigan District
Health Department
200 Grand Avenue, Suite A
Prudenville, MI 48651
Phone: 989.366.9166
Website: www.cmdhd.org

Michigan Department of Health and Human Services

Provides child care expenses when the parent or guardian is unavailable due to employment, education, or health/social condition.

ALCONA COUNTY

No physical location, open
Tuesday, Wednesday and
Thursday from 9 a.m. to 4 p.m.
Phone: 989.724.9000

ALPENA COUNTY

711 West Chisholm Street
Alpena, MI 49707
Phone: 989.354.7200

ARENAC COUNTY

3709 Deep River Road
Standish, MI 48658
Phone: 989.846.4365

CHEBOYGAN COUNTY

827 South Huron Street
Cheboygan, MI 49721
Phone: 231.627.8500

CRAWFORD COUNTY

230 Huron
Grayling, MI 49738
Phone: 989.348.7691

IOSCO COUNTY

2145 East Huron Road
East Tawas, MI 48730
Phone: 989.362.0300

MONTMORENCY COUNTY

13210 M-33
Atlanta, MI 49709
Phone: 989.785.4218

OGEMAW COUNTY

444 East Houghton Ave
West Branch, MI 48661
Phone: 989.345.5135

OSCODA COUNTY

200 West Fifth Street
Mio, MI 48647
Phone: 989.826.4000

OTSEGO COUNTY

931 South Otsego Ave
Gaylord, MI 49735
Phone: 989.732.1702

PRESQUE ISLE COUNTY

1242 West 3rd Street
Rogers City, MI 49779
Phone: 989.734.2108

ROSCOMMON COUNTY

715 South Loxley Road
Houghton Lake, MI 48629
Phone: 1.844.464.3447



Probate/Family Court

ALCONA COUNTY PROBATE COURT

106 Fifth Street
Harrisville, MI 48740
Phone: 989.724.9490
Website: www.alconacountymi.com
Hours: Mon.- Fri., 8:30 a.m. to 4:30 p.m.

ALPENA COUNTY PROBATE COURT

719 West Chisholm Street # 4
Alpena, MI 49707
Phone: 989.354.9650
Website: www.alpenacounty.org/probate
Hours: Mon.- Fri., 8:00 a.m. to 4:30 p.m.

ARENAC COUNTY PROBATE COURT

120 North Grove Street
PO Box 666
Standish, Michigan 48658
Phone: 989.846.6941
Website: www.arenacountymi.gov
Hours: Mon.- Fri., 9:00 a.m. to 4:30 p.m.

CHEBOYGAN COUNTY PROBATE COURT

870 South Main Street
Cheboygan, MI 49721
Phone: 231.627.8823
Website: www.cheboygancounty.net
Hours: Mon. - Fri., 8:00 a.m. to 4:00 p.m.

CRAWFORD COUNTY PROBATE COURT

200 Michigan Avenue
Grayling, MI 49738
Phone: 989.348.2841
Website: ww.crawfordco.org
Hours: Mon. - Fri., 8:00 a.m. to 4:30 p.m.

IOSCO COUNTY PROBATE COURT

422 West Lake Street
P.O. Box 609
Tawas City, MI 48763
Phone: 989.362.3991
Website: www.iosco.net/government/probate/
Hours: Mon. - Fri., 9:00 a.m. to 4:00 p.m.

MONTMORENCY COUNTY PROBATE COURT

12265 M-32 West Judicial Annex
Atlanta, MI 49709
Phone: 989.785.8064
Website: www.montmorencycountymichigan.us
Hours: Mon. - Fri., 8:30 a.m. to 4:30 p.m.

OGEMAW COUNTY PROBATE COURT

806 West Houghton Ave # 203
West Branch, MI 48661
Phone: 989.345.0145
Website: www.ocmi.us/probate-court/
Hours: Mon. - Fri., 8:30 a.m. to 4:30 p.m.

OSCODA COUNTY PROBATE COURT

Oscoda County Courthouse Annex
105 South Court Street
Mio, MI 48647
Phone: 989.826.1107
Website: www.oscodacountymi.com
Hours: Mon. - Fri., 8:30 a.m. to 5:00 p.m.

