



Informal Kinship Care Affidavit

Student Services

Frederick County Public Schools

191 South East Street

Frederick, Maryland 21701

[Regulation 400-81](#)

Form #400-81-F01E

June 2026

Clear Form

I, the undersigned, am over eighteen (18) years of age and competent to testify to the facts and matters set forth herein.

_____, whose date of birth is ____/____/____, is living with
(name of child) (month/day/year)

_____ because of the following serious family hardship:
(name of relative providing informal kinship care)

Check ☒ each that is applicable: (required documentation must be provided within 30 days)

☒	Hardship	Required Documentation
☐	Death of father/mother/legal guardian	Copy of death certificate(s) or other proof
☐	Serious illness of father/mother/legal guardian	Verification by physician/hospital for illness
☐	Drug addiction of father/mother/legal guardian	Verification by treatment provider or parent for drug addiction
☐	Incarceration of father/mother/legal guardian	Verification by legal system or detention center for incarceration
☐	Abandonment by father/mother/legal guardian	Notarized statements from legal guardians or verification from court or social services
☐	Assignment of parent or legal guardian of a child to active military duty	Military orders for assignment to military duty

My kinship relationship to the child: _____

My address: _____
Street City State Zip code

My phone number: _____

I assumed informal kinship care of this child 24 hours a day, 7 days a week on ____/____/____.
Date

The name and address of the last school that the child attended:

School: _____ Grade: _____

Address: _____
Street City State Zip code

The name and last known address of the child's parent(s) or legal guardian (not the relative providing informal kinship care):

Name: _____

Address: _____
Street City State Zip code

Frederick County Public Schools Affidavit: Children in Informal Kinship Care

I understand that (check all boxes to indicate understanding):

☐ I understand that the local Superintendent of schools may verify the facts contained in the foregoing affidavit and conduct an audit, on a case-by-case basis, after the child has been enrolled in a Frederick County public school. If the local Superintendent discovers fraud or misrepresentation, the child shall be removed from the Frederick County public school.

☐ I understand that if a change occurs in the care or in the serious family hardship of the child, I am required to notify Frederick County Public Schools (FCPS) in writing within 30 days after the change occurs.

☐ I understand that any person who willfully makes a material misrepresentation in the affidavit shall be subject to a penalty payable to FCPS for three times the prorated share of tuition for the time the child fraudulently attended a Frederick County public school.

☐ Unless the court appoints custody or guardianship of the child to someone other than the relative providing informal kinship care, the relative providing informal kinship care shall make the full range of educational decisions for the child with the final decision-making belonging to the parent/legal guardian.

☐ The relative providing informal kinship care shall make reasonable efforts to inform the parent or legal guardian of the child of the informal kinship care relationship.

☐ I solemnly affirm under the penalties of perjury that the contents of the foregoing are true to the best of my knowledge, information, and belief.

Signature of Relative Providing Informal Kinship Care

Date

Guidance for Completing the Informal Kinship Care Affidavit

What is Informal Kinship Care?

Informal Kinship Care refers to a living arrangement in which a relative of a child, who is not in the care, custody, or guardianship of the local department of social services, provides for the care and custody of the child due to a serious family hardship. The relative must provide care for the child 24 hours a day, seven days a week.

What is considered a serious family hardship?

A serious family hardship means the parent or legal guardian of the child are absent due to death, serious illness, drug addiction, incarceration, abandonment of the child, or assignment to active military duty.

Submitting an Informal Kinship Care Affidavit:

The affidavit must be submitted to the school of enrollment. The affidavit does not need to be notarized. However, the relative must sign the affidavit attesting to the truth of its contents under penalty of perjury. If the student remains in informal kinship care, the relative must annually file a new affidavit with Frederick County Public Schools (FCPS) at least two weeks prior to the start of the school year.

Support documentation is required for the serious family hardship and should be provided to FCPS with the affidavit at the time of enrollment or within 30 days from the time the affidavit is submitted. If the supporting document is not provided (within 30 days), FCPS may withdraw the child or may charge the relative school tuition.

Below are the serious family hardships with an example of what supporting documentation to submit with the affidavit:

- ☐ Death of father/mother/legal guardian: **attach a copy of death certificate(s) or other proof**
- ☐ Serious illness of father/mother/legal guardian: **attach verification by physician/hospital for illness**
- ☐ Drug addiction of father/mother/legal guardian: **attach verification by treatment provider or parent for drug addiction**
- ☐ Incarceration of father/mother/legal guardian: **attach verification by legal system or detention center for incarceration**
- ☐ Abandonment by father/mother/legal guardian: **notarized statements from legal guardians or verification from court or social services for abandonment**
- ☐ Assignment of a parent or legal guardian of a child to active military duty: **military orders for assignment to military duty**

What happens if a change occurs in the informal kinship care relationship?

If there is a change in the serious family hardship of the child or in the informal kinship care arrangement, the relative providing the kinship care is required to notify Frederick County Public Schools (FCPS) in writing within 30 days after the change occurs.

Domicile Requirement: The law applies to a child who is a resident of the State of Maryland prior to going into informal kinship care.

For questions or assistance with completing this form, please contact the Pupil Personnel Worker (PPW) at the enrolling school.

Please return the completed form by mail or email to:

**Office of Student Services
191 South East Street
Frederick, MD 21701**

OR

InformalKinshipCare@fcps.org