

INTRODUCTION

Kinship Care, also known as relative care, refers to grandparents or other family members who are caring for the children of relatives. This arrangement can either be formal or informal. According to the 2000 Census, there are more than six million children being reared by grandparents or other relative headed households. This figure has increased over the past six years due to many circumstances within the children's biological family structure, such as battling substance abuse, psychological problems, economic hardships, incarceration and other adversities. Thus, relative caregivers provide stability for these children. The following indicates national and state data regarding kinship care:

Nationally:

- Nationally, 4.5 million children are living in grandparent-headed households (6.3% of all children under age 18). This represents a 30% increase from 1990 to 2000.
- There are another 1.5 million children in the United States who are living in households headed by other relatives (2.1% of all children under 18).

West Virginia:

- In West Virginia, there are 24,276 children living in grandparent-headed households (6.0% of all children in the state). There are another 3,940 children living in households headed by other relatives (1.0% of all children in the state). Of the children living in households headed by grandparents or other relatives in West Virginia, 10,809 are living there without either parent present.
- In West Virginia, 16,151 grandparents report they are responsible for their grandchildren living with them: 7% of these grandparents are African American; .4% are Hispanic/Latino; and 90% are White. 42% of these grandparents live in households without the children's parents present.

Purpose of Guide

The purpose of this manual is to provide a central source of basic information regarding the assistance and resources available to families raising their relatives' children. Specifically, information is provided on financial assistance; medical assistance; food, clothing and emergency assistance; child care and educational rights and responsibilities. Many kinship care providers are unaware of assistance available to them and they may not know how to get the assistance they need. This manual will explain what types of assistance are available as well as provide information of where to obtain the assistance they need.

This guide is an initial overview and is not exhaustive of all resources. Please contact your local Department of Health and Human Resources (located in Appendix A) or an attorney for guidance. Due to changes in policies, laws and our use of outside resources, we make no guarantee of the accuracy or reliability of the information.

About Mission West Virginia, Inc.

Mission West Virginia is a non-profit organization that collaborates with public and private entities, particularly faith communities, equipping them to utilize existing resources to form new partnerships, encouraging innovative social change, and building stronger communities in West Virginia. Mission West Virginia does this through three core programs that include; **e-Impact**-improving technology throughout Appalachia, and **FrameWorks**- building and strengthening West Virginia's families, and **The Wellspring Center**-building the capacity of non-profits and faith-based organizations.

About Kinship Care Support Program

In partnership with the West Virginia Bureau of Senior Services, Mission West Virginia, Inc. is identifying and supporting relatives who are raising their family member's children by developing resource guides and providing information and referral services. The Kinship Care Support Program also assists existing kinship care support groups through providing seed grants. The Kinship Care Support Program falls under Mission West Virginia's FrameWorks initiative.

Contributors

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FINANCIAL ASSISTANCE

Temporary Assistance to Needy Families (TANF)

What is TANF?

“TANF” stands for Temporary Assistance to Needy Families. TANF provides cash assistance and work opportunities to eligible families. Assistance that children might be eligible for is called a “child-only grant” through TANF. A grandparent or other caretaker’s income is NOT considered when deciding a child’s eligibility for this aid and the work requirements are waived. This aid provides cash assistance for eligible families in the form of public assistance money and support service payments. The cash assistance is issued once a month on an EBT (Electronic Banking Transfer) card or as a direct deposit into one’s bank account. NOTE: NO checks are issued to qualifying families. A family can NOT receive both TANF and Foster Care Maintenance Payments.

Who is eligible for TANF?

Anyone who is able to establish themselves as a caretaker relative (which is an adult relative other than the biological or adoptive parent, such as a grandparent, aunt, uncle, brother, sister and their legal spouses and those relatives of preceding generations and their legal spouses) can apply for a “child-only” TANF grant. A caregiver must be able to show proof of relationship, which can be shown in three ways: 1) through the child’s birth certificate, which will show who their biological parent/s are; 2) a statement from the biological parent; or 3) a court document.

Note: When relative caregivers apply for the “child-only” TANF grant, the West Virginia Department of Health and Human Resources is mandated to attempt to collect child support from the children’s biological parents if their parental rights have not been terminated. However, they take into consideration if danger may be associated with contacting the children’s biological parents, and then they may not apply this rule.

How can I apply?

In order to apply for TANF assistance, you must go to your local county Department of Health and Human Resources (See Appendix A) and apply in person. Call your DHHR office to see if an appointment is necessary.

Social Security

What is Social Security?

You don't have to be retired to get Social Security. Some children can receive these benefits if a parent has died or has a disability. The amount of money the children get depends on how long the parent worked and how much the parent earned.

The children in your care may also be able to get Social Security benefits that are based on your own work record. They may get these benefits when you retire, become disabled, or die. Children can only get these benefits if you have adopted them or if their parents are deceased or have disabilities.

Social Security DOES count toward your income if you are applying for TANF assistance. If you are already receiving TANF assistance, this aid is NOT considered when applying for social security benefits.

Who is eligible for Social Security?

Social Security will pay benefits to children raised by relatives if benefits are not payable on the work record of a parent. Grandparents or other relatives can apply for these benefits on behalf of the children in their care. If a child is not receiving benefits from a parent when the grandparent/relative retires, becomes disabled, or dies, the child may then be able to qualify for benefits if certain conditions are met. Typically, the biological parents of the child must be deceased or disabled, or the grandchild must be legally adopted by the grandparent.

Social Security Survivor benefits will provide assistance to children whose biological parents have died.

How can I apply?