OTSEGO COUNTY PROBATE COURT

Alpine Center 800 Livingston Blvd., Suite 1-C
Gaylord, MI 49735
Phone: 989.731.0204
Website: www.otsegocountymi.gov
Hours: Mon. - Fri., 8:00 a.m.- 4:30 p.m.

PRESQUE ISLE COUNTY PROBATE COURT

151 East Huron Avenue
Rogers City, MI 49779
Phone: 989.734.3268
Website: www.presqueislecounty.org/probate
Hours: Mon. - Fri., 8:00 a.m.- 4:30 p.m.

ROSCOMMON COUNTY PROBATE COURT

500 Lake Street
Roscommon, MI 48653
Phone: 989.275.5221
Website: www.roscommoncounty.net
Hours: Mon. - Fri., 8:00 a.m.- 4:30 p.m.

Proper Child Safety Seat Use Chart

This chart is a quick guide on where to start your search. It is important to continue your research to learn about each seat you use.

Types of Car Seats at a Glance		
Age-Group	Type of Seat	General Guidelines
Infants and Toddlers	Rear-facing-only Rear-facing-convertible	All infants and toddlers should ride in a rear-facing seat until they reach the highest weight or height allowed by their car seat manufacturer. Most convertible seats have limits that will allow children to ride rear facing for two years or more.
Toddlers and Preschoolers	Forward-facing convertible Forward-facing with harness	Children who have outgrown the rear-facing weight or height limit for their convertible seat should use a forward-facing seat with a harness for as long as possible, up to the highest weight or height allowed by their car seat manufacturer. Many seats can accommodate children up to 65 pounds or more.
School-Aged Children	Booster	All children whose weight or height exceeds the forward-facing limit for their car safety seat should use a belt-positioning booster seat until the vehicle seat belt fits properly, typically when they have reached 4 feet 9 inches in height and are 8 through 12 years of age. All children younger than 13 years should ride in the back seat.
Older Children	Seat belts	When children are old enough and large enough for the vehicle seat belt to fit them correctly, they should always use lap and shoulder seat belts for the best protection. All children younger than 13 years should ride in the back seat.

SAFETY TIPS:

- Keep kids rear-facing for as long as possible.
- Make sure everyone in the car is buckled up.
- Keep the car seat straps snug.
- Do not start using a booster seat too soon and do not stop using a booster seat too soon.
- The center seat is generally the safest spot in the car for kids.
- After you install your child's car seat, have it checked by a trained technician.
- Remember car seats expire.
- Do not text or talk on the phone while driving.

Adapted from Car Safety Seats: A Guide for Families 2020
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CHILD SAFETY SEAT INSPECTION STATIONS

ALPENA COUNTY

Alpena Police Department
501 West Chisholm Street
Alpena, MI 49707
Phone: 989.354.1830
Contact: Eric Hamp

Alpena County Sheriff
320 Johnson Street
Alpena, MI 49707
Phone: 989.354.9830
Contact: Cash Kroll

ARENAC COUNTY

Michigan State Police
496 East Houghton Avenue
West Branch, MI 48661
Phone: 989.345.0956
Contact: Shane Noble

CHEBOYGAN COUNTY

Michigan State Police
1206 South Main Street
Cheboygan, MI 49721
Phone: 989.732.2778
Contact: Corey Heber

IOSCO COUNTY

Iosco County Sheriff Office
428 West Lake Street
Tawas City, MI 48763
Phone: 989.362.6164
Contact: Ralph Boudreau

OGEMAW COUNTY

Michigan State Police
496 East Houghton Avenue
West Branch, MI 48661
Phone: 989.345.0956
Contact: Shane Noble

OTSEGO COUNTY

Michigan State Police-Gaylord
563 Otsego Avenue
Gaylord, MI 49735
Phone: 989.732.2778
Contact: Corey Heber

Otsego County DHHS
1999 Walden Drive
Gaylord, MI 49735
Phone: 989.732.1702
Contact: Brandon Chojnacki

