

Date – February 5, 2026

Manual - Child and Family Services Manual, Chapter D: Resource Families, Sections 2.4.2.3 and 2.5.2.1

Transmittal - #319

The purpose of this transmittal is to provide revised and clarified guidance for Section 2.4.2.3 and 2.5.2.1: *Chapter D: Resource Families* of the Child and Family Services Manual. Unless otherwise stated, the provisions included in this transmittal are effective April 2026.

Changes to the manual incorporate the federal guidance and provisions around payments to kinship resource families.

These transmittals and manuals are available on FUSION at <https://fusion.dss.virginia.gov/dfs/DFS-Home/Resource-Family/Resource-Family-Guidance> and on the public site for VDSS at <https://dss.virginia.gov/about/manuals.cgi>

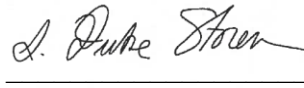
Changes to the manual are as follows:

Section(s) Changed	Significant Changes	Reason for Change
Section 2: Family Engagement		
2.4.2.3 Kinship Resource Parent Waiver, p. 17	This section was updated to clarify, in conjunction with title IV-E guidance, when payments can begin to kinship resource parents, and the incorrect example was removed. Previous guidance stated payments could be backdated to the first day of the month the Certificate of Approval was issued, which was incorrect.	This revision was necessary to bring guidance into compliance with the federal guidance around the start date for title IV-E payments to kinship resource parents.
2.5.2.1 Certificate of Approvals for Kinship Resource Parent	This section was updated to remove the incorrect language stating that title IV-E payments could be backdated to the first day of the month the Certificate of Approval was issued.	This revision was necessary to bring guidance into compliance with the federal guidance around the start date for title IV-E payments to kinship resource parents.

Questions about this transmittal should be directed to the Regional Resource Family Consultants:

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2.4.2.3. Kinship Resource Parent Waiver

To allow children to be placed with kinship resource parents when they are identified, kinship waivers must be granted for pre-service training, completion of a mutual family assessment, tuberculosis assessment, screening or tests and physical examinations for a period of 6 months. *Kinship waivers are not to be used to cover lapses in approval for kinship resource parents or to transfer approvals of resource parents between agencies. If all the standards of approval are not met within 6 months, the home approval will be suspended until all approval requirements are met. There is no time extension for the kinship waiver.*

For ICPC cases in Virginia, kinship waivers can be utilized on a case-by-case basis. When a sending state requests that Virginia assess a relative based in Virginia, the LDSS should consult with the Virginia ICPC office to decide whether the waiver can be utilized for that particular child.

Non-safety waivers related to standards for the home of a kinship resource parent, as referenced in Resource Family guidance [Section 2.4.1.](#), may be granted to kinship resource parents and should be reviewed annually. The process of obtaining a *non-safety* waiver is outlined in Resource Family guidance [Section 2.4.1.6.](#)

*To obtain a kinship waiver the LDSS must [submit the waiver](#) to their regional consultant **within 72 hours of placement**. A waiver must be in place before the Certificate of Approval (COA) can be issued for kinship families who have not yet completed all the standards of approval. The waiver allows for children to be placed immediately with kinship resource parents. CSA funds should be utilized immediately to cover placement costs.*

The LDSS should issue a COA effective on the date of last receipt of the criminal records and central registry checks. At this time, if applicable, title IV-E funding eligibility is established and goes into effect the date that the COA was issued. For more information on IV-E funds and the kinship waiver, please reference the [Title IV-E Manual](#).

2.5.2.1. Certificate of Approvals for a Kinship Resource Parent

Certificates of Approval (COA) for kinship resource parents undergoing the Kinship Waiver process are child specific and the LDSS may only approve them for the child(ren) placed with them under the waiver. For relatives who may be providing relative respite, ensure that all children's names who might be in the home for respite are listed in "Other Specifics" on the kinship resource families COA.

For those kinship families utilizing a kinship waiver, a certificate of approval may be issued upon receipt of the results of background checks that indicate "eligible" for all adult household members and the results of CPS Central Registry searches for all household members that are absent of CPS findings. For relatives with out-of-state Central Registry checks, the COA can be issued while the results of the out-of-state checks are pending so long as in-state checks are completed and received indicating that all adults are eligible. Until a certificate of approval is issued, Children's Services Act funding must be utilized for placement costs. Title IV-E funding eligibility begins on the date in which the certificate of approval is issued.

For those kinship resource families who are approved without utilizing the waiver process, please see 4.5.3.3. Certificate of Approval for more information on approval dates.