

Subsidized Guardianship Amended Agreement (Successor)

Introduction

A Subsidized Guardian(s) can name a Successor Guardian(s) should they become incapacitated or die. This allows the child to be placed with the Successor upon death or incapacitation of the Subsidized Guardian(s) as long as the Successor was named on the agreement at the time of death/incapacitation. A child can be placed directly with the Successor Guardian(s), or return to Out of Home care and subsequently be placed with the Successor Guardian(s).

- **Should this occur, contact the DCF Subsidized Guardianship policy contact for guidance.**
- **Please contact the eWiSACWIS Help Desk prior to entering in eWiSACWIS if you unsure of the workflow. Failure to follow the correct steps may prevent completion.**

Entering a Successor Guardian(s)

Note: Case assignment is required in order to amend a Successor Guardian(s) on a Subsidized Guardianship Agreement.

1. From the desktop, select the Subsidized Guardianship Case and open the Subsidized Guardianship agreement.

Abby, Art J. (9221326)

Case details:
CPS Family - Ongoing
BMCW-Agency-CSSW
Open OHP exists for associated participant(s)

Case address:
111 Penntown Rd
Baraboo, WI 53913

Primary worker:
Cake, Caitlin C. (Supervisor)
(123) 456-7890
ccake@wisconsin.gov

Actions:
Please select an action ▾

View case information

- Access Reports
- Administration
- Agreements and Notices
- Assessments
- Assets and Income
- Assignments
- Background Checks
- Case/Permanency Plan
- Eligibility
- ICPC
- ICWA
- Legal
- Narratives
- Payments
- Placements
- Planning
- Related People
- Safety
- Services
- Youth Justice

Agreements and Notices

Images (11)				
Subsidized Guardianship Agreement	02/16/2023	Ableman, Sara		\$226.00
Subsidized Guardianship Agreement	07/02/2020	Lulea, Kiddo		\$226.00

- On the Subsidized Guardianship Agreement page, select 'Successor Guardian Maintenance' from the Options drop-down and click Go to open the Successor Guardian Maintenance page.

Subsidized Guardianship Agreement - Work - Microsoft Edge

eWiSACWIS TM Print Help

Agreement Information

Case Participant: [Ableman, Sara \(9222046\)](#) Date of Agreement: 02/15/2023

Agreement Type: Subsidized Guardianship Agreement Estimated End Date: 04/12/2024

Provider Name: [Brown, LeRoy \(9221465\)](#) Agreement Amount: \$226.00

County: Milwaukee

Successor Guardian 1: New Successor Successor Guardian 2: New Successor

Supplemental Rate

CANS Effective Date: 06/01/2020 Supplemental Points: N/A Supplemental Rate: N/A

Payment Information

Basic: \$226.00
 Supplemental: N/A
 Exceptional: N/A

Options:

Actions
 Approval
 Agreement Ending
 Successor Guardian Maintenance
 Text
 Subsidized Guardianship Agreement

Go Save Close

3. If available, any previously named Successor Guardian(s) will display in the Successor Guardian Amendment History group box. Click Insert to enter a new Successor(s).

The screenshot shows a web application window titled "Subsidized Guardianship Agreement - Work - Microsoft Edge". The main header is "Successor Guardian Maintenance" with "Print" and "Help" icons. The "Basic" section contains the following information: Case: [Abby Art \(9221326\)](#), Person: [Ableman, Sara \(9222046\)](#), DOB: 04/12/2006, Age: 16. The "Successor Guardian Amendment History" section shows "Updated on: 02/17/2023 By: Cake, Caitlin C." and a checkbox for "Made in Error". Below this, there are two input fields for "Successor Guardian 1" and "Successor Guardian 2", both containing the text "New Successor". At the bottom right, there is a blue "Insert" button circled in red, and "Save" and "Close" buttons at the very bottom.

4. Enter the name(s) of the New Successor Guardian(s).

The screenshot shows the same web application window. The "Successor Guardian Maintenance" section is now active. It shows "Updated on:" and "By:" fields. A "Delete" link is visible. Below, there are two input fields for "New Successor Guardian". The first field, labeled "1:", contains the text "Cardinal Red". The second field, labeled "2:", contains the text "Rooster Red". A blue "Insert" button is located at the bottom right of this section.

- Click Insert and select 'Amended Subsidized Guardianship Agreement' from the Type drop-down. Click [Text](#) to launch the template.

The screenshot shows the 'Successor Guardian Maintenance' page in a Microsoft Edge browser. The page title is 'Subsidized Guardianship Agreement - Work - Microsoft Edge'. The page has a dark blue header with 'Print' and 'Help' icons. Below the header is a 'Basic' section with fields for Case: [Abby, Art \(9221326\)](#), Person: [Ableman, Sara \(9222046\)](#), DOB: 04/12/2006, and Age: 16. The main section is titled 'Successor Guardian Maintenance' and shows 'Updated on: 02/17/2023 By: Cake, Caitlin C.' with a 'Delete' link. There are two input fields for 'New Successor Guardian': '1: Cardinal Red' and '2: Rooster Red'. Below these is a table with columns: 'Type', 'Date Sent/Received', and 'Image/Document'. The 'Type' dropdown is highlighted with a red box and shows 'Amended Subsidized Guardianship Agreement' selected. A tooltip 'Opens selected Document' is visible over the 'Text' link in the 'Image/Document' column. An 'Insert' button is at the bottom right.

