

APPLICATION FOR KINSHIP AND/OR FAMILY RESPITE FUNDS

SECTION ONE: APPLICANT

Name: _____

Address: _____

(Street, Apt. #)

(City, State, Zip Code)

Phone #: _____

Home

Mobile

Work

SECTION TWO: CHILDREN IN YOUR CARE AS A RESULT OF COURT ORDER

Name: _____ Date of Birth: _____

Your Relationship to minor: _____ Does the child live with you? Yes No

Legal Standing: Guardian Temporary Guardian Date Appointed: _____

Name: _____ Date of Birth: _____

Your Relationship to minor: _____ Does the child live with you? Yes No

Legal Standing: Guardian Temporary Guardian Date Appointed: _____

Name: _____ Date of Birth: _____

Your Relationship to minor: _____ Does the child live with you? Yes No

Legal Standing: Guardian Temporary Guardian Date Appointed: _____

Name: _____ Date of Birth: _____

Your Relationship to minor: _____ Does the child live with you? Yes No

Legal Standing: Guardian Temporary Guardian Date Appointed: _____

Please list **ALL OTHER ADULTS AND CHILDREN LIVING IN HOUSEHOLD:**

_____ Adult Child

_____ Adult Child

_____ Adult Child

_____ Adult Child

(Please use additional sheet if needed)

SECTION THREE: FUNDS REQUESTED

For which program are you applying and how much are you requesting?
(You may check both if you believe you are eligible.)

Kinship \$_____ Family Respite: \$_____

How will you use the funds? Please describe any particular projects, services, or items for which you plan to use this money.

How will these funds, services, or activities help to improve the child/children's quality of life, health and/or well-being? Please describe the ways in which the child will benefit.

Do you currently receive funds from the Department of Children and Families? If yes, please explain on an additional sheet of paper.

Yes No

By signing below, I agree to use the funds for the purposes approved by Norwich Human Services and according to the rules of the program(s) from which I receive benefits. I will submit receipts from purchases as required.

Applicant's Signature Date

How would you like to access your funds?

- Pick up at Norwich Human Services
You will be contacted when the check will be available for pick up.
- By Mail: When your check is ready, Norwich Human Services will send it to you in the mail.

SECTION FOUR: AUTHORIZATION (FOR NHS USE ONLY)

Funds Approved: \$_____ Kinship TOTAL YTD: \$_____
\$_____ Respite TOTAL YTD: \$_____

Purpose Approved: Yes No

Specific Purpose (s) approved: _____

NHS Authorized Staff Date

Date of this Application: _____

Next eligible: _____

KINSHIP & RESPITE FUNDING (CT Children's Trust Fund)

Administered By

NORWICH HUMAN SERVICES

Norwich Human Services has been selected by the Children's Trust Fund to administer Kinship & Respite Funding to assist children in the care of a relative guardian (*such as "grandparents" raising grandchildren*).

Grants are available up to \$500 per child (maximum \$2,000 per family) for Kinship and up to \$2,000 for Respite. Funding is available to children in the following towns:

Norwich, Preston, Lisbon, Sprague, Franklin, Voluntown, Griswold & Bozrah

In order to request funds, the relative guardian must come to Norwich Human Services, 100 Broadway, Norwich, CT to complete an application.

Needed Documents:

- Verification of the guardianship must be documented** (*A date stamped & Court sealed decree dated no later than 30 days prior to the submission of the grant application*).
- Verification of the family's income must also be provided, including verification of Department of Social Services award.**
- Guardian's photo ID must be provided.**
- Release of Information (attached) so that NHS staff can verify with the Department of Children & Families area office that the guardian is NOT receiving a DCF subsidy.**

The application must specify what the grant funds will be used for. *A receipt(s) for the purchase of the stated item(s) or service(s) will be required and must be submitted to Norwich Human Services within 7 days of the check disbursement date.*

- The purpose and policy of the Kinship fund is to provide direct cash assistance to children that can improve the quality of life for that child.
- The purpose and policy of the Respite fund is to provide relief to relative guardians responsible for the needs of minor children.

Norwich Human Services Staff will review the applications and select grantees. We reserve the right to select all or none of the requests for funding and may grant the entire or a portion of an applicant's request.

For further information, please contact:

Norwich Human Services
100 Broadway, Rm. 212, Norwich, CT 06360
(860) 823-3778
FAX (860) 823-3793
Email: lgomes@cityofnorwich.org



Revised 8/10/18

(Towns of Montville, Lebanon and Salem are served by the New London Regional Children's Probate Court, 470 Bank St., New London (t) 860-437-6253)

(Towns of Mansfield, Columbia, Coventry and Andover are served by the Northeast Regional Children's Probate Court, 90 S.Park St., Willimantic (t) 860-450-2653)

Notice to Guardians Kinship & Family Respite Grants

As a court-appointed guardian, *you may be eligible to receive money* from the Kinship Fund and Family Respite Fund Programs.

The **Kinship Fund** makes grants to guardians in the amount of \$500 per child per year, up to a maximum \$2,000 per family. Grants must be used for the child or children for the following purposes:

- Health (eyeglasses, dental care, hearing improvement treatment)
- Enrichment (school field trips, clubs, or athletic fees, athletic equipment, educational classes or tutoring, art supplies, materials for creative tasks, books)
- Development (clothing for social functions that mark developmental milestones, photographs or other memorabilia)
- Basic needs (school clothes and supplies, coats, hats, mittens, boots, shoes or similar items)

The **Respite Fund** makes grants up to \$2,000 per year to guardians for respite. Guardians may use respite grants for the following purposes for children under their care:

- Housing (rent, mortgage interest, property taxes, maintenance, insurance)
- Food (groceries, school meals, restaurants)
- Transportation (public transportation and car purchase and financing costs, insurance, gasoline, maintenance)
- Clothing and personal care items
- Education (tuition, books, supplies, uniforms, lessons, driver education classes)
- Child Care (day care tuition, baby-sitting, summer camp, vacations, entertainment, recreational equipment, reading materials)
- Spending allowances

To be eligible for a Kinship or Respite Fund Grant, a guardian must meet all of the following requirements:

- Is serving as a guardian for a related minor child as the result of an appointment by the Probate Court or Superior Court Juvenile Matters;
- Qualifies at the time of the grant application for a Probate Court fee waiver OR is determined by Norwich Human Services to be in need;
- Is NOT receiving a subsidy or other benefit from DCF; and
- Has submitted a grant application together with all required documentation.

Grant amounts are determined by Norwich Human Services and may vary depending upon available funding. A guardian may apply for grants each year, provided that all eligibility requirements continue to be met.

Applications are available at Norwich Human Services, 100 Broadway, Room 212, Norwich, CT.