If you think that you may qualify, you may apply online at www.ssa.gov or call 800-772-1213.

Supplemental Security Income (SSI)

What is SSI?

SSI stands for Supplemental Security Income. This aid provides monthly income to adults who are disabled, those over the age of 65 who have a low income and do not have many assets, as well as children who may have a qualifying mental or physical disability.

Who is eligible for SSI?

Children under the age of 18 may be able to receive SSI if they have a qualifying disability, such as a mental or physical disability. A medical doctor must provide a diagnosis. Typically SSI is provided to disabled adults and adults that are over the age of 65 with little money or assets. SSI does NOT count against TANF benefits.

How can I apply?

If you think that you may qualify contact your local Social Security office by contacting 211 (See Appendix F), apply online at www.ssa.gov or call 800-772-1213.

West Virginia Earned Income Tax Credit (WVEITC)

What is WVEITC?

WVEITC stands for the West Virginia Earned Income Tax Credit. This program provides a federal tax credit to people who work and have earned income and may be raising children. NOTE: If you qualify to receive this credit, this money will NOT be considered as income when determining eligibility for other benefits.

Who is eligible for the WVEITC?

To qualify, relative caregivers must meet income guidelines that depend on their earned income and the number of children they are raising. You do NOT have to be the child's legal guardian to qualify and the child does NOT have to be your dependent as defined by the IRS. The child must have lived with you more than half of the year and be 19 years old or younger, be a full time student under the age of 24 or be disabled.

How can I apply?

To see if you qualify, contact the West Virginia Earned Income Tax Credit web page at www.wveitc.com. NOTE: You may also qualify for the Child Tax Credit, where the child in your care must be a dependent as defined by the IRS. Contact the above to see if you qualify.

MEDICAL ASSISTANCE

West Virginia Medicaid

What is WV Medicaid?

This health insurance program assists people with limited incomes who can not afford medical insurance by paying for their medical costs. West Virginia Medicaid is also referred to as a medical card. WV Medicaid is similar to an insurance company in that you must pick an HMO or health management organization, which will assist you with your medical needs. If you do not select an HMO, then the DHHR automatically selects one for you. WV Medicaid pays for services covered by the HMO program.

NOTE: It is important to select an HMO, because it can affect the choices you have in selecting a doctor, hospital, etc. If an HMO was chosen for you, you have the option to change your provider.

*Children in formal foster are not enrolled in an HMO.

Who is eligible for WV Medicaid?

If you and/or the child in your care do not have medical coverage, you may be eligible for WV Medicaid. If you have not adopted the child in your care, regardless of your income, the child WILL qualify for a WV Medicaid Card.

How can I apply?

You can apply for WV Medicaid in several ways. You can apply in person at your local DHHR office. See Appendix A for the location and phone number of your local DHHR office. Or you can apply on line using inRoads. For how to use inroads see Appendix F.

HealthCheck/Early and Periodic Screening, Diagnosis and Treatment (EPSDT)

What is HealthCheck/EPSDT?

EPSDT stands for Early and Periodic Screening, Diagnosis and Treatment and is also known as HealthCheck. The purpose of this program is to make certain that children who qualify for Medicaid and are under the age of 21 receive preventive and primary health services. Some of these services include health screenings, testing, and referrals to specialists.

There is NO cost associated with this program. They will also provide scheduling assistance with transportation when necessary.

Who is eligible for EPSDT?

ALL children, birth to 21 years of age, who are eligible for Medicaid, qualify for the HealthCheck Program.

How can I apply?

New WV Medicaid recipients will be contacted by the HealthCheck program to promote participation and give more information. If you have a child that has a Medicaid card, but has not enrolled in the HealthCheck program, call 800-642-9704. When you call this number, say the county you live in, and ask for the name of the HealthCheck representative in that county.

West Virginia Children's Health Insurance Program (WVCHIP)

What is WVCHIP?

WVCHIP stands for the West Virginia Children's Health Insurance Program. This program is a low-cost health insurance program for children birth to 18 years of age who are uninsured. CHIP was created to help working families who do not have insurance for their children.

Who is eligible for WVCHIP?

Families who earn too much to qualify for Medicaid, but can not afford private insurance may qualify for CHIP. Qualified uninsured children between the ages of birth to 18 years of age are eligible. To qualify, your income must be within the income guidelines set each year which are based on the size of the family. Only the child and/or the custodial parent's incomes are considered.

How can I apply?

You can apply for WVCHIP by requesting an application. Call 877-WVA-CHIP or visit www.wvinroads.org to apply or obtain more information. You can also contact your local DHHR for additional information (See Appendix A).

Health Insurance Premium Payment Program (HIPP)

What is HIPP?

HIPP stands for Health Insurance Premium Payment Program. This program is administered through the Bureau for Medical Services within the West Virginia Department of Health and Human Resources. This program is for individuals who qualify for Medicaid and have health insurance provided to them, but can not afford cost of the insurance coverage. The HIPP program will pay the insurance premiums and required covered costs such as deductibles and co-payments for eligible individuals when their policy is deemed cost effective.

Who is eligible for HIPP?

In order to be eligible, a person must have group health insurance offered to them that will cover at least one person within the family who would qualify for West Virginia Medicaid.

How can I apply?

If you believe that you qualify for this program, you can access an application online at www.wvrecovery.com/hipp.htm or contact 304-342-1604.

AccessWV

What is AccessWV?

AccessWV is a health plan created to offer health insurance to individuals living in West Virginia, who are not able to obtain private health insurance because of a medical condition or if the individual lost coverage due to their employer no longer offering health insurance.

Who is eligible for AccessWV?