PRESQUE ISLE COUNTY

Alpena County Sheriff
320 Johnson Street
Alpena, MI 49707
Phone: 989.354.9830
Contact: Cash Kroll

ROSCOMMON COUNTY

Roscommon County Sheriff
111 South Second Street
Roscommon, MI 48653
Phone: 989.275.5101
Contact: Shaun Hand/Mike Zrebski

Michigan State Police
9011 West Lake City Road
Houghton Lake, MI 48629
Phone: 989.422.5101
Contact: Kyle McInerney



Contact Your Local Senior Center

Limited Funding Available

Monetary assistance to support relatives age 55+, raising relative children. See page 12 for more information.

ALCONA COUNTY COMMISSION ON AGING

P.O. Box 218
207 Church Street
Lincoln, MI 48742
Phone: 989.736.8879
www.alconaseniors.org

ALPENA SENIOR CITIZEN CENTER

501 River Street
Alpena, MI 49707
Phone: 989.356.3585
www.alpenaseniors.com

SUNRISE SIDE SENIOR SERVICES

P.O. Box 36
131 Cylda
Omer, MI 48749
Phone: 989.653.2692

CHEBOYGAN COUNTY COUNCIL ON AGING

1531 Sand Road
Cheboygan, MI 49721
Phone: 231.627.7234
www.3coa.com

CRAWFORD COUNTY COMMISSION ON AGING

308 Lawndale Street
Grayling, MI 49738
Phone: 989.348.7123
www.crawfordcoa.org

IOSCO COUNTY COMMISSION ON AGING

P.O. Box 160
220 North Washington
Hale, MI 48739
Phone: 989.728.6484
www.ioscocoa.org

MONTMORENCY COUNTY COMMISSION ON AGING

P.O. Box 788
Atlanta, MI 49709
Phone: 989.785.2580
www.montmorencycoa.org

OGEMAW COMMISSION ON AGING

1528 South M-33
West Branch, MI 48661
Phone: 989.345.3010
www.ogemawcoa.org

OSCODA COUNTY COUNCIL ON AGING

429 Mt. Tom Road
Mio, MI 48647
Phone: 989.826.3025

OTSEGO COUNTY COMMISSION ON AGING

120 Grandview Boulevard
Gaylord, MI 49735
Phone: 989.732.1122
www.otsegocountycoa.org

PRESQUE ISLE COUNTY COUNCIL ON AGING

6520 Darga Highway
Posen, MI 49776
Phone: 989.766.8191
www.piccoa.org

ROSCOMMON COUNTY COMMISSION ON AGING

1015 Short Drive, Suite A
Prudenville, MI 48651
Phone: 989.366.0205
www.rccoa.net

Self-Care Ideas

- Do yoga
- Journal
- Workout
- Garden
- Go shopping
- Go for a run
- Bake cookies
- Go for a drive
- Go on a date
- Get a massage
- Visit the dentist
- Try a new recipe
- Read a good book
- Go for a walk outside
- Listen to an audiobook
- Spend time with your pet
- Dance in the living room
- Schedule your eye exam
- Plan a movie date with friends
- Go to a park and people watch
- Take your prescribed medication
- Buy yourself a bouquet of flowers
- Get your yearly physical or check-up
- Meditate
- Take a nap
- Watch T.V.
- Go on a hike
- Soak your feet
- Listen to music
- Take a hot bath
- Go to bed early
- Plan a vacation
- Create a wish list
- Work on a puzzle
- Apply a face mask
- Sit in the sunshine
- Listen to podcasts
- Visit your therapist
- Shut your phone off
- Watch a funny movie
- Diffuse essential oils
- Find a good therapist
- Light scented candles
- Color in a coloring book
- Take a break from all social media
- Paint your fingernails and/or toenails

"You cannot pour from an empty cup. Take care of yourself."

Nutrition

Food and nutrition programs exist to assist caregivers in meeting the daily requirements of the children who depend on them.



