



WA298 NON-PARENTAL CARETAKER RELATIVE

When Non-Parental Caretaker request coverage, however does not request coverage for the child KEES will not recognize the Non-Parental Caretaker as meeting the definition of a caretaker.

Example: Household consists of adult sibling and minor sibling. Application is for the adult sibling only (minor sibling has other coverage). Adult sibling is claiming the minor sibling as a tax dependent. KEES will not recognize the adult sibling as meeting the definition of a caretaker and make an eligibility determination for the adult sibling.

Workers will need to complete the following steps to determine eligibility for the Non-Parental Caretaker (NPRC).

NOTE: Step 1 assumes the case is already registered, the NPRC is the only person on the program block, all household members are on the case and all data collection pages have been completed.

- STEP 1** Add the child(ren) whom satisfies the caretaker definition to the program block and request coverage.
- STEP 2** Navigate to **Customer Options List** page and click the **Add** button.
- STEP 3** Create the following **Customer Options** records for the child(ren):
 - Poverty Level Programs
 - Caretaker Medical
 - Title XX1 (SCHIP)
 - The Begin date should be the first day of the first prior medical month or the first day of the application month.
- STEP 4** **Run EDBC.**
- STEP 5** Delete the NOA-MC Approval and send Manual Approval form

Document Change Log

Date	Version	Author	Change Description
05/20/14	1.0	Debbie Pence	Initial Draft completed
11/4/2014	2.6	Debbie Pence	Ready for 2.6 Go-Live
06/12/2015	2.7	Daniel Gibbons	Ready for Go-Live

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