To be eligible for AccessWV, you must

- 1) be a WV resident for at least 30 days; and
- 1) be ineligible for health insurance provided by either your employer or your spouse's employer; and
- 2) are ineligible for health insurance through a state or federal program (WVCHIP, Medicaid, Medicare); and
- 3) are not residing in a public institution such as a correctional institution or Veteran's home.

Eligible individuals must also be subjected to at least one of the following:

- Rejected for health insurance by an insurance company within the last six months; or
- 2) Have health insurance that offers comparable or less coverage that is more expensive than AccessWV; or
- 3) Are eligible under the Health Care Tax Credit Program; or
- 4) Have a pre-existing, chronic or severe medical condition.

How can I apply?

You can apply for this coverage by contacting AccessWV at www.accessWV.org, 866-445-8491 or by obtaining an application from a WV state licensed insurance agent.

Specialized Care Services

Children with Special Health Care Needs Program (CSHCN)

What is CSHCN?

CSHCN stands for the Children with Special Health Care Needs Program. This program provides specialized medical care for children who have or might have chronic and/or disabling medical conditions. This program provides arrangements for early care, medical examinations and tests to see if there is a problem. This program can also provide arrangements for medical treatment.

Who is eligible for CSHCN?

Any child who lives in West Virginia and is under the age of 21 years old can qualify for an examination to see if there is a medical problem that needs specialized care. If a medical problem is found that would require specialized care and income guidelines are met, then the child may be eligible for services.

How can I apply?

In order to apply for the Children with Special Health Care Needs Program, you must first apply for the WV Medicaid Program and WVCHIP at your local WV Department of Health and Human Resources before applying for the CSHCN Program.

NOTE: Having insurance does not keep a child from qualifying. However, benefits from other sources, such as WV Medicaid, WV CHIP or private insurance, will be used before CSHCN can be used to cover services.

West Virginia Birth to Three Program (WVB23)

What is WVB23?

WVB23 stands for West Virginia Birth to Three. This program is a statewide initiative that provides support and services to families and their children who are three years old or under who have a developmental delay or are at risk at having a delay. The WV Birth to Three program initiates a transition period before the child turns three to assess if the child needs further assistance. At that time, the child is referred to a specific program based on his/her needs.

Who is eligible for WVB23?

Children under the age of three who have significant delays in their development, or who may have medical conditions or other risk factors that can cause delays in their development may be eligible. There are NO income guidelines and these services are at NO cost to the families. As long as the child has a need that would meet the criteria for the program, the child and his/her family would qualify.

How can I apply?

If you believe that your child may qualify, contact your local Department of Health and Human Resources. For more information, visit the WV Birth to Three program online at: www.wvdhhr.org/birth23 or call toll free: 1-866-321-4728.

Children's Dentistry Project

What is Children's Dentistry Project?

The Children's Dentistry Project, CDP, is a project of the Bureau for Public Health through the WV Department of Health and Human Resources. This project, which is available in 39 counties, seeks to improve the oral health of West Virginia's children.

This program also provides a directory of dental health professionals who accept new patients who qualify for WVCHIP and Medicaid.

Who is eligible?

All children who attend public schools within the 39 counties are eligible to receive education on dental hygiene to promote good oral health.

How can I apply?

Contact your local Department of Health and Human Resources, located in Appendix A, or call 1-800-642-9704. If the children you are caring for do not qualify for WVCHIP or WV Medicaid, dental health services may be obtained for free or at a reduced price at certain clinics throughout the state.

Non-Emergency Medical Transportation

What is Non-Emergency Medical Transportation?

Qualifying families, who require assistance with obtaining transportation to/from medical appointments, may apply for transportation assistance.

Who is eligible?

Those who receive WV Medicaid services are eligible.

How can I apply?

Contact your local WV Department of Health and Human Resources, in Appendix A, for more information.

FOOD - CLOTHING - EMERGENCY ASSISTANCE

Food Stamps

What are Food Stamps?

“Food Stamps” is a program to assist qualifying, low-income families in purchasing healthy food. The program no longer issues stamps, but rather a card resembling a credit card where the amount of your benefit is placed on your card each month.

Who is eligible for Food Stamps?

You must be a United States Citizen. To see if you meet the alien guidelines, contact your local WV DHHR (Appendix A). In order to qualify, you must meet asset and income requirements set by the WV Department of Health and Human Resources. Your resources will be assessed. These can include cash, money in the bank and items that you may own. If you own your home, the program does NOT count your home. Vehicles no longer count against Food Stamps. Recreation vehicles do count for all programs. The assets limit depends on your age or if you are disabled. If you are 60 years or older or if you are disabled, the limit is \$3,000. If you are 60 years or older or if you are disabled, the asset limit is \$3,000. If you are under 60 years of age then the asset limit is \$2,000.

The income limits are also set and can include the amount of money you receive each month from a pension, Social Security and/or work. Not all income is counted. There are also deductions, which should be discussed when you apply for assistance. NOTE: All individuals residing in the home will be counted when applying.

How can I apply?

To see if you qualify and to apply, contact your local WV Department of Health and Human Resources, see Appendix A for a list. You can also apply online using inROADS. However, an office visit will be required. For further information about inROADS see Appendix F.

WIC

What is WIC?

WIC stands for The Supplemental Food Program for Women, Infants and Children. This program offers food assistance and nutritional screening to low-income pregnant women, women with infants that are 11 months old or younger and children under the age of 5.

Who is eligible for WIC?

