


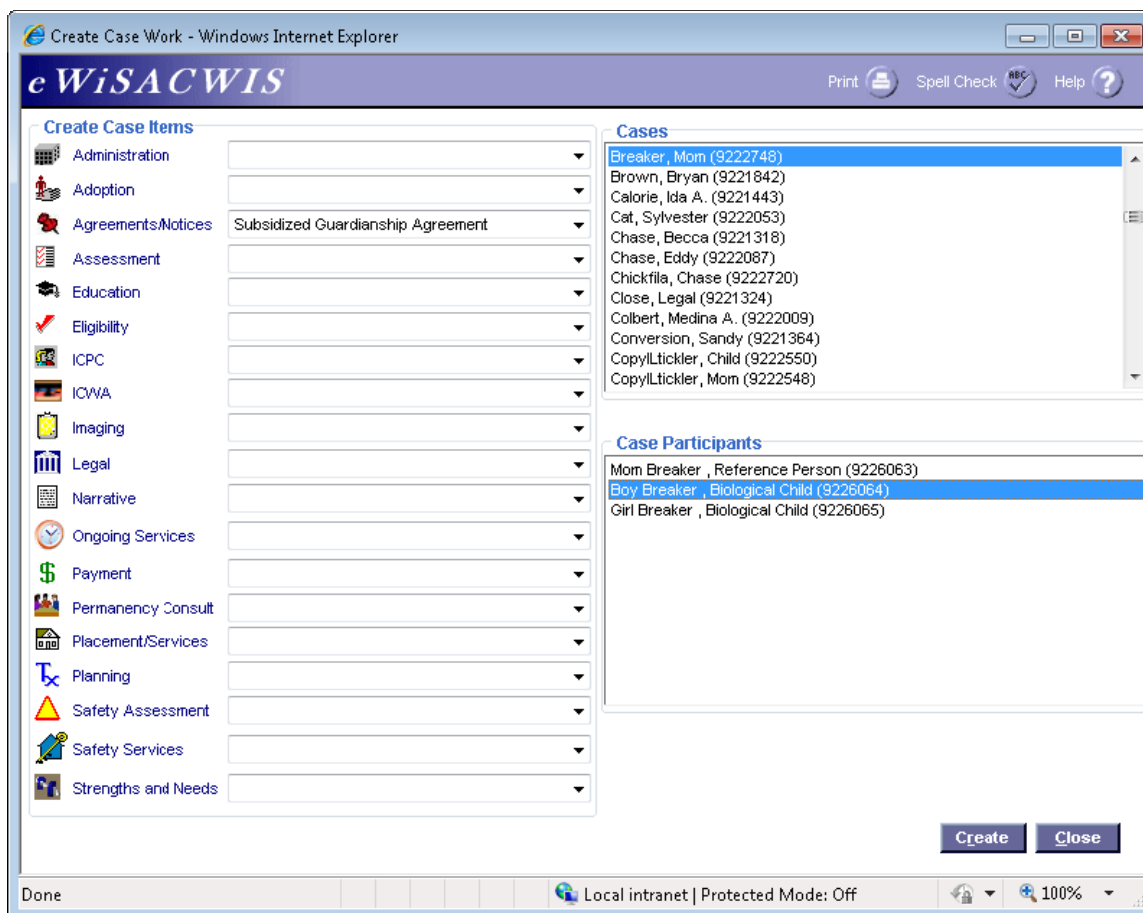
## Subsidized Guardianship

**Note:** In order to document all work for subsidized guardianship, an assignment to the case is needed.

The Subsidized Guardianship functionality in eWiSACWIS tracks children that are a part of the IV-E Subsidized Guardianship program. These children are currently a part of a family case and are placed in an out of home placement with a relative or like-kin. Once the decision has been made for the child to achieve permanence through a guardianship that is eligible for the Subsidized Guardianship program, the child is deactivated from the biological family case for reason of 'Subsidized Guardianship' similar to how a child is deactivated from a case for reason of 'TPR.' Once a child is deactivated, an overnight process will end the current Out of Home Placement in the biological family case and will create a Subsidized Guardianship Service in the Subsidized Guardianship case. The following eWiSACWIS information supports the Subsidized Guardianship program and the creation of the Subsidized Guardianship case.

1. From your desktop, go up to Create > Case Work or click the Case Work button . This will open the Create Case Work page.
2. On the Create Case Work page, select Subsidized Guardianship Agreement from the Agreements/Notices drop-down. Select the appropriate Case and the Case Participant. Click Create. This will open the Subsidized Guardianship Agreement page.

**Note:** The Subsidized Guardianship Agreement can only be created in the case that houses the Out of Home Placement and only if a CANS was created for that placement.



- The Agreement Information group box captures basic information about the Subsidized Guardianship Agreement. The Case Participant and Agreement Type fields pre-fill based on the selections made on the Create Case Work page. The Provider name field pre-fills with the name of the provider the child is currently placed with or last placed with. The Estimated End Date field is pre-filled with the child's 18<sup>th</sup> birthday. The Date of Agreement is required. Enter the date. The Provider Relationship is required. Select the Provider Relationship (see the associated Details flare for additional information). The Description field is required and used to capture a description of the Provider Relationship. If applicable, type the name of the Subsequent Guardian in the Subsequent Guardian field. The agreement payment amount in the Agreement Amount field is system derived from the total of the Basic, Supplemental, and Exceptional amounts.

**Note:** The provider associated with the agreement will automatically have the subsidized guardianship service type associated with it once the agreement is approved if the provider status is open. If the provider status is not open, the service type will need to be manually added. An overnight eWiSACWIS process will use the agreement information to setup the effective date, provider, and payment amount in the Subsidized Guardianship case once the child is deactivated from the biological case.

Subsidized Guardianship Agreement - Windows Internet Explorer

**eWiSACWIS** TM Print Spell Check Help

### Agreement Information

Case Participant: [Breaker, Boy \(9226064\)](#) Date of Agreement: 00/00/0000

Agreement Type: Subsidized Guardianship Agreement Estimated End Date: 02/02/2018

Provider Name: [Breaker, Auntie \(9221774\)](#) Agreement Amount: \$0.00

Provider Relationship: [Dropdown] Details County: Green

Description: [Text Area]

Subsequent Guardian: [Text Area]

### Supplemental Rate

CANS Effective Date: 10/03/2011 Supplemental Points: 10 Supplemental Rate: \$55.00

### Payment Information

Basic: \$0.00

Supplemental: \$55.00

Exceptional: \$0.00

Payment Justification: [Text Area]

Options: [Dropdown]

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- The data in the Supplemental Rate group box is system derived based on the child's most recently approved CANS linked to the child's most recently approved placement. In the Payment Information group box, the Basic field is pre-filled based on the uniform foster care rate for the child's age as of the Date of Agreement. Selecting the Exceptional checkbox will require an exceptional amount to be entered and a Payment Justification. Under Options, select Subsidized Guardianship Agreement to open the template. Select the Approval option via the Options drop-down and click Go to approve the agreement. Click Save and Close.