- Enter any required information, print, and click Close and Return to eWiSACWIS.
- On the Successor Guardian Maintenance page, click Save. The Date Sent/Received will automatically show today's date.

The screenshot shows the 'Successor Guardian Maintenance' page after saving. The 'Type' dropdown is still highlighted with a red box, and the 'Date Sent/Received' field now contains the date '02/17/2023'. The 'Image/Document' column now has a 'View' link instead of a 'Text' link. The 'Insert' button remains at the bottom right.

Note: The SG Agreement will not be updated with the successor name(s) until a signed Amended Subsidized Guardianship Agreement to Include Successor Guardian(s) template is scanned and image uploaded to eWiSACWIS.

- To add the Signed Amended Subsidized Guardianship Agreement image, go to the Successor Guardian Maintenance page via the Subsidized Guardianship Agreement, or by clicking on [SG Amended Agreement \(Successor\)](#) from the outliner.

Abby, Art J. (9221326)

Case details:
CPS Family - Ongoing
BMCW-Agency-CSSW
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111 Penntown Rd
Baraboo, WI 53913

Primary worker:
Cake, Caitlin C. (Supervisor)
(123) 456-7890
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Actions:
Please select an action ▼

View case information

- Access Reports
- Administration
- Agreements and Notices
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Agreements and Notices

- Images (11)
- Subsidized Guardianship Agreement
- SG Amended Agreement (Successor)

02/15/2023	Ableman, Sara	\$226.00
02/17/2023	Cardinal Red	Rooster Red

- Click Insert on the Successor Guardian Maintenance page, and select the ‘Signed Amended Subsidized Guardianship Agreement’ for the Type. Click the [Imaging Search](#) hyperlink to add the signed agreement.

Successor Guardian Maintenance - Work - Microsoft Edge

eWiSACWIS Print Help

Basic

Case: [Abby, Art \(9221326\)](#) Person: [Ableman, Sara \(9222046\)](#) DOB: 04/12/2006 Age: 16

Successor Guardian Maintenance

Updated on: 02/17/2023 By: Cake, Caitlin C. [Delete](#)

New Successor Guardian

1: 2:

Type	Date Sent/Received	Image/Document	
Amended Subsidized Guardianship Agreement	02/17/2023	View	
Signed Amended Subsidized Guardianship Agreement			Delete Imaging Search

[Insert](#)

- Once the image has been added, a [View](#) hyperlink is available to launch the agreement. Once completed, click Save. The following message will display. Click Yes to complete and return to the Successor Guardian Maintenance page.

eWiSACWIS -- Webpage Dialog

The Successor Guardian name(s) will prefill into the Subsidized Guardianship Agreement page and the image will become disabled.

[Yes](#) [No](#)

11. On the Successor Guardian Maintenance page, rows are now disabled, but the related document and image are viewable.

Successor Guardian Maintenance - Work - Microsoft Edge

eWiSACWIS Print Help

Basic

Case: [Abby Art \(9221326\)](#) Person: [Ableman, Sara \(9222046\)](#) DOB: 04/12/2006 Age: 16

Successor Guardian Amendment History

Updated on: 02/17/2023 By: Cake, Caitlin C. Made in Error

Successor Guardian 1: Successor Guardian 2:

Type	Date Sent/Received	Image/Document
Amended Subsidized Guardianship Agreement	02/17/2023	View
Signed Amended Subsidized Guardianship Agreement	02/17/2023	View

12. The Successor Guardians are now listed on the Subsidized Guardianship agreement.

Subsidized Guardianship Agreement - Work - Microsoft Edge

eWiSACWIS TM Print Help

Agreement Information

Case Participant: [Ableman, Sara \(9222046\)](#) Date of Agreement:

Agreement Type:

Provider Name: [Brown, LeRoy \(9221465\)](#) Estimated End Date:

Agreement Amount:

County:

Successor Guardian 1: Successor Guardian 2:

Supplemental Rate

CANS Effective Date: 06/01/2020 Supplemental Points: N/A Supplemental Rate: N/A

Payment Information

Basic: \$226.00
 Supplemental: N/A
 Exceptional: N/A

Options:

13. Successor Guardian(s) can be entered as many times as requested by the current Subsidized Guardian(s). Repeat the steps above. Once the required documentation has been entered/scanned, any previously named Successor Guardians are removed from the SG Agreement but remain as part of the SG Amended Agreement (Successor) history. The history is also reflected on the outliner.

 **Agreements and Notices**

+ Images (12)			
- Subsidized Guardianship Agreement	02/15/2023	Ableman, Sara	\$226.00
SG Amended Agreement (Successor)	02/17/2023	Cardinal Red	Rooster Red
SG Amended Agreement (Successor)	02/17/2023	New Successor	New Successor
+ Subsidized Guardianship Agreement	07/02/2020	Lulea, Kiddo	\$226.00
+ Subsidized Guardianship Agreement	06/19/2020 - 07/01/2020	Lulea, Kiddo	\$226.00
+ Subsidized Guardianship Agreement	06/15/2020 - 01/01/2023	Ableman, Sara	\$226.00
+ Subsidized Guardianship Agreement	02/01/2018 - 06/01/2020	Ableman, Sara	\$1082.00