Children under the age of 5 may be eligible as well as pregnant women. Grandparents and other relatives raising children can apply for the WIC program if they and/or the children they raise meet eligibility criteria established by the WV DHHR. You may be eligible for both WIC and WV Medicaid. Reviews for those who qualify are completed every six months.

How can I apply?

If you think you qualify, you can apply at the local DHHR office. An appointment is required. Contact your local WV Department of Health and Human Resources, located in Appendix A, or call 211 for your nearest WIC office, to make an appointment.

Child Nutrition Programs (Free and Reduced-Price Breakfast/Lunch)

What is the School Breakfast and Lunch Program?

This program is for children, whose family qualifies, to receive meals at school at little or no cost to the family.

Who is eligible?

Eligibility is considered by income guidelines.

How can I apply?

Contact the child's school for an application.

Clothing Assistance

What is clothing assistance?

During certain times of the year, usually before the beginning of a new school year, West Virginia Clothing Vouchers are provided to low-income families to help assist with the costs of clothing their children for the school year.

Who is eligible?

Those who are eligible include children who are enrolled in school and who meet income guidelines.

How can I apply?

Contact your local WV Department of Health and Human Resources office. (See Appendix A) NOTE: This assistance is seasonal. Check with your WV DHHR to see when this benefit is offered. You can apply for the clothing allowance at your local DHHR office or online using inROADS. See Appendix F.

Low Income Energy Assistance Program (LIEAP)

What is LIEAP?

LIEAP stands for Low Income Energy Assistance Program. This program assists low-income individuals with paying utilities in times of need. This assistance is seasonal and may only accept applications during a certain time frame, such as during the winter months. NOTE: Only a certain amount of monies are allotted for this program. Thus, this program assists families until funds run out. If your local agency has exhausted all funds, community agencies such as your local Salvation Army may be able to assist.

Who is eligible?

Those who qualify must meet income guidelines. If you qualify for Emergency LIEAP, you must have a disconnect notice from the utility company. You do NOT have to obtain a disconnect notice from the utility company for regular LIEAP.

How can I apply?

To apply, you must contact your local WV Department of Health and Human Resources (Appendix A). You can also apply on line using inROADS. See Appendix F.

Child Care

Child-Care Assistance

What is Child-Care Assistance?

Child-Care Assistance helps families with income restrictions pay for child care. The organizations that provide Child-Care Assistance vary by the region in which you live.

Who is eligible?

Low-income families and individuals who meet specific income guidelines may qualify for Child-Care Assistance.

How can I apply?

Contact your local WV Health and Human resources office (see Appendix A), or contact the Child-Care Assistance Agency in your area.

Educational Rights and Responsibilities

Navigating issues dealing with the educational system may be overwhelming to relative caregivers. Knowing what your rights are as a parental figure for these children, regardless of the legal status of the relationship, can help you and the children gain the most from their educational experiences.

ENROLLMENT:

How do I enroll a child in school?

If your child is of school age, six years old before August 31, then he or she must be enrolled in school. In the state of West Virginia, the enrollment process is the same in each county. Contact the school where your child will be attending or if you do not know which school your child must attend in your district, contact your local county Board of Education, which can be located using the 211 system (See Appendix F).

What do I need to bring when I enroll a child?

There are three required documents that must be presented when you enroll a child in the school system:

1) Certified Birth Certificate: A certified copy of a birth certificate is one that is from the State Vital Statistics Office in Charleston, WV. Other forms or copies of birth certificates that are not certified will not be accepted. You may get a certified copy of the child's birth certificated by completing an Application for a Certified Copy of Certificate of Birth or Death online at www.nationalbirthcertificate.com or mailing it to the following address:

**Bureau For Public Health
Vital Registration Office
350 Capitol Street – Room 165
Charleston, WV 25301-3701**

NOTE: If your child was born in another state, you must contact the Vital Statistics office in that state's capitol. If you are uncertain as to who to contact, please contact the West Virginia Office of Vital Statistics at **304-558-2931** or www.wvdhhr.org.

2) Child's Social Security Card: If you do not have the child's social security card, contact the Social Security Administration at www.ssa.gov or at 800-772-1213.

3) Immunization Records: In order to enroll your child in school, an immunizations record must be provided. In the state of West Virginia, it is a state law that children, who begin school for the first time, must have immunizations against tetanus, measles, rubella, diphtheria, polio and pertussis. Immunizations must be current and must be submitted to the child's school prior to enrollment. If you are unsure of where or how to obtain your child's immunization records or how to have these vaccinations completed, contact the child's school directly.

What other documents may be needed?

In some cases, it may be necessary to provide the school with proof of residency, school records from previous educational institutions if applicable, and/or legal guardianship papers. If you have any questions at all on how to register your child for school, contact your child's school directly.

PROGRAMS:

HeadStart:

Head Start programs in West Virginia provide early child care and early childhood education services to children between 3 and 5 years of age. Families must demonstrate that their yearly income falls at or below the Federal Poverty Index in order to receive the program services. Children who are diagnosed with a special need also receive a high priority for enrollment in Head Start and Early Head Start. To see if you qualify or for more information, please contact the WV Head Start at 304-558-4638 or visit their website at www.wvheadstart.org.