Subsidized Guardianship Agreement - Windows Internet Explorer

**eWiSACWIS** TV Print Spell Check Help

**Agreement Information**

Case Participant: [Creaker, Doy \(9220004\)](#) Date of Agreement: 10/10/2011

Agreement Type: Subsidized Guardianship Agreement Estimated End Date: 02/02/2016

Provider Name: [Creaker, Auntie \(9221774\)](#) Agreement Amount: \$455.00

Provider Relationship: Like-Kin Details County: Green

Description: Maternal aunt

Subsequent Guardian:

**Supplemental Rate**

CANS Effective Date: 10/03/2011 Supplemental Points: 10 Supplemental Rate: \$55.00

**Payment Information**

Basic: \$400.00

Supplemental: \$55.00

Exceptional: \$0.00

Payment Justification:

Options:

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- Additional pieces of work surrounding the Subsidized Guardianship case are: Legal Action, Legal Status, Court Documents, Imaging, etc. From your desktop, open the child's Legal Record.

eWiSACWIS

**eWiSACWIS** Case Work Provider Work Search Refresh Print

Create Maintain Utilities Adoption Search Help

CPS Family - Initial Assessment 02/25/2009 Green, Supervisor Milwaukee-Region 1 FSL: High

**Breaker, Mom (9222748) Actions**

Child Welfare 10/03/2011 Green, Supervisor Green - Monroe 123 Main Street , Abbotsford, WI 54405

- Access Reports
- Assets and Income
- Assignment
- Eligibility
- Legal
- Legal Record**

Breaker, Boy 9226064 Guard. to Relative/Caretaker (48.977)

- Placements
- Planning
- Related People

**Brown, Bryan (9221842) Actions**

CPS Family - Ongoing 04/04/2006 Cake, Caitlin M. Milwaukee-Region 2 123 Mystreet , Wabeno, WI 54566 FSL: Low

- On the Legal Record page, click the Create Legal Action button.

Legal Record - Windows Internet Explorer

**eWiSACWIS** Print Spell Check Help

**General Information**

Participant Name: Breaker, Boy Person ID: 9226064 Participant DOB: 02/02/2000  
Case Name: Breaker, Mom Case ID: 9222748

**Legal Record**

Legal Action	Date	Edit	Create Legal Status
Legal Action: Guardianship Petition	Date: 01/01/2011	<a href="#">Edit</a>	<a href="#">Create Legal Status</a>
Legal Status Result	New Legal Status	Hearing Date	
Petition Granted	Guard. to Relative/Caretaker (48.977)	11/15/2010	<a href="#">Edit</a>

Legal Action	Date	Edit	Create Legal Status
Legal Action: Temporary Physical Custody Hearing	Date: 10/01/2010	<a href="#">Edit</a>	<a href="#">Create Legal Status</a>
Legal Status Result	New Legal Status	Hearing Date	
Request Granted	Temporary Physical Custody with Agency	10/31/2010	<a href="#">Edit</a>

**Legal Documents**

Legal Document Name	Role in the Document	Created	Approved

[Create Legal Action](#) [Print Record](#) [Save](#) [Close](#)

Done Local intranet | Protected Mode: Off 100%

7. On the Copy Legal Action page, click Create.

The screenshot shows a web browser window titled "Legal Action Copy -- Webpage Dialog". The application header features the "eWiSACWIS" logo and navigation icons for Print, Spell Check, and Help. The main content area is divided into two sections: "Case Information" and "Legal Action Selection".

**Case Information**

Case Participant: Breaker, Boy      Person ID: 9226064

**Legal Action Selection**

Legal Action Initiated	Participant	Date	
Guardianship Petition	Breaker, Boy	01/01/2011	<a href="#">Copy</a>
Temporary Physical Custody Hearing	Breaker, Boy	10/01/2010	<a href="#">Copy</a>

At the bottom right of the interface, there are two buttons: "Create" and "Close".

- On the Legal Action page, enter data in the required fields for the Subsidized Guardianship action. Click Save and Close.

Legal Action -- Webpage Dialog

**eWISACWIS** Print Spell Check Help

**General Information**  
 Case Participant: Breaker, Boy Worker: Green, Superviscr [ICVYA qualified experts](#)

**Legal Action Details**  
 Legal Action Initiated: Subsidized Guardianship Court: Circuit  
 Judge: Judge's Name Court 2: Green County Circuit Court, Green County  
 Commissioner: Commissioner's Name Branch: 1  
 Tribal Contact

Court Number(s)			
Year	Code	Court Number	
11	GU	2343	<a href="#">Delete</a>

[Insert](#)

**Legal Action Dates**  
 Legal Action Request / Referred to DA or Corp. Counsel: 10/05/2011  
 Consult Occurred: 00/00/0000  Decision Made Not to File  
 Follow up Information Submitted: 00/00/0000  
 Filed: 00/00/0000

**Additional Information**

Options:  [Go](#) [Save](#) [Close](#)

- On the Legal Record page, click the Create Legal Status hyperlink next to the associated Subsidized Guardianship Legal Action.

**General Information**

Participant Name: Breaker, Boy      Person ID: 9226064      Participant DOB: 02/02/2000  
Case Name: Breaker, Mom      Case ID: 3222748

**Legal Record**

Legal Action	Date	Edit	Create Legal Status
Subsidized Guardianship	10/05/2011	<a href="#">Edit</a>	<a href="#">Create Legal Status</a>
Legal Status Result	New Legal Status	Hearing Date	
Legal Action	Date	Edit	Create Legal Status
Guardianship Petition	01/01/2011	<a href="#">Edit</a>	<a href="#">Create Legal Status</a>
Legal Status Result	New Legal Status	Hearing Date	
Petition Granted	Guard. to Relative/Caretaker (48.977)	11/15/2010	<a href="#">Edit</a>
Legal Action	Date	Edit	Create Legal Status
Temporary Physical Custody Hearing	10/01/2010	<a href="#">Edit</a>	<a href="#">Create Legal Status</a>
Legal Status Result	New Legal Status	Hearing Date	
Request Granted	Temporary Physical Custody with Agency	10/31/2010	<a href="#">Edit</a>

**Legal Documents**

Legal Document Name	Role in the Document	Created	Approved

[Create Legal Action](#) [Print Record](#) [Save](#) [Close](#)

- On the Legal Action Copy page, click the Create button.

