STATE OF CALIFORNIA—HEALTH AND HUMAN SERVICES AGENCY
DEPARTMENT OF SOCIAL SERVICES
744 P Street • Sacramento, CA 95814 • *www.cdss.ca.gov*

CDSS
WILL LIGHTBOURNE
DIRECTOR

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GOVERNOR

November 5, 2013

REASON FOR THIS TRANSMITTAL

[ ] State Law Change
[ ] Federal Law or Regulation Change
[ ] Court Order
[ ] Clarification Requested by One or More Counties
[x] Initiated by CDSS

ALL COUNTY INFORMATION NOTICE NO. I-56-13

TO: ALL COUNTY WELFARE DIRECTORS
ALL CHIEF PROBATION OFFICERS
ALL TITLE IV-E AGREEMENT TRIBES

SUBJECT: KINSHIP-GUARDIANSHIP ASSISTANCE PAYMENT (KIN-GAP) PROGRAM WEB-BASED TRAINING

The purpose of this notice is to notify county welfare departments, probation departments and Title IV-E Agreement Tribes of the web-based training for the Kin-GAP Program. The web-based Kin-GAP training was developed by the California Department of Social Services (CDSS) in collaboration with the University of California (UC) Davis.

The primary purpose of this web-based training is to assist the county welfare department staff with knowledge and understanding of the Kin-GAP program.

The Kin-GAP training is available immediately and at no cost to users. If you have previously had an account on the UC Davis' online site, login at http://humanservices.extensiondlc.net. Once you have logged in, search courses for Kin-GAP near the bottom of the page, then click on "Kinship Guardianship Assistance Payment Program". The site will now ask for an enrollment key which is "**kingap**."

If you do not have an account on our online site, please follow the following instructions:

1. Create new account at http://humanservices.extensiondlc.net/login/index.php.

2. Confirm your account via the link that will be e-mailed to you. Click on "Courses" and enroll in the online training by clicking "Kinship Guardianship Assistance Payment Program". Then enter the enrollment key: kingap.

3. You can access the training by navigating to http://humanservices.extensiondlc.net/. Just enter the username and password you created.

The UC Davis will host and maintain this website as well as provide technical assistance to users. Upon completing the training, users can print a certificate of completion. The CDSS recommends that this training be utilized as supplemental to the training and materials currently in use by counties.

As a reminder, the web-based training related to Title IV-E Eligibility can be accessed at the above link. For more information, reference All County Information Notice (ACIN) NO. I-09-13.

Additional ACINs will be forthcoming for the following upcoming training topics: Court Findings and Extended Foster Care.

Questions regarding technical performance of the training application should be directed to John Sanatar, Technology Specialist, at jsanatar@ucdavis.edu or (530) 601-0713.

If you have Kin-GAP eligibility questions regarding the information provided in this ACIN, please contact Michael Ford at (916) 651-6134 or via e-mail at michael.ford@dss.ca.gov. Additionally, for Kin-GAP policy questions, please contact Tricia Knight at (916) 654-6636 or via e-mail at tricia.knight@dss.ca.gov.

Sincerely,

Original Document Signed By:

CHERYL TREADWELL, Chief
Foster Care Audits and Rates Branch