

Unlicensed Kinship Form - Facility ID Request

Section for State Use:

DATE FORM RECEIVED: _____ ID (State Assigned) **K**-_____

County DSS Section _____ Completed By: _____ Phone: _____
E-mail: _____

Request is for:

New Number Update Renewal* Termination-Provide Date _____

*Facility ID will be issued in one-year interval based on active placements and date request received.

Client Case [up to 8 digits]: _____ County Number [2 digit]: _____

Type of Agency: [**1**] DSS Kinship Phone Number [10 digit]: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Primary Kinship Provider (required)

First: _____ MI: _____ Last: _____ Social Security#: _____

Date of Birth [mm/dd/yyyy]: _____ Race/Ethnicity[see table]: ____ Sex: [1] Male [2] Female

Secondary Kinship Provider (optional)

First: _____ MI: _____ Last: _____ Social Security#: _____

Date of Birth [mm/dd/yyyy]: _____ Race/Ethnicity[see table]: ____ Sex: [1] Male [2] Female

Active Placement(s) in this Kinship Home (related by blood, marriage, or adoption):

Number of clients: _____ Sex of clients in home: [1] Male [2] Female [3] Both

Age Range of Clients Served _____ Youngest client: ____ Estimated end age : ____
enter 00 for infants <1 year old *age cannot exceed 17*

Section for state use:

Rate: [0000] Family Income: [1] Type of Care: [2] Type of Facility: [7]

Beginning Date: _____ Ending Date: _____

Action: [1] Change [2] Terminate [3] Renewal [4] New

Effective Date: _____ Type: [1] Full Profit Ind: [N]

Approved/Keyed Date: _____ Processed by: _____

Instructions:

- County Agency completes section for Kinship Provider's home and requests a facility ID by submitting to UnlicensedKinshipForms@dhhs.nc.gov.
- State reviews request, issues a facility ID number, updates system, and notifies county of ID. DSS-5015 copies will print weekly and be sent to counties via courier.
- County utilizes facility ID in field #49 of the DSS-5094 form to request reimbursement.
- County submits changes, terminations and/or renewals to reflect actual and ongoing kinship placements in home.

Race/Ethnicity Code Table:

01 - White (Non Hispanic or Latino)	33 - White/Black/American Indian or Alaskan Native (Non Hisp./Lat.)
02 - White (Hispanic or Latino)	34 - White/Black/American Indian or Alaskan Native (Hisp./Lat.)
03 - Black (Non Hispanic or Latino)	35 - White/Black/Asian (Non Hisp./Lat.)
04 - Black (Hispanic or Latino)	36 - White/Black/Asian (Hisp./Lat.)
05 - American Indian or Alaskan Native (Non Hispanic or Latino)	37 - White/Black/Native Hawaiian or Other Pacific Islander (Non Hisp./Lat.)
06 - American Indian or Alaskan Native (Hispanic or Latino)	38 - White/Black/Native Hawaiian or Other Pacific Islander (Hisp./Lat.)
07 - Asian (Non Hispanic or Latino)	39 - White/American Indian or Alaskan Native/Asian (Non Hisp./Lat.)
08 - Asian (Hispanic or Latino)	40 - White/American Indian or Alaskan Native/Asian (Hisp./Lat.)
09 - Native Hawaiian or Other Pacific Islander (Non Hispanic or Latino)	41 - American Indian or Alaskan Native/Native Hawaiian or Other Pacific Islander (Non Hisp./Lat.)
10 - Native Hawaiian or Other Pacific Islander (Hispanic or Latino)	42 - American Indian or Alaskan Native/Native Hawaiian or Other Pacific Islander (Hisp./Lat.)
11 - Unable to Determine (Non Hispanic or Latino)	43 - White/Asian/Native Hawaiian or Other Pacific Islander (Non Hisp./Lat.)
12 - Unable to Determine (Hispanic or Latino)	44 - White/Asian/Native Hawaiian or Other Pacific Islander (Hisp./Lat.)
13 - White/Black (Non Hispanic or Latino)	45 - Black/American Ind. or Alaskan/Asian (Non Hisp./Lat.)
14 - White/Black (Hispanic or Latino)	46 - Black/American Ind. or Alaskan/Asian (Hisp./Lat.)
15 - White/American Indian or Alaskan Native (Non Hisp./Lat.)	47 - Black/American Ind. or Alaskan/Native/Hawaiian (Non Hisp./Lat.)
16 - White/American Indian or Alaskan Native (Hisp./Lat.)	48 - Black/American Ind. or Alaskan Native/Hawaiian (Hisp./Lat.)
17 - White/Asian (Non Hisp./Lat.)	49 - Black/Asian/Native Hawaiian or Other Pacific Islander (Non Hisp./Lat.)
18 - White/Asian (Hisp./Lat.)	50 - Black/Asian/Native Hawaiian or Other Pacific Islander (Hisp./Lat.)
19 - White/Native Hawaiian or Other Pacific Islander (Non Hisp./Lat.)	51 - American Indian/Asian/Native Hawaiian (Non Hisp./Lat.)
20 - White/Native Hawaiian or Other Pacific Islander (Hisp./Lat.)	52 - American Indian/Asian/Native Hawaiian (Hisp./Lat.)
21 - Black/American Indian or Alaskan Native (Non Hisp./Lat.)	53 - White/Black/American Indian/Asian (Non Hisp./Lat.)
22 - Black/American Indian or Alaskan Native (Hisp./Lat.)	54 - White/Black/American Indian/Asian (Hisp./Lat.)
23 - Black/Asian (Non Hisp./Lat.)	55 - White/Black/American Indian/Native Hawaiian (Non Hisp./Lat.)
24 - Black/Asian (Hisp./Lat.)	56 - White/Black/American Indian/Native Hawaiian (Hisp./Lat.)
25 - Black/Native Hawaiian or Other Pacific Islander (Non Hisp./Lat.)	57 - White/Black/Asian/Native Hawaiian (Non Hisp./Lat.)
26 - Black/Native Hawaiian or Other Pacific Islander (Hisp./Lat.)	58 - White/Black/Asian/Native Hawaiian (Hisp./Lat.)
27 - American Indian or Alaskan Native/Asian (Non Hisp./Lat.)	59 - White/American Indian/Asian/Native Hawaiian (Non Hisp./Lat.)
28 - American Indian or Alaskan Native/Asian (Hisp./Lat.)	60 - White/American Indian/Asian/Native Hawaiian (Hisp./Lat.)
29 - American Indian or Alaskan Native/Native Hawaiian or Other Pacific Islander (Non Hisp./Lat.)	61 - Black/American Indian/Asian/Native Hawaiian (Non Hisp./Lat.)
30 - American Indian or Alaskan Native/Native Hawaiian or Other Pacific Islander (Hisp./Lat.)	62 - Black/American Indian/Asian/Native Hawaiian (Hisp./Lat.)
31 - Asian/Native Hawaiian or Other Pacific Islander (Non Hisp./Lat.)	63 - White/Black/American Indian/Asian/Native Hawaiian (Non Hisp./Lat.)
32 - Asian/Native Hawaiian or Other Pacific Islander (Hisp./Lat.)	64 - White/Black/American Indian/Asian/Native Hawaiian (Hisp./Lat.)