**Case Information**

Case Participant: Breaker, Boy      Person ID: 9226064

**Legal Status Selection**

Legal Action Initiated	Result	New Legal Status	Hearing Date	Participant	
Guardianship Petition	Petition Granted	Guard. to Relative/Caretaker (48.977)	11/15/2010	Breaker, Boy	<a href="#">Copy</a>
Temporary Physical Custody Hearing	Request Granted	Temporary Physical Custody with Agency	10/31/2010	Breaker, Boy	<a href="#">Copy</a>

[Create](#) [Close](#)

- On the Legal Status page, enter data in the required fields. Select Guard. To Relative/Caregiver (48.977) for the New Legal Status. Click Save then Close. Then click Close on the Legal Record page to return to your desktop.

Legal Status -- Webpage Dialog

**WisACWIS** Print Spell Check Help

**Case Participant**  
 Name: Breaker, Boy Previous Legal Status: Guard. to Relative/Caretaker (48.977)

**Court Outcome**  
 Legal Action: Subsidized Guardianship Result: Petition Granted  
 Applies To: Child Court: Circuit  
 Judge: Judge's Name Court 2: Green County Circuit Court, Green County  
 Commissioner: Commissioner's Name Branch: 1  
 Tribal Contact:  
 New Legal Status: Guard. to Relative/Caretaker (48.977)  Protective Custody  Under Appeal

**Initial Removal Court Findings**  
 CTW finding made (Continued placement of the child in his or her home would be contrary to the welfare of the child.)  
 REPR finding made (Reasonable efforts finding to prevent the removal of the child from the home were made.)

**Court Numbers**  
 1GU2343

**Legal Status Dates**

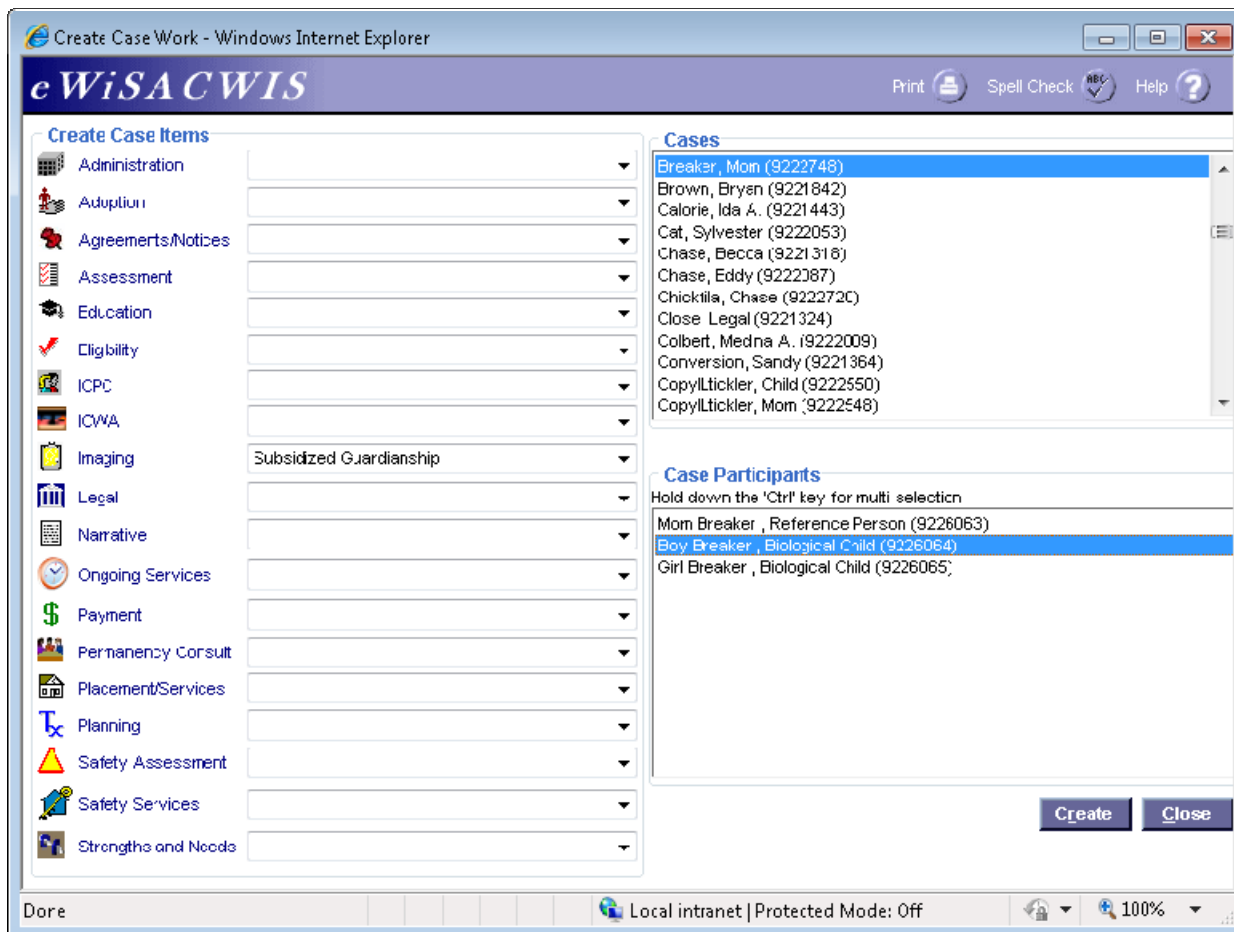
<b>Hearing/Legal Status Date:</b>	10/05/2011	<input checked="" type="checkbox"/> Verified?	Next Court Date:	00/00/0000	<input type="checkbox"/> Verified?
Date Filed/Served:	00/00/0000	<input type="checkbox"/>	Court Report Due:	00/00/0000	<input type="checkbox"/>
Order Expiration Date:	00/00/0000		Court Report Submitted:	00/00/0000	