Special Education:

Special education is specially designed instruction that meet the needs of the child. The state of West Virginia recognizes the following classifications as defined by the West Virginia Office of Special Education:

- Autism
- Behavior Disorders
- Blind and Partially Sighted
- Speech/Language Impairments
- Deaf blindness
- Deaf and Hard of Hearing
- Gifted
- Exceptional Gifted
- Mentally Impaired
 - Mildly Mentally Impaired
 - Moderately Mentally Impaired
 - Severely Mentally Impaired
 - Profoundly Mentally Impaired
- Orthopedically Impaired
- Other Health Impaired
- Preschool Special Needs
- Specific Learning Disabilities
- Traumatic Brain Injuries

* **Please contact the Office of Special Education or visit the WV Department of Education's website at www.wvde.state.wv.us for specific definitions.**

If your child has been identified as a child with exceptionality, that child is entitled to services that will enable him or her to adapt and learn in an appropriate learning environment. The **IDEA**, Individuals with Disabilities Act, requires students with disabilities to have access to the same opportunities within the public school system as children that do not have disabilities. The Free Appropriate Public Education (**FAPE**) requirement within the IDEA states that all school age children and youth with disabilities, regardless of their level of functioning, can obtain public education. A **Zero Reject Policy** states no child is to be refused education by a public school, regardless of need. Thus, schools must provide **related services** such as, physical therapy, counseling, and transportation if needed.

IEP:

Within these services includes Individual Education Programs or IEPs. Individual Education Programs are specialized programs for all children who are receiving special education services. These plans are developed by a committee made up of the child's parents/guardians, teachers, principals, therapists and any other person who is working with the student in their individual education program. The IEP's outline goals and objectives and assist the student with obtaining all necessary services. An IEP will follow a child through their academic career. Children and their parents/guardians have the right to be involved in decisions made about the child's education, which are called **due process rights**. If you have questions or concerns regarding your child's education, the child's teacher is your best line of communication. However, if you need more assistance contact your local **PERC** or Parent Educator Resource Center. This group provides support and assistance to parents/guardians in helping them navigate the education system.

***For a listing of local PERC's, please refer to Appendix D.**

504 Plan:

A 504 Plan is initiated for a variety of reasons. If a student has a social, emotional or medical issue that may require modifications to assist with easing the student's obstacle, the parents and principal may initiate a plan. This plan is ultimately called a 504 plan and is NOT governed by the same procedural safeguards as the IEP. These plans may range in assistance from providing extended time for test taking to modifying a student's schedule. If you have questions regarding a 504 plan, contact your child's school or one of the many resources available to assist parents in Appendix D.

Transportation:

In order to place your child on the local bus route, contact your child's school. The school has direct contact with the bus drivers and will notify the driver of the new student. They will also provide you with pick up and drop off places and time. If you have any questions, contact your child's school.

Tutoring:

Tutoring programs may differ from county to county and from school to school. Some schools may offer free tutoring for children who are struggling with their classes. If your child attends a public school, has not met academic standards for a period of time, and qualifies for the free and reduced school lunch program, then your child may be able to receive tutoring from the Department of Education. Please contact your school directly to see what programs are available and how you can enroll your child. Contact the Family Literacy Initiative at 304-558-5616 or see Appendix C for how to locate your local Family Resource Network (FRN).

The West Virginia Family Literacy Initiative provided through the West Virginia Adult Basic Education Program, has programs that can assist with provided additional supportive education, from early childhood to adult. Some of these programs include Even Start, a family centered program whose goal is to end the cycle of poverty and illiteracy through a family centered model. The Family Literacy Initiative provides other services related to tutoring and mentoring that may benefit your family. Contact the Family Literacy Initiative at 304-558-5616 or contact your county's **Family Resource Network (FRN)** to find the services in your area. ***For a listing of Family Resource Networks, please refer to Appendix C.**

If your child is 16 year or older and is not enrolled in public school, the West Virginia Adult Literacy Education Network (WVABE) may be able to assist you with obtaining tutoring or obtaining a general education diploma. Please contact the **Adult Education Hotline, 1-800-642-2670** or at **www.wvabe.org**.

Appendix A

WV DHHR Offices

WV Department of Health & Human Resources County Office Directory

The WV Department of Health and Human Resources (WV DHHR) comprises the central offices of Client Services; Family Support; and Social Services and the following county offices where clients may seek assistance.

Barbour

457-2780
209 South Main St.
Philippi, WV 26416

Berkeley

267-0100
P.O. Box 1247
Martinsburg, WV 25402
433 Mid-Atlantic Park

Boone

369-7802
P.O. Box 970
Danville, WV 25053
156 Resource Lane, Foster

Braxton

765-7344
1920 Sutton Lane
Sutton, WV 26601

Brooke

(See Hancock)

