

**Kinship Care Application Guidelines**  
**Area Agency on Aging Region 9**

1. Verification of proof of age (driver's license or birth certificate). This does not have to be copied and is only requested when the age of the applicant is in question. Kin must be 55 years of age or older. Child(ren) must be 18 years of age or younger, or is 18 and still in high school.
2. Reimbursement for fund requests is preferred. Receipts must be presented for reimbursement. If the payment of goods/services by the applicant is impossible, lay-away receipts or billing for services may be submitted and a check can be written to the business for the balance of layaway or payment of services.
3. Receipts for funds allotted must be obtained by COA/Center for auditing purposes.
4. There will be a \$300.00 per child limit on funds requested. Additional funds may be granted if the need is evident and funds are available.
  - a. Clothing requests limited to \$150.00 per child, per request.
  - b. School supplies request limited to \$100.00 per child, per request.
  - c. Personal hygiene products limited to \$100.00 per child, per request.
  - d. Gift card requests will not be funded.
5. Requests from a kinship family may be made no more than twice in a fiscal year (i.e. school clothes in the fall and camp in the spring) unless the need is deemed necessary or urgent.
6. Requests from a kinship family in situations where the parent(s) is living in the same household will be considered only in extreme cases and with less priority than is afforded to non-parent(s) dwelling households.
7. Asset building and risk reduction opportunities (e.g. camps, tutoring, music lessons, sports, counseling, school, scouting and church trips) will take precedence. Funded activities should enhance the family environment and/or individual self-esteem or relate to the reduction of negative behaviors or poor performance in school/social settings.
8. Scholarship opportunities through the preferred camp must be investigated by the applicant prior to funding requests to the Kinship Care program.
9. Due to issues of liability and accountability, activities outside the state of Michigan will be denied unless chaperoned by the school, scouting or church authorized personnel.

10. School-related sports or music camps, scouting, and faith-based camps, as well as educational trips, will be considered for funding. Senior trips are not a priority for funding consideration, nor is “gas money”; however both are open for consideration.
11. Emergent needs relating to the well-being of kinship family are exempt from twice yearly requests.
12. Orthodontia work may be considered with regards to the general Kinship Care guidelines (\$300.00 limit, two requests per fiscal year). This would not be considered an urgent need.
13. Application requests will be assessed and granted at the discretion of the Area Agency on Aging and all requests must meet the Michigan Bureau of Aging, Community Living, and Supports Standards and the Federal Older Americans Act guidelines.