**Call 211
or visit
mi211.org to
find local
resources.**

- Baby Pantries
- Child Nutrition Program
- Churches and Community Centers
- Community Meals
- Congregate Meals at Senior Centers
- Department of Health and Human Services
- Feeding Kids Ministry
- Food Pantries
- Foodbanks
- Free and Reduced-Priced School Lunch and Breakfast Program
- Northeast Michigan Community Service Agency (NEMCSA) Programs:
 - Commodity Supplemental Food Program
 - The Emergency Food Assistance Program
- Salvation Army
- Soup Kitchens
- Summer Food Programs
- Supplemental Nutrition Assistance Program (SNAP)/Food Stamp Program
- Women, Infant and Children (WIC)

Legal

Below are some different legal options.

INFORMAL KINSHIP

Informal kinship care includes relatives who take care of other family members children without a formal, legal arrangement. Parents maintain legal custody and rights of the children regardless of level of emotional and financial support.

ADOPTION

Adoption is the process of gaining permanent legal custody. Adoption ends all of the birth parents' rights and responsibilities, which means that birth parents cannot go to court later and reclaim those rights and responsibilities. This makes access to services on behalf of the child the same as for any parent.

POWER OF ATTORNEY

Signing a Power of Attorney, parents legally grant relatives the authority to raise the children, without the involvement of an attorney.

GUARDIANSHIP

Guardianship does not take away all the birth parents rights and responsibilities. However, Guardianship allows access to services on behalf of the child that otherwise might not happen without changing family relationships legally. Birth parents keep certain rights and the obligation to financially support the child. Unlike adoption, the birth-parents can go back to court and ask for the guardianship to be ended.

LEGAL CUSTODY

Custody is gaining legal rights and responsibility through a Family Court. Change in custody requires a formal hearing in the court.

**In the Region 9 AAA service area, contact
Legal Services of Northern Michigan at
989.356.9081 or 989.705.1067**

Other Services

- *F.I.S.H Inc.:* FISH provides emergency aid to people in our community.
 - Oscoda: 989. 739.9400
 - Tawas 989. 362.8788
- *St. Vincent de Paul:* Thrift stores.
 - Alcona: 989. 736.6271
 - Alpena: 989.354.3671
 - Ogemaw: 989.345.0779 and 989.873.5797
 - Roscommon: 989.366.7613 and 989.275.3036
- *Hope Shore Alliance:* Include a 24-hour help and support line, advocacy, counseling, supportive listening, emergency shelter, and long term housing.
 - Alpena: 989.356.2560
 - Montmorency: 989.250.7979
 - Oscoda: 989.739.0144
 - Presque Isle: 989.734.7306
- *Foster Closets:* Provides foster children with belongings they can call their own.
 - Alpena: 231.884.1279
 - Arenac: 989.698.6876
 - Roscommon: 989.390.2254
- *Habitat for Humanity:* Helps families build and improve places to call home.
 - Alpena: 989.354.5555
 - Fairview: 989.848.2200
 - Lewiston: 989.786.3385
 - Gaylord: 989.732.6070
 - West Branch: 989.345.7085
 - Cheboygan: 231.597.4663
- *The Family Independence Program (FIP):* Provides temporary cash assistance to Michigan families with children to help pay for living expenses such as rent, heat, utilities, clothing, food and personal care items.
 - Phone: 855.275.6424
 - Website: www.benefits.gov/benefit/1220

Other Services Continued

- *Baby Pantries:* Help children with basic needs such as clothes, formula, baby food, blankets, and bottles etc.
 - Alcona: 989.305.5440
 - Alpena: Third Thursday of every month, 9am to 3pm, 989.356.9317
 - Arenac: Mondays, 9am-12pm, 989.233.3515
 - Crawford: First and third Thursday of every month, 11am to 3pm, 989.348.2985
 - Iosco: Tuesdays, 11am to 4pm, 989.756.4840
 - Montmorency: Fridays, 989.306.2064
 - Ogemaw: 345.3909
 - Roscommon: Second Thursday of every month, 12pm to 3pm, 989.821.9115
- *Kinship Support Groups: Lunch and learn sessions.*
 - Otsego: 989.748.4068
- *Salvation Army:* Operates summer camps for children, thrift stores, and many other services.
 - Alpena: 989.358.2769
 - Cheboygan: 231.627.9003
 - Gaylord: 989.731.5959
 - Iosco: 989.984.5160
 - Roscommon: 989.202.4652
- *Legal Services of Michigan:* Provide legal assistance to adults aged 60 or older. 989.356.9081 or 989.705.1067