**Save Close**

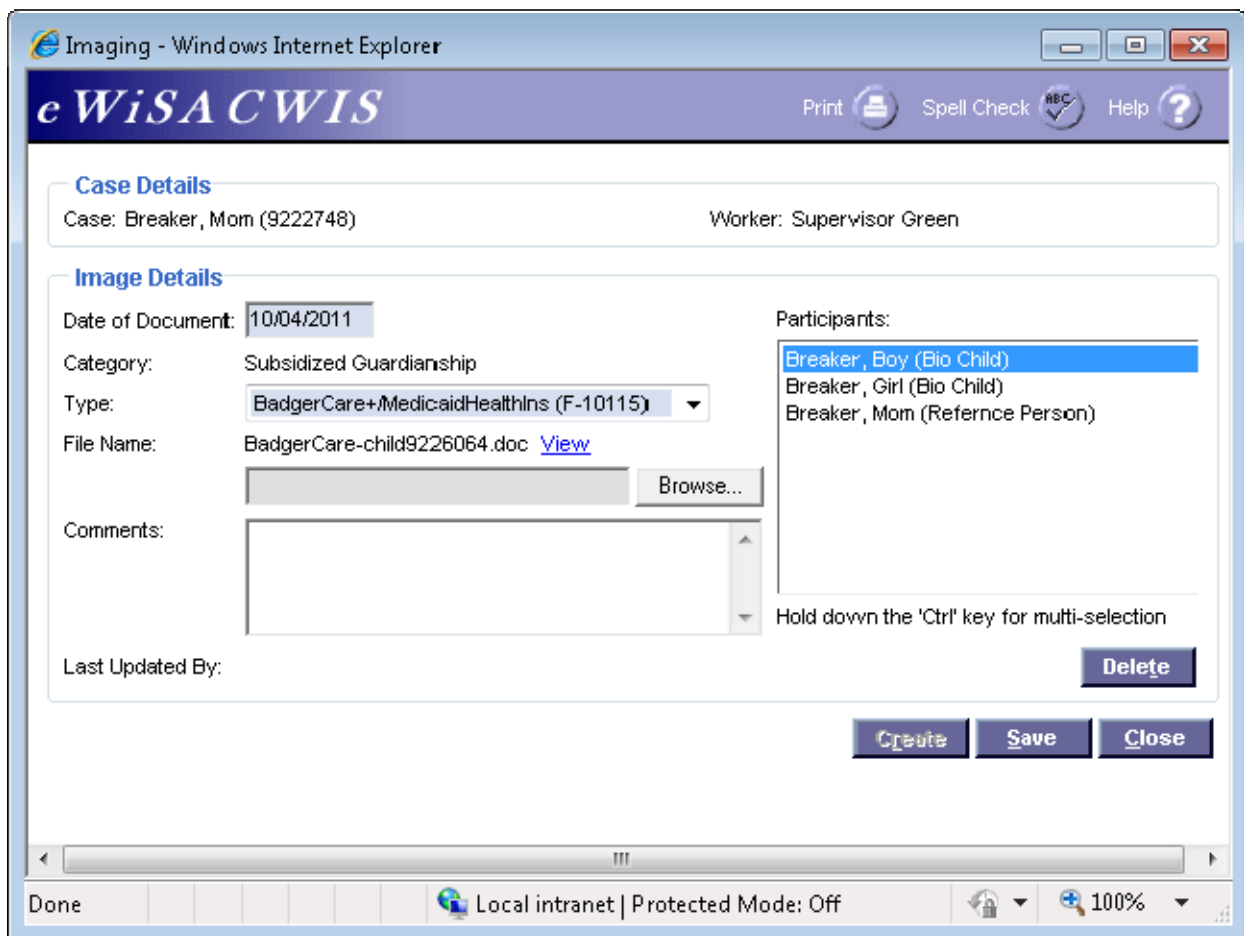


- From your desktop, go up to Create > Case Work or click the Case Work button. This will open the Create Case Work page.
- On the Create Case Work page, select Subsidized Guardianship from the Imaging drop-down. Select the appropriate Case and the Case Participant. Click Create. This will open the Imaging page.

**Note:** The Imaging page can also be accessed via the Imaging Search page. Please see the associated Imaging Quick Reference Guide.



14. For Subsidized Guardianship, imaging records must be created under the Subsidized Guardianship category with a Date of Document that falls within the past 6 months prior to deactivating the child to create the Subsidized Guardianship case. There are 7 types of Subsidized Guardianship documents: BadgerCare+/Medicaid Health Insurance Form (F-10115), Guardianship Order, Initial Court Order, Most Recent Court Order, Signed Subsidized Guardianship Agreement (DCF-F-CFS2365-E), Signed UFCR Setting (DCF-F-CFS834-E), and Signed Subsidized Guardianship Eligibility Determination and Permanency Plan Addendum (DCF-F-2691-E).



15. From your desktop, click on the appropriate case name for the child who is to be deactivated for Subsidized Guardianship. This will open the Maintain Case page.

The screenshot shows the eWiSACWIS web application interface. At the top, there is a header bar with the eWiSACWIS logo and a search box. Below the header, there is a navigation menu with the following options: Create, Maintain, Utilities, Adoption Search, and Help. The main content area displays a list of cases, each with a folder icon, a case name, and a link to 'Actions'. The cases listed are:

- Bradley, Mom (9222577)** Actions  
CPS Family - Initial Assessment 02/25/2009 Green, Supervisor Milwaukee-Region 1 FSL: High
- Breaker, Mom (9222748)** Actions  
Child Welfare 10/03/2011 Green, Supervisor Green - Monroe 123 Main Street , Abbotsford, WI 54405
  - Access Reports
  - Agreements and Notices
  - Assets and Income
  - Assignment
  - Eligibility
  - Legal
  - Placements
  - Planning
  - Related People
- Brown, Bryan (9221842)** Actions  
CPS Family - Ongoing 04/04/2006 Cake, Caitlin M. Milwaukee-Region 2 123 Mystreet , Wabeno, WI 54566 FSL: Low

- On the Maintain Case page, select the DeActivate hyperlink for the child who is to be deactivated for reason of Subsidized Guardianship.

Maintain Case - ID: 9222748 - Windows Internet Explorer

**eWiSACWIS** Print Spell Check Help

**Case: 9222748**

Name:  Case Type:  Status: Open 10/03/2011

County:  SiteRegion:

CARES Case #:  County Case #:   Restricted

**Participants** Address Collaterals Closing/Merge History

**Active Participants**

Name	Hshld	DOB	Gender	Relationship	Legal	Prg		
<a href="#">Ereker, Boy (9226064)</a>	Y	02/02/2000	Male	<input type="text" value="Biological Child"/>	<a href="#">Guard. to Relative/ (48.977)</a>	N	<a href="#">DeActivate</a>	<a href="#">Remove</a>
<a href="#">Ereker, Girl (9226065)</a>	Y	03/03/2007	Female	<input type="text" value="Biological Child"/>	N/A	N	<a href="#">DeActivate</a>	<a href="#">Remove</a>
<a href="#">Ereker, Murr (9226063)</a>	Y	06/01/1977	Female	<input type="text" value="Reference Person"/>	N/A	N	<a href="#">DeActivate</a>	<a href="#">Remove</a>

Number of Household Members: 3

Options:

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17. On the Participant Status page, select 'Subsidized Guardianship' in the Reason drop-down field. The Effective Date field will populate with the date that was entered in the Hearing/Legal Status Date field on the Legal Status page. The date can be modified, but cannot be prior to the Hearing/Legal Status Date recorded on the Subsidized Guardianship legal status record.