Cabell

528-5800
2699 Park Avenue, Suite 100
Huntington, WV 25704

Calhoun

354-6118
P.O. Box 280
Grantsville, WV 26147
404 Main Street

Clay

587-4268
P.O. Box 969
Clay, WV 25043
94 Main Street

Doddridge

873-2031
115 Main St.
West Union, WV 26456

Fayette

465-9613
1400 Virginia Street
Oak Hill, WV 25901

Gilmer

462-7358
494 Walnut St.
Glennville, WV 26351

Grant

257-4211
15 Grant St., Suite 1
Petersburg, WV 26847

Greenbrier

647-7476
150 Maplewood Ave.
Lewisburg, WV 24901

Hampshire

822-3841
P.O. Box 1736
Romney, WV 26757
132 W. Sioux Lane

Hancock

794-3060
100 Municipal Plaza, Suite 600
Weirton, WV 26062

Hardy

538-2391
112 Beans Lane
Moorefield, WV 26836

Harrison

627-2295
P.O. Box 1877
Clarksburg, WV 26302
633 West Pike Street

Jackson

372-7885
2139 Cedar Lakes Road
Ripley, WV 25271

Jefferson

725-3464
P.O. Box 984
Charles Town, WV 25414
239 Willow Spring Drive

Kanawha

746-2360
4190 W. Washington St.
Charleston, WV 25313

Lewis

269-6820
P.O. Box 1268
Weston, WV 26452
91 Arnold Avenue

Lincoln

824-5811 or 756-3012
P.O. Box 468
Hamlin, WV 25523
8209 Court Avenue

Logan

792-7095
195 Dingess Street
Logan, WV 25601

McDowell

436-8302
840 Virginia Ave.
Welch, WV 24801

Marion

363-3261
P.O. Box 2590
Fairmont, WV 26555
107-109 Adams Street

Marshall

843-4120
400 Teletech Drive
Moundsville, WV 26041

Mason

675-0880
710 Viand St.
Pt. Pleasant, WV 25550

Mercer

425-8738
200 Davis Street
Princeton, WV 24740

Mineral

788-5990
1585 Cornell St.
Keyser, WV 26726

Mingo

235-3400
P.O. Box 1820
Williamson, WV 25661
1717 W . Third Avenue

Monongalia

285-3175
P.O. Box 800
Morgantown, WV 26507
114 S. High Street

Monroe

772-3013
P.O. Box 678
Union, WV 24983
#174 Route 3
East Union, WV 24983

Morgan

258-1350
P.O. Box 597
Berkeley Springs, WV 25411
62 Regal Court

Nicholas

872-0803
1073 Arbuckle Road
Summersville, WV 26651

Ohio

232-4411
P.O. Box 6165
W heeling, WV 26003
407 Main Street

Pendleton

358-2305
Pendleton Business Center
HC 61, Box 18-B, Suite 200
Franklin, WV 26807

Pleasants

684-9244
201 Second Street
St. Mary's, WV 26170

Pocahontas

799-6032
704 Third Avenue
Marlinton, WV 24954

Preston

329-1412
P.O. Box 100
Kingwood, WV 26537
410 Kingston Road

Putnam

757-7843
P.O. Box 560
3979 Teays Valley Rd.
Teays, WV 25569

Raleigh

256-6930
407 Neville St.
Beckley, WV 25801

Randolph

637-0333
227 Third St.
Elkins, WV 26241

Ritchie

643-2934
220 W . Main Street
Harrisville, WV 26362

Roane

927-0956
677 Ripley Road, Suite 3
Spencer, WV 25276

Summers

466-2807
320 Summers St., Suite A
Hinton, WV 25951

Taylor

265-6103
235 Barrett Street
Grafton, WV 26354

Tucker

478-3212
RR 3, Box 45
Parsons, WV 26287

Tyler

758-2127
P.O. Box 563
Middlebourne, WV 26149
210 Main Street

Upshur

473-4230
P.O. Box 460
Buckhannon, WV 26201
Route 3, Box 376-A

Wayne

272-6311
Route 2, Box 2532
Wayne, WV 25570

Webster

847-2861
110 N. Main St., Suite 201
Webster Springs, WV 26288

Wetzel

455-0920
1236 North State Route 2
New Martinsville, WV 26155

Wirt

275-6551
P.O. Box 310
Elizabeth, WV 26143
Court Street

Wood

420-2560
P.O. Box 1547
Parkersburg, WV 26102
400 5th Street

Wyoming

732-6900
HCR 72, Box 300
Pineville, WV 24874
Rt. 97

Appendix B

Child Care Assistance

Organization	Telephone	Counties Served
RESA I, IV		
MountainHeart Community Services PO Box 1509 Oceana, WV 24870	(304) 682-8271 (800) 834-7082	Braxton, Fayette, Greenbrier, McDowell, Mercer, Monroe, Nicholas, Pocahontas, Raleigh, Summers, Webster, Wyoming
Organization		
RESA II, III		
Connect Child Care Resource and Referral 910 Quarrier Street, Suite 314 Charleston, WV 25301	(304) 344-8290 (888) 595-8290	Clay, Jackson, Kanawha, Roane
Link Child Care Resource and Referral 611 Seventh Avenue, Suite 200 Huntington, WV 25701	(304) 523-9540 (800) 894-9540	Boone, Cabell, Lincoln, Logan, Mason, Mingo, Putnam, Wayne
Organization		
RESA V		
Choices Child Care Resource and Referral Rosemar Corner 4421 Emerson Avenue, Suite 102 Parkersburg, WV 26104	(304) 485-2668 (866) 966-2668	Calhoun, Doddridge, Gilmer, Harrison, Pleasants, Ritchie, Wirt, Wood
Organization		
RESA VI		
Child Care Resource Center of Catholic Community Services Mull Center, 1025 Main Street, Suite 510 Wheeling, WV 26003	(304) 232-1603 (800) 585-1603	Brooke, Hancock, Marion, Marshall, Monongalia, Ohio, Tyler, Wetzel
Organization		
RESA VII, VIII		
MountainHeart Community Services 93 South Grove Street, Suite 1 Petersburg, WV 26847	(304) 257-9375 (877) 211-5437	Barbour, Berkeley, Grant, Hampshire, Hardy, Jefferson, Lewis, Mineral, Morgan, Pendleton, Preston, Randolph, Taylor, Tucker, Upshur

Appendix C

Family Resource Networks

Family Resource Networks (FRNs) are located in most counties in West Virginia. The FRNs are a community-based organization with information about community resources. Some FRNs have Relative as Parents Programs.

