

<b>ACF</b>  <b>Administration</b>  <b>for Children</b>  <b>and Families</b>	U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES Administration on Children, Youth and Families	
	<b>1. Log No:</b> ACYF-CB-PI-19-07	<b>2. Issuance Date:</b> December 20, 2019
	<b>3. Originating Office:</b> Children's Bureau	
	<b>4. Key Words:</b> Family First Prevention Services Act, Title IV-E Kinship Navigator Programs	

### PROGRAM INSTRUCTION

**TO:** State and Tribal Agencies Administering or Supervising the Administration of Title IV-E of the Social Security Act

**SUBJECT:** Transitional Payments for the Title IV-E Kinship Navigator Programs

**LEGAL AND RELATED REFERENCES:** Section 474(a)(7) of the Social Security Act (the Act); ACYF-CB-PI-18-11

**PURPOSE:** To instruct title IV-E agencies on the procedures for transitional payments for title IV-E kinship navigator programs.

**BACKGROUND:** Section 471(e)(4)(C) of the Act requires that title IV-E kinship navigator programs must be rated through an independent systematic review of evidence as promising, supported, or well-supported in accordance with Department of Health and Human Services (HHS) criteria. In [ACYF-CB-PI-18-11](#) (Requirements for Participating in the Title IV-E Kinship Navigator Program), we indicated that the Title IV-E Prevention Services Clearinghouse (the Clearinghouse) would conduct this review and issue ratings. We are issuing this PI to provide instruction that allows a title IV-E agency to claim transitional payments for kinship navigator program services and associated costs under the title IV-E kinship navigator program until the Clearinghouse can review and rate a program, if a title IV-E agency submits sufficient documentation as outlined in this PI by October 1, 2021. Agencies must conduct independent systematic reviews of kinship navigator programs to complete this documentation. The Clearinghouse will make the final determination about whether a program is assigned a promising, supported, or well-supported rating.

**INSTRUCTION:** A title IV-E agency must complete and submit the checklist in Attachment B, with all required documentation, to request transitional payments for a title IV-E kinship navigator program that has not yet been rated by the Clearinghouse. The title IV-E agency must submit this checklist with the title IV-E plan attachment for the kinship navigator program (Attachment XII of the title IV-E plan pre-print, which can be found as an attachment to [ACYF-](#)

[CB-PI-18-11](#)) by October 1, 2021. The checklist documents that, in determining the title IV-E agency designation(s) of promising, supported, or well-supported, for HHS consideration, the title IV-E agency (1) conducted the independent systematic review; and (2) met the criteria outlined in section 471(e)(4)(C) of the Act and Attachment C to ACYF-CB-PI-18-11.

Once a title IV-E agency's kinship navigator program(s) are approved, any other title IV-E agency may submit Attachment XII of the title IV-E plan pre-print for approval of a transitional payment for those same programs, but must submit the attachment by October 1, 2021.

All other requirements for the title IV-E kinship navigator program outlined in [ACYF-CB-PI-18-11](#) remain in effect for transitional payments. This includes, for example, the requirements that the title IV-E agency (1) submit the title IV-E plan attachment specifying which kinship navigator model it has chosen to implement, (2) provide the date on which the provision of program services began or will begin, and (3) provide an assurance that the model meets the requirements of section 427(a)(1) of the Act.

We strongly encourage title IV-E agencies to follow the procedures in the *Title IV-E Prevention Services Clearinghouse Handbook of Standards and Procedures* (the Handbook), which was developed specifically to meet the independent systematic review, practice, and other requirements of section 471(e)(4)(C) of the Act. A title IV-E agency may use standards and procedures other than those described in the Handbook to demonstrate that the criteria in section 471(e)(4)(C) of the Act and Attachment C to [ACYF-CB-PI-18-11](#) were met, as outlined in section II of Attachment B. Regardless of the procedures the title IV-E agency uses for the independent systematic review, the Clearinghouse will use the Handbook procedures to make the final determination of the rating for the program.

The following applies to title IV-E transitional payment claims for kinship navigator programs and associated costs upon the Clearinghouse assigning a rating:

- Once the Clearinghouse rates a kinship navigator program as meeting the promising, supported, or well-supported criteria, the transitional payment designation ends, the Clearinghouse rating becomes effective, and the title IV-E agency may continue to claim title IV-E kinship navigator program costs.
- If the Clearinghouse does not rate a kinship navigator program as meeting the promising, supported, or well-supported criteria, HHS will make *transitional payments* for the program only through the end of the Federal fiscal quarter following the Federal fiscal quarter in which the Clearinghouse rating was assigned.

**PAPERWORK REDUCTION ACT:** Under the Paperwork Reduction Act of 1995 (Public Law 104-13), an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. The OMB control number of the Title IV-E Plan Pre-Print is 0970-0433, approved through November 30, 2022.

**INQUIRIES TO:** Children's Bureau Regional Program Managers

/s/

Elizabeth Darling  
Commissioner,  
Administration on Children, Youth and  
Families

**Attachments:**

- A. Children's Bureau Regional Program Managers
- B. Checklist for Program or Service Designation for HHS Consideration