**Note:** This Effective Date will be the Begin Date for the Subsidized Guardianship Service that is created by an overnight eWiSACWIS process.

**Participant Status**

Action Requested: DeActivate  
 Name: Breaker, Boy  
 Worker: Supervisor Green  
 Reason: Subsidized Guardianship  
 Date: 10/10/2011  
 Effective Date: 10/05/2011

**New SG Case**

Case Type: Subsidized Guardianship  
 County: Green  
 Site/Region: Green - Monroe

**Participant History**

Status	Effective Date	Reason	Worker
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Save Close

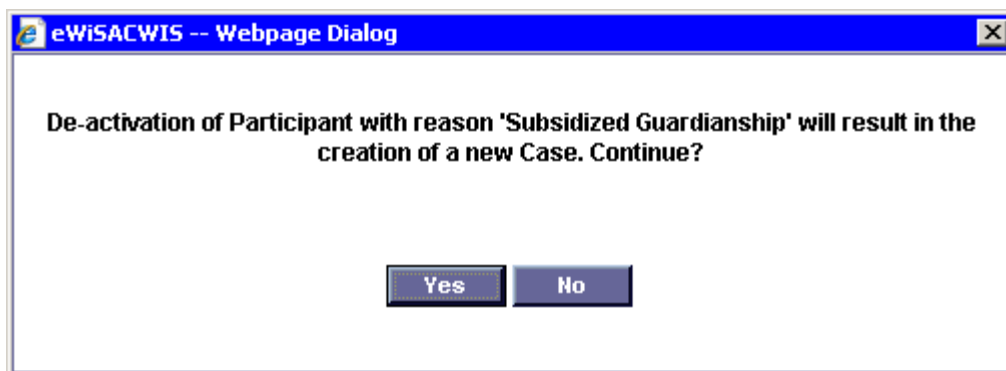
18. In the New SG Case group box, the Case Type, County, and Site/Region will pre-fill from the Maintain Case page. Once you have verified all information is accurate, click Save.

19. Selecting Save will ensure eWiSACWIS has the necessary information to create the Subsidized Guardianship Service. In order to get this information, eWiSACWIS processes the following online edits:

- Edit 1: ensures eWiSACWIS pulls the Subsidized Guardianship provider and the payment amount
- The system verifies the child and case have an approved Subsidized Guardianship Agreement. If the agreement is missing, pending, or not approved the following error message will display: The child's original case is missing a Subsidized Guardianship Agreement, please create/approve a Subsidized Guardianship Agreement for this child prior to deactivating the child for reason of Subsidized Guardianship.

- Edit 2: ensures that AFCARS errors have been corrected
  - The system verifies that the child does not have any AFCARS/Foster Care ticklers. If the child has AFCARS ticklers, the following error message will display: An AFCARS/Foster Care Exception tickler exists for this child. Please correct the exception (to delete the tickler) prior to deactivating the child for reason of Subsidized Guardianship.
  
- Edit 3: ensures that the provider identified on the Subsidized Guardianship Agreement has Subsidized Guardianship Service Types
  - If the provider does not have the Subsidized Guardianship service types, the following error message will display: The Subsidized Guardianship provider is missing an active SG Service Type. Please setup the provider with an active SG service type.
  
- Edit 4: ensures that the child's age is under 18
  - The system verifies that the child is not over the age of 18.
  
- Edit 5: verifies the child and case have the following imaging records created under the Subsidized Guardianship category and the Date of Document falls in the past six months (based on current system date):
  - BadgerCare+/Medicaid Health Insurance Form (F-10115)
  - Guardianship Order
  - Initial Court Order
  - Most Recent Court Order
  - Signed Subsidized Guardianship Agreement (DCF-F-CFS2365-E)
  - Signed UFCR Setting (DCF-F-CFS834-E)
  - Signed Subsidized Guardianship Eligibility Determination and Permanency Plan Addendum (DCF-F-2691-E).
  - If this condition is not met, the following error message will display: The case is missing required Subsidized Guardianship documents. Please add the required documents via the Imaging page.
  
- Edit 6: verifies that the child and case have a legal status record that has a) Legal Action as 'Subsidized Guardianship', b) New Legal Status as 'Guard. To Relative/Caretaker (48.977)', and c) Result as 'Petition Granted'.
  - If this condition is not met, the following error message will display: The case is missing the Subsidized Guardianship legal status record. Please create the appropriate legal status.

20. Once you click the Save button, the following pop up message will appear. Click the Yes button if you want to continue with the Subsidized Guardianship process.



21. Selecting Yes to the above question will automatically create a new case for the child who has been deactivated and will immediately display the Maintain Case page for the new case. In addition, the Subsidized Guardianship case will automatically be assigned to the worker who deactivated the child (and to the State Subsidized Guardianship Default Worker for Milwaukee only) as soon as the above steps are completed. The child's new case will appear on the desktop of the worker that deactivated the child for reason of 'Subsidized Guardianship' (except for Milwaukee County workers). Click Close.

Maintain Case -- Webpage Dialog

**WISACWIS** Print Spell Check Help

Case: 9222749

Name: Breaker, Boy Case Type: Subsidized Guardianship Status: Open 10/05/2011

County: Crocon Site/Region: Crocon - Monroe

CAKES Case #: County Case #:  Restricted

Participants Address Collaterals Closing/Merge History

**Active Participants**

Name	Hshld	DGB	Gender	Relationship	Legal	Prg		
<a href="#">Breaker, Boy (9226064)</a>	U	02/02/2000	Male	Reference Person	N/A	N	<a href="#">DeActivate</a>	<a href="#">Remove</a>

Number of Household Members: 0

Inactive Participants

Options:

22. You will be returned to the Participant Status page. Click Close.

**Participant Status**

Action Requested: DeActivate  
Name: Breaker, Boy  
Worker: Supervisor Green  
Reason: Subsidized Guardianship  
Date: 10/10/2011  
Effective Date: 10/05/2011

**New SG Case**

Case Type: Subsidized Guardianship  
County: Green  
Site/Region: Green - Monroe

**Participant History**

Status	Effective Date	Reason	Worker
Active	10/03/2011	null	Green, Supervisor
(SG)	10/05/2011	Subsidized Guardianship	Green, Supervisor

Save Close

23. You will return to the Maintain Case page where the subsidized guardianship child is now listed as an inactive participant. Click Close to return to your desktop.