To find the FRN close to you contact:

Melanie Swisher, Community Collaborative Partnership Coordinator
Division Children and Adult Services
350 Capitol Street, Room 691
Charleston, WV 25301
Phone: 304-558-0109

Appendix D

Parent Educator Resource Centers (PERC)

Barbour County (PERC)

Route 2, Box 343 BMS
Belington, WV 26250
(304) 823-1245

Berkeley County (PERC)

(304) 263-5717

Cabell County, Family Connection

2549 First Avenue
Huntington, WV 25703
(304) 528-5208

Calhoun County (PERC)

HC 89, Box 119
Mt. Zion, WV 26151-9734
(304) 354-9504

Doddridge County (PERC)

103 Sistersville Pike
West Union, WV 26456
(304) 873-2778

Fayette County (PERC)

111 Fayette Avenue
Fayetteville, WV 25840
(304) 574-1176

Hampshire County (PERC)

111 School Street
Romney, WV 26757
(304) 822-3050

Harrison County (PERC)

515 Johnson Avenue
Bridgeport, WV 26330
(304) 326-7105

Jackson County (PERC)

P.O. Box 770
Ripley, WV 25271
(304) 273-3545

Jefferson County (PERC)

P.O. Box 987
Charles Town, WV 25414
(304) 725-6473

Kanawha County (PERC)

200 Elizabeth Street
Charleston, WV 25311
(304) 348-7715

Lewis County (PERC)

Lewis County Bd. of Education
239 Court Ave.
Weston, WV 26452
(304) 269-8300 ext. 203 or 145

Lincoln County (PERC)

10 Marland Ave.
Hamlin, WV 25523
(304) 824-3033 Ext. 238

Logan County (PERC)

P.O. Box 477
Logan, WV 25601
(304) 792-2086

Marion County (PERC)

1993 Airport Road
Fairmont, WV 26554
(304) 363-5012

Mason County (PERC)
Hannan High School
6770 Ashton Upland Road
Ashton, WV 25503
(304) 576-2571
(304) 743-3212
(304) 675-5762 (Pt. Pleasant)

McNinch Elementary (PERC)
2600 4th Street
Moundsville, WV 26041
(304) 843-4450

McDowell County (PERC)
Parent-Educator Resource Center
McDowell County Career and
Technical Center
Drawer V
Welch, WV 24801
(304) 436-4831

Mineral County (PERC)
50 Clary Street
Keyser, WV 26726
(304) 788-4213 ext.12

Mingo County (PERC)
Route 2 Box 310
Williamson, WV 25661
(304) 235-3333 ext.123

Monongalia County (PERC)
475 Baird Street
Morgantown, WV 26505
(304) 291-9258

Morgan County (PERC)
Berkeley Springs, WV 25411
(304) 258-2014 ext. 21

Ohio County (PERC)
2203 National Road
Wheeling, WV 26003
(304) 243-0331

Pleasants County (PERC)
P.O. Box 308
St. Marys, WV 26170
(304) 684-7205

Putnam County (PERC)
P.O. Box 640
Eleanor, WV 25070
(Putnam Career & Technical Center
101 Roosevelt Blvd., Eleanor)
(304) 586-3494, ext. 243

Raleigh County (PERC)
2001 S. Kanawha Street
Beckley, WV 25801
(304) 256-4667

Ritchie County (PERC)
Ritchie County Middle School
105 Ritchie School Road
Ellenboro, WV 26346
(304) 869-3512 ext. 250

Roane County (PERC)
802 Madison Avenue
P.O. Box 609
Spencer, WV 25276
(304) 927-6441

Tucker County (PERC)
501 Chestnut Street
Parsons, WV 26287
(304) 478-3827

Wayne County (PERC)

P.O. Box 70
212 North Court Street
Wayne, WV 25570
(304) 272-5116 ext. 330 or 387

Webster County (PERC)

315 South Main Street
Webster Springs, WV 26288
(304) 847-7289
(304) 847-5638, ext. 106

Wirt County (PERC)

Wirt County Primary Center
P.O. Box 220
Elizabeth, WV 26143
(304) 275-4277

Wood County (PERC)

1210 13th Street
Parkersburg, WV 26101

West Virginia State Team

Betsy Peterson-Parent Coordinator
bpeterso@access.k12.wv.us
Ginger Huffman-Educator
vhuffman@access.k12.wv.us
Kathryn Knighton-Educator
kknighto@access.k12.wv.us

WV Department of Education

Building 6, Room 304
Fax (304) 558-3741
1900 Kanawha Blvd. East
Charleston, WV 25305
(304) 558-2696 (V/TDD)

Appendix E

Even Start Programs

West Virginia Even Start Programs

Program Name	Phone	Mailing Address
DoddridgeCounty Even Start/LEAD	304-873-3216	103 Sistersville Pike West Union, WV 26456
Jackson County Even Start	304-372-7300	P.O. Box 770 Ripley, WV 25271
Lincoln County Even Start	304-824-3033	10 Marland Avenue Hamlin, WV 25523
McDowell County Even Start/CCS	304-862-3320	P.O. Box 162 Eckman, WV 24829
Nicholas County Even Start/ Friends R Fun	304-872-2157	70 Friends R Fun Drive Summersville, WV 26651
Randolph County Even Start	304-636-9150	40 Eleventh Street Elkins, WV 26241
Summers County Even Start/REACH	304-466-2226	411 Temple Street Hinton, WV 25951
Webster County Even Start	304-847-5638	315 South Main Street Webster Springs , WV 26288

Appendix F

Other Resources

Local Resources

211

What is 211?

The 211 telephone number is a statewide information and referral directory that is available 24 hours a day, 7 days a week.

How to access?

To use the 211 system, simply dial 211 on your telephone and an information and referral employee will assist you with county specific agencies and resources.