Region 9 Area Agency on Aging Kinship Care Program

- Kinship Care is a program for relative care providers caring for related children. If you are age 55 or older and caring for a related child under the age of 18, this program may be able to help you with expenses such as recreational activities, school supplies, clothing, needed furniture and more. Funding is limited.
- Two requests per year may be made per child.
- There is a limit of \$300 per request.
- Some eligibility restrictions and limitations apply.

Some Funded Items:

Here is a list of some of the possible items funded through the Kinship Care Program. These are not limited to.

- Respite
- School supplies
- Girl/Boy Scouts
- Sports or sport equipment
- Clothing
- Extracurricular activities
- Summer camps
- Educational outings
- Tutoring
- Counseling

If you have any questions regarding the Kinship Care Program, call your local Commission on Aging or Region 9 AAA to assist you. See page 7 for contact information.



Northeast Michigan Community Service Agency (NEMCSA) Services

- **FOOD PROGRAMS:**

- *Commodity Supplemental Food Program:* Is a monthly food distribution program and is designed to aid individuals aged 60+.
- *The Emergency Food Assistance Program:* Distributions are held on a quarterly basis during the months of November, February, May and August.
- For more information regarding food programs, call 989.358.4709.

- **HEAT AND UTILITY ASSISTANCE PROGRAM**

- This program provides assistance to qualifying at-risk households for electricity and natural gas as well as delivery of fuel for a household's primary heat source either propane, fuel oil or firewood.
- Interested applicants are screened for eligibility by calling 989.358.4713.

- **LOW INCOME WEATHERIZATION PROGRAM**

- This program provides ceiling and attic insulation and ventilation, wall, floor and perimeter insulation, caulking, weather-stripping and other measures to prevent air infiltration.
- Interested applicants are screened for eligibility by calling 989.358.4714.

- **EARLY CHILDHOOD EDUCATION PROGRAMS**

- *Early Head Start:* Serves pregnant women and children birth to three years of age and their families. The program provides intensive and comprehensive child development and early education services including health, nutrition and family support services.
- *Head Start:* Is a school readiness preschool program for children 3 - 5 years of age whose family incomes are at or below 100% of poverty.
- *The Great Start Readiness Program:* Provides many of the same services as Head Start with the exception that eligibility is limited to 4 year of age and is open to families whose incomes are within 250% of poverty.

For a full list of NEMCSA Services visit:
www.nemcsa.org

Resources

NEWSPAPERS

- *Child Welfare*
 - www.childwelfare.gov/catalog/topiclist/

WEBSITES

- *AARP Grandparent Information Center*
 - www.aarp.org/grandparents
- *Adoption Council*
 - www.adoptioncouncil.org
- *Adoptive Families*
 - www.adoptivefamilies.com/
- *Generations United's National Center on Grand-families*
 - www.gu.org
- *Grandfamilies*
 - www.grandfamilies.org
- *Grandfacts*
 - www.Grandfactsheets.org
- *Help Guide*
 - www.helpguide.org
- *Michigan State University Extension: Kinship Care Resource Center*
 - www.kinship.msu.edu/YouAreNotAlone.pdf

YOUTUBE

- *St. Louis Children's Hospital*
 - www.youtube.com/channel/UCrXcwOL6QlOXWLvs8obulRw
- *How to Raise Successful Kids: Without Over-Parenting*
 - www.youtube.com/watch?v=CyElHdaqkjo
- *Communication and the Teenage Brain*
 - www.youtube.com/watch?v=BbruY110Ql8



2375 GORDON ROAD
ALPENA, MI 49707
PHONE: 989.358.4616
FAX: 989.358.6604