Maintain Case - ID: 9222748 - Windows Internet Explorer

**eWISACWIS** Print Spell Check Help

Case: 9222748

Name: Breaker, Mom Case Type: Child Welfare Status: Open 10/03/2011

County: Green Site/Region: Green, Monroe

CARES Case #: County Case #:  Restricted

Participants Address Collaterals Closing/Merge History

**Active Participants**

Name	Hshld	DOB	Gender	Relationship	Legal	Prg		
<a href="#">Breaker, Girl (9226065)</a>	Y	03/03/2007	Female	Biological Child	N/A	N	<a href="#">DeActivate</a>	<a href="#">Remove</a>
<a href="#">Breaker, Mom (9226063)</a>	Y	06/01/1977	Female	Reference Person	N/A	N	<a href="#">DeActivate</a>	<a href="#">Remove</a>

Number of Household Members: 2 **Insert**

**Inactive Participants**

Name	Hshld	DOB	Gender	Relationship	Legal	Prg		
<a href="#">Breaker, Bcy (9226064)</a>	N	02/02/2000	Male	Biological Child	<a href="#">Guard. lu Relative/ (48.977)</a>	N	<a href="#">(SG)</a>	

Options:  **Go** **Save** **Close**

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24. The information specific to the child in the family case will be copied over to the child's Subsidized Guardianship case through an overnight eWiSACWIS process. The process ends the Out of Home Placement in the biological family case and creates a Service with a Subsidized Guardianship service type in the Subsidized Guardianship case. The process also creates an Adoption Funding Determination record in the Subsidized Guardianship case. To access the Subsidized Guardianship case (without the information copied over yet), refresh your desktop by clicking the Cases icon.

The screenshot displays the eWiSACWIS web application interface. At the top, there is a navigation bar with the eWiSACWIS logo and several utility icons: Home, RSS, Email, Print, Page, and Safety. Below this is a secondary navigation bar with icons for Case Work, Provider Work, Search, Refresh, Print, and Help. A main menu bar contains the following items: Create, Maintain, Utilities, Adoption Search, and Help.

The main content area shows a list of cases with the following details:

- CPS Family - Initial Assessment** 02/20/2008 Green, Supervisor Milwaukee-Region 1 FSL: High
  - Breaker, Boy (9222749)** Actions
    - Subsidized Guardianship 10/05/2011 Green, Supervisor Green - Monroe 123 Main Street , Abbotsford, WI 54405
    - Assets and Income
    - Assignment
    - Eligibility
    - Planning
    - Related People
  - Breaker, Mom (9222748)** Actions
    - Child Welfare 10/03/2011 Green, Supervisor Green - Monroe 123 Main Street , Abbotsford, WI 54405
    - Access Reports
    - Agreements and Notices
    - Assets and Income
    - Assignment
    - Eligibility
    - Legal
    - Placements
    - Planning
    - Related People
  - Brown, Bryan (9221842)** Actions
    - CPS Family - Ongoing 04/04/2006 Cake, Caitlin M. Milwaukee-Region 2 123 Mystreet , Wabeno, WI 54566 FSL: Low

25. Once the overnight process has occurred, you can access the Subsidized Guardianship case with the copied information.

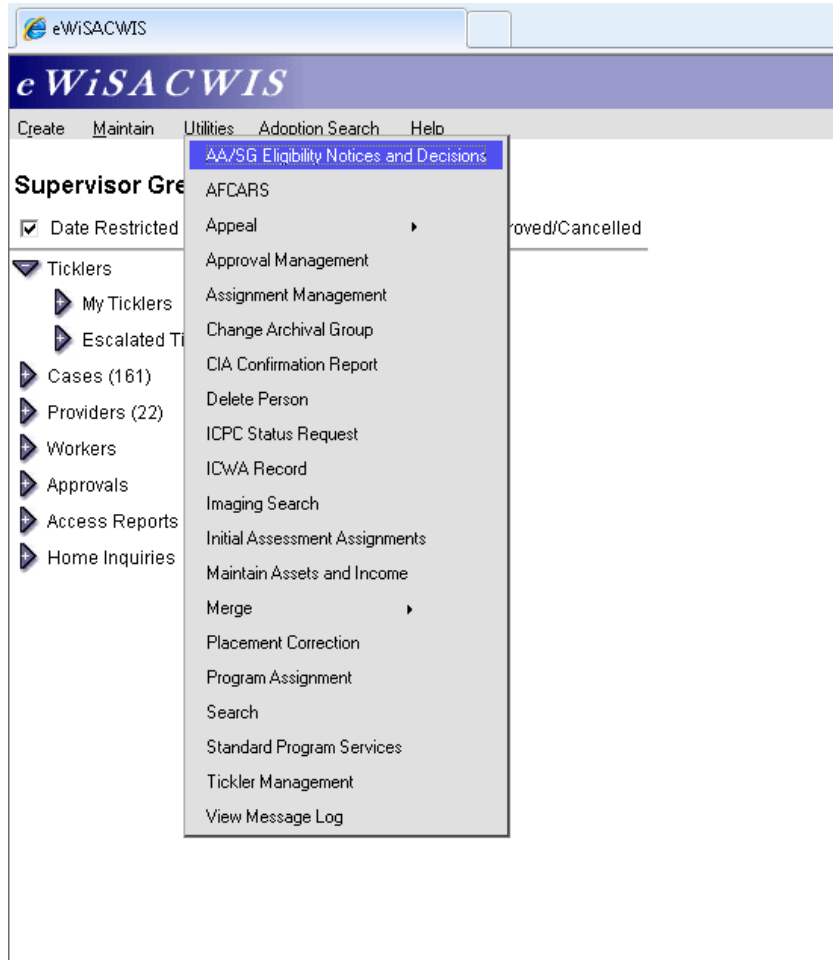
The screenshot displays the eWiSACWIS web application interface. At the top, there is a navigation bar with the application name 'eWiSACWIS' and a search bar. Below this is a header with the 'eWiSACWIS' logo and several utility icons: 'Case Work', 'Provider Work', 'Search', 'Refresh', and 'Print'. A secondary navigation bar contains links for 'Create', 'Maintain', 'Utilities', 'Adoption Search', and 'Help'.

The main content area shows a list of cases. The first case is 'CPS Family - Initial Assessment' dated 02/25/2009, with status 'Green, Supervisor' and location 'Milwaukee-Region 1'. Below it is a folder icon for 'Breaker, Boy (9222749)' with an 'Actions' link. This folder contains several sub-items: 'Subsidized Guardianship' (10/05/2011, Green, Supervisor, Green - Monroe, 123 Main Street, Abbotsford, WI 54405), 'Assets and Income', 'Assignment', 'Eligibility', 'Legal', 'Planning', 'Related People', and 'Services'. Under 'Services', there is an 'Open Services' section with a link for 'Service - Subsidized Guardianship' dated 10/05/2011, involving 'Breaker, Auntie' and 'Breaker, Boy', with status 'Green' and 'Approved'.