West Virginia University Extension Services:

Extension Service Offices are located in all 55 counties of WV. Extension offers a variety of programs and services to the community. Some Extension offices may have Relatives as Parents Program.

For the office nearest you contact:

Allison Nichols, Ed.D.

RAPP Extension Coordinator

Evaluation Specialist

West Virginia University Extension Service

814 Knapp Hall, P.O. Box 6031

304-293-7163 ▪ ahnichols@mail.wvu.edu

InROADS www.wvdhhr.org

The West Virginia Department of Health and Human Services has an online application process for some benefits. The name of the online application process is InROADS (the Information Network for Resident Online Access and Delivery of Services). The following benefits can be applied for on line using in ROADS: Medicaid for Children and Pregnant Women, West Virginia Children's Health Insurance Program (WVCHIP), and Medicare Premium Assistance Program. During the appropriate time of the year, the School Clothing Allowance and the Low Income Energy Assistance Program (LIEP) benefits can be applied for on line. Food Stamps can be applied for online, but an interview in the DHHR office is required.

To find InROADS on the internet, go to www.wvdhhr.org. After finding the web page, look for navy blue boxes across the top of the page. Click on the

box, which says Children and Families. On the left side of the screen is an extensive list of programs and services. Scroll down until you see a green bar, which says features. Under features, click on InROADS.

Once you get to InROADS, choose Self-Screening or Apply/Review for Services. If you select Self-Screening, and complete the self-screen, you will learn what benefits you MAY be eligible for. To apply on line choose Apply/Review for Services. You will be assigned an application number and be required to enter a password. You do have 30 days to complete the application. For some benefits, you will need to go to the local DHHR office to apply.

Relatives as Parents Program Support Groups (RAPP)

What is RAPP?

RAPP is the collaborative effort of the West Virginia University Extension Services, Mission WV, Inc, WV Department of Health and Human Resources, and Legal Aid of WV. Services include conferences/retreats; workshops; newsletters; the Kinship Care Support Resource Guide; a Legal Guide; What WV Kin-Caregivers Want to Know: Questions and Answers About the Child Welfare System in WV; a list serv; a website www.wvrapp.org; a warm line (866-225-5698); and help with forming caregiver coffee and conversation/ support groups.

The Kinship Care Support Resource Guide can be downloaded from the Mission WV website. Go to www.missionwv.org and click on Frameworks. Scroll down to Kinship Support. Look for the picture of the Green and White Kinship Care Support Resource Guide and click to read or print.

To download the Legal Guide and What WV Kin-Caregivers Want to Know, go to www.wvrapp.org. Click on resources at the top of the page and then select either the Legal Guide or Questions and Answers about the Child Welfare System. This web page is a service of West Virginia University Extension Services.

How to Contact?

For more information, visit the WV RAPP website at: www.wvrapp.org. You can contact Allison Nichols at WVU Extension Services, 304-293-5691 or Laura Lou Harbert at Mission WV 304-380-6775. You can also reach Laura Lou on the Mission WV warm line, 866-225-5698.

National Resources

American Association of Retired Persons (AARP)

What is AARP?

AARP is the American Association of Retired Persons. This association has a Grandparent Information Center that provides information and resources to grandparents and other relatives who are the primary caregiver for their grandchildren.

QuickLINK

AARP has an online benefits screening tool. Kin caregivers can go to www.aarp.org/quicklink, and click on Find Benefits, and then complete the screening tool. Based on the information, the kin caregiver can be screened to determine if they MAY be eligible for benefits such as the Medicare Savings Programs, Food Stamps, Low Income Home Energy Assistance, State Property Tax Relief/Rebates, and telephone assistance. QuickLINK will screen for benefits for children including the Earned Income Tax Credit, TANF Child-Only Grants, and Medicaid.

After you complete the screening tool, you will receive a list of benefits you MAY be eligible for, a description of the benefits, and contact information if you want more details about a program.

Keep in mind this is a screening, NOT a determination of eligibility.

Grand parent Information Center

AARP maintains a web site just for grandparents. This site is loaded with information including Legal Issues, Finances, Health, Family Relationships and Child Rearing.

Check it out at www.aarp.org/grandparents

How to Contact?

Contact AARP for more information at 202-434-2296 or at www.aarp.org.

Generations United

What is Generations United?

This is a national association who works closely with other organizations that focuses on intergenerational policies and practices as well as issues on grand families and relative caregivers.

How to contact?

For more information, contact Generations United at 202-289-3979 or at www.gu.org.

National Coalition of Grandparents

What is the National Coalition of Grandparents?

This organization is made up of individuals dedicated to preserving the rights of grandparents, children and their families. They can provide information on support groups and attorney referrals.

How to Contact?

Contact the National Coalition of Grandparents at 608-238-8751.

National Council on Aging (NCOA)

What is the National Council on Aging?

The NCOA is an agency that offers information to senior citizens and kinship caregivers who may be parenting the second time around.

How to Contact?

Contact the NCOA at 202-479-1200 or at www.ncoa.org.

Additional Web Sites with Excellent Resources.

Child Welfare League of America (CWLA)

Phone: 703-412-2400.

Website: www.cwla.org/program/kinship.

Children's Defense Fund

Phone: 800-233-1200

Web: www.childrensdefense.org.

Brookdale Foundation

Web: www.brookdalefoundation.org.

Scroll down to Relatives as Parents.

Grandparents for Children's Rights

Phone: 866-624-9900

Web: www.grandparentsforchildren.org.

GrandFamilies of America

Phone: 866-203-8926 ext 8103

Web: www.grandfamiliesofamerica.org.