The second case is 'Breaker, Mom (9222748)' with an 'Actions' link. This folder contains: 'Child Welfare' (10/03/2011, Green, Supervisor, Green - Monroe, 123 Main Street, Abbotsford, WI 54405), 'Access Reports', 'Agreements and Notices', 'Assets and Income', 'Assignment', 'Eligibility', 'Legal', and 'Placements'. Under 'Placements', there is a 'Closed Placements' section with a link for 'Out of Home Placement - Foster Home (5-11 years old)' dated 10/03/2011 to 10/04/2011, involving 'Breaker, Auntie' and 'Breaker, Boy', with status 'Green' and 'Transfer of Guardianship Relative' and 'Closed'. Below this is a link for 'CANS Out of Home' dated 10/03/2011, involving 'Breaker, Boy', with status 'Approved'. Finally, there is a link for 'Foster Care Rate' of \$482.50 dated 10/03/2011 to 10/04/2011, involving 'Breaker, Boy', with status 'Transfer of Guardianship Relative' and 'Closed'.

## Subsidized Guardianship Notices and Decisions

1. There are two forms that are must be sent out to the subsidized guardians. To access these forms, select Utilities > AA/SG Eligibility Notices and Decisions.



- On the AA/SG Eligibility Notices and Decisions page, select the Document Name of Advance Notice of Termination of Subsidized Guardianship At Age 18. The page will refresh and identify those children from your county that are expected to turn 18 in 120 days. Select the Select All checkbox to select all or select the checkbox next to each of the children you will be sending the notification for. After your selections have been made, click the Print button. This will open the documents for all of the children.

**Note:** This notice is used to collect high school information for the purpose of determining continued eligibility for Subsidized Guardianship after a child turns 18 years of age.

The screenshot shows a web browser window titled "AA/SG Eligibility Notices and Decisions - Windows Internet Explorer". The page header includes the "eWISACWIS" logo and navigation icons for TM, Print, Spell Check, and Help. The main content area displays a form with a "Document Name" dropdown set to "Advance Notice of Termination of Subsidized Guardianship At Age 18" and a "County" field set to "Kenosha". Below this is a "Create Template" section with a "Select All" checkbox (unchecked) and a "Split Payment" link. A table lists two children:

<input type="checkbox"/>	<a href="#">Split Payment</a>	<a href="#">Payee Name</a>	<a href="#">Child Name</a> ▲	<a href="#">Turns 18</a>	<a href="#">Graduation Date</a>	<a href="#">Case ID</a>	<a href="#">Decision</a>	
<input checked="" type="checkbox"/>		Private Provider	SG, Daughter	07/05/2011		9222484	n/a	<a href="#">Delete</a>
<input type="checkbox"/>		Private Provider	SG, Son	07/05/2011		9222483	n/a	<a href="#">Delete</a>

At the bottom right of the table area are buttons for "Print", "Save", and "Close". The browser's status bar at the bottom shows "Done", "Trusted sites | Protected Mode: Off", and a zoom level of "100%".

- Click the Print button to print all of the notifications. Then click the Close and Return to eWiSACWIS button.

**ADVANCE NOTICE OF TERMINATION OF SUBSIDIZED GUARDIANSHIP AT AGE 18**

**Use of form:** This form is voluntary and is used to collect high school information for the purpose of determining continued eligibility for Subsidized Guardianship after a child turns 18 years of age. Personally identifiable information on this form is used to verify the information necessary for providing benefits and will be used only for this purpose.

**IN ORDER TO DETERMINE IF YOUR CHILD IS ELIGIBLE FOR SUBSIDIZED GUARDIANSHIP AFTER AGE 18, COMPLETE AND RETURN THIS FORM BY DUE DATE: 08/14/2011**

Provide Guardian's Names and Address Below: Today's Date: 06/21/2011

**Child Information**

Name: SG, Daughter  
 Birthdate: 07/05/1993  
 18<sup>th</sup> Birthdate: 07/05/2011  
 Case ID Number: 9222484

**PRIVATE PROVIDER**  
**1111 W**  
**MADISON WI**

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**Mail or fax form to: Subsidized Guardianship Accountant, DCF, P.O. Box 8916, Madison, WI 53708.**  
**Fax Number: (608) 264-6750 Telephone Number: (608) 666-5532**

Name of high school your child attends: \_\_\_\_\_  
 Date of expected graduation from high school: \_\_\_\_\_ (mm/yyyy)

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Will your child be in a full-time high school / GED program after age 18?
<input type="checkbox"/>	<input type="checkbox"/>	Will you be supporting your child after age 18?
<input type="checkbox"/>	<input type="checkbox"/>	Is your child married? If "Yes", date of marriage: _____ (mm/yyyy)
<input type="checkbox"/>	<input type="checkbox"/>	Has your child entered the military? Date of military enlistment: _____ (mm/dd/yyyy)

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**WHAT ARE THE REQUIREMENTS FOR A CHILD TO QUALIFY FOR SUBSIDIZED GUARDIANSHIP AFTER AGE 18?**

Your child must meet **ALL** of the following conditions to be eligible for Subsidized Guardianship (payment and Medical Assistance) after age 18:

- Your child is attending high school or a GED program full-time after age 18.
- You are supporting your child.

Page: 1 of 1 | Words: 447

- On the AA/SG Eligibility Notices and Decisions page, click the Save button. This will remove the notifications from the list and update the AA/SG Eligibility Notices and Decisions Template History group box on the Adoption Assistance After Age 18 page and indicate they have been sent/printed.

**Note:** If the notice should not be sent, click the Delete hyperlink next to the associated notice. Click Yes to the pop-up to permanently remove the notice. This will remove the notice from the list and no copy will be saved.

- On the AA/SG Eligibility Notices and Decisions page, select the Document Name of Notice of Decision on Subsidized Guardianship Eligibility Status After 18. The page will refresh and identify those children from your county that are expected to turn 18 in 60 days. Select the Select All checkbox to select all or select the checkbox next to each of the children you will be sending the notification for. After your selections have been made, click the Print button. This will open the documents for all of the children.

**Note:** This form is used to notify guardians of their child’s eligibility for Subsidized Guardianship after a child turns 18 years of age.

The screenshot shows the 'AA/SG Eligibility Notices and Decisions' page in a Windows Internet Explorer browser. The page title is 'eWISACWIS'. The document name is 'Notice of Decision on Subsidized Guardianship Eligibility Status After 18' and the county is 'Kenosha'. There is a 'Create Template' section with a 'Select All' checkbox. Below it is a table with the following data:

<input type="checkbox"/>	Split Payment	Payee Name	Child Name ▲	Turns 18	Graduation Date	Case ID	Decision	
<input checked="" type="checkbox"/>		Private Provider	SG, Daughter	07/05/2011		9222484	Stop 18	<a href="#">Delete</a>
<input type="checkbox"/>		Private Provider	SG, Son	07/05/2011		9222483	Stop 18	<a href="#">Delete</a>

At the bottom of the table area are 'Print', 'Save', and 'Close' buttons. The browser status bar at the bottom shows 'Done', 'Trusted sites | Protected Mode: Off', and '100%' zoom.

6. Click the Print button to print all of the notifications. Then click the Close and Return to eWiSACWIS button.

999999.0.rtf [Read-Only] [Compatibility Mode] - Microsoft Word

File eWiSACWIS

Print Cut Copy Paste Zoom Spell Check Copy From Bookmarks Close and Return to eWiSACWIS

**Notice of Decision on Subsidized Guardianship Eligibility Status After 18**

**Use of form:** This form is used to notify guardians of their child's eligibility for Subsidized Guardianship after a child turns 18 years of age. Personally identifiable information on this form is used to verify the information necessary for providing benefits and will be used only for this purpose.

Provide Guardian's Names and Address Below: Today's Date: 06/21/2011

**Child Information**

Name: SG, Daughter  
Birthdate: 07/05/1993  
18<sup>th</sup> Birthdate: 07/05/2011  
Case ID Number: 9222484

**PRIVATE PROVIDER**  
**1111 W**  
**MADISON WI**

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BASED ON THE INFORMATION YOU PROVIDED, YOUR CHILD'S ELIGIBILITY FOR CONTINUED SUBSIDIZED GUARDIANSHIP IS INDICATED BELOW:

- I. Subsidized Guardianship (payment and Medical Assistance) will end the month of your child's 18<sup>th</sup> birthday. Your last payment will be in July 2011. Your child graduated from high school in     .
- II. Subsidized Guardianship (payment and Medical Assistance) will end                     , the month of your child's graduation from high school. Your last payment will be in                     .
- III. Subsidized Guardianship (payment and Medical Assistance) will end the month of your child's 19<sup>th</sup> birthday. Your last payment will be in                     .

Page: 1 of 1 Words: 322 100%

7. On the AA/SG Eligibility Notices and Decisions page, click the Save button. This will remove the notifications from the list and update the AA/SG Eligibility Notices and Decisions Template History group box on the Adoption Assistance After Age 18 page and indicate they have been sent/printed.

**Note:** If the notice should not be sent, click the Delete hyperlink next to the associated notice. Click Yes to the pop-up to permanently remove the notice. This will remove the notice from the list and no copy will be saved.

8. The Adoption Assistance After 18 page shows a history of the Subsidized Guardianship notices and decisions. To access the Adoption Assistance After 18 page, from your desktop expand the Subsidized Guardianship case and the Eligibility icon.

**eWiSACWIS - Windows Internet Explorer**

**eWiSACWIS** Case Work Provider Work

Create Maintain Utilities Adoption Search Help

**Caitlin Cake's Desktop**

Date Restricted  Participant View  View Not Approved/Cancelled

Ticklers

Cases (2)

- Apple, Boy ( 9222600 ) Actions**  
Subsidized Guardianship 07/31/2011 Cake, Caitlin Kenosha - DCFS
  - Assets and Income
  - Assignment
  - Eligibility
    - Adoption Assistance After 18 Apple, Boy
    - Adoption Funding Determination 07/31/2011 Apple, Boy
    - Title IV-E Eligibility Determination 05/10/2010 Apple, Boy
  - Legal
  - Related People
  - Services
- Apple, Mom ( 9222580 ) Actions**  
Child Welfare 07/31/2011 Cake, Caitlin Kenosha - DCFS

Providers (1)

**Adoption Assistance After 18 - Windows Internet Explorer**

**eWiSACWIS** Print Spell Check Help

**Child Information**

Child Name: [SG, Daughter \(9226832\)](#) DOB: 07/05/1993 Age: 18 SSN: 123-12-1234

**High School Information**

High School Name:

Anticipated high school graduation date:

Date first High School Information form signed:

Date last High School Information form signed:

**Eligibility After Age 18**

Continuation of Adoption Assistance After Age 18

**Eligibility After Age 19**

Continuation of Adoption Assistance After Age 19

**AA/SG Eligibility Notices and Decisions Template History**

Document Name	Created	Decision	Printed	Not Printed
<a href="#">Advance Notice of Termination of Subsidized Guardianship At Age 18</a>	04/07/2011	n/a	04/08/2011	
<a href="#">Notice of Decision on Subsidized Guardianship Eligibility Status After 18</a>	04/07/2011	Stop 18	04/08/2011	

Done Trusted sites | Protected Mode: Off 100%

## Reactivating a Child After Subsidized Guardianship Ends

When a Subsidized Guardianship case is closed, the 'ReActivate' hyperlink will appear in the biological family case (Inactivate Participants group box). Select the ReActivate hyperlink to open the Participant Status page. Once the Participant Status page is completed and saved, the child's status will change to 'Active' which will allow workers to create case work for the child again in the family case.

The screenshot shows the 'Maintain Case' page for Case ID 922580 in a Windows Internet Explorer browser. The page title is 'eWiSACWIS'. The case details include: Name: Apple, Mom; Case Type: Child Welfare; Status: Open 07/31/2011; County: Kenosha; Site/Region: Kenosha - DCFS. There are input fields for CARES Case # and County Case #, and a 'Restricted' checkbox.

The 'Participants' section is active, showing a table of participants. Below the table, it indicates 'Number of Household Members: 2' and an 'Insert' button.

The 'Inactive Participants' section is also visible, showing a table with one entry: Apple, Boy (9226912). This entry has a 'ReActivate' link in the 'Prg' column.

At the bottom, there are 'Options', 'Go', 'Save', and 'Close' buttons. The browser status bar shows 'Trusted sites | Protected Mode: Off' and a zoom level of 100%.

Name	Hshld	DOB	Gender	Relationship	Legal	Prg		
<a href="#">Apple, Girl (9226913)</a>	Y	02/10/2003	Female	Biological Child	N/A	N	<a href="#">DeActivate</a>	<a href="#">Remove</a>
<a href="#">Apple, Mom (9226911)</a>	Y	05/16/1978	Female	Reference Person	N/A	N	<a href="#">DeActivate</a>	<a href="#">Remove</a>

Name	Hshld	DOB	Gender	Relationship	Legal	Prg		
<a href="#">Apple, Boy (9226912)</a>	N	01/14/2008	Male	Biological Child	<a href="#">Guard. to Relative! (48.977)</a>	N	<a href="#">ReActivate</a>	