

Ending a Subsidized Guardianship

Note: To end a Subsidized Guardianship, assignment to the case is needed.

Note: When the child's Subsidized Guardianship Eligibility Determination is approved with a status of Terminate, the ending of the agreement and service are automated.

1. From your desktop, select the Cases tab. Select View case information for the specific case. Select Eligibility and click the [Subsidized Guardianship Eligibility](#) hyperlink.

Aardvark, Amy B. (9223581) Safe at Home

Case details:
CPS Family - Ongoing
BMCW-Agency-Wellpoint
Intensive In-Home
Open OHP exists for associated participant(s)

Case address:
(222) 222-2222 Ext. 8888

Primary worker:
Abbyie, Amber's A., Sr.
test@test.com

Actions:
Please select an action ▾

View case information

- Access Reports
- Adoption
- Agreements and Notices
- Assessments
- Assets and Income
- Assignments
- Background Checks
- Case/Permanency Plan
- Child/Youth Images
- Education
- Eligibility
- ICPC
- ICWA
- Legal
- Missing Child
- Narratives
- Participant Documents
- Payments
- Permanency Consultation
- Placements
- Planning
- Related People
- Safety
- Serious Incident Notification
- Services
- Youth Justice

Eligibility

Subsidized Guardianship Eligibility	02/01/2023	Aardvark, Amy B.	Continue Payment
Title IV-E Eligibility Determination	03/02/2022	Ace, Flora	

2. On the Subsidized Guardianship Eligibility page, click the Insert button.

Subsidized Guardianship Eligibility - Work - Microsoft Edge

eWiSACWIS TM Print Help

Basic

Child Name: [Aardvark, Amy B. \(9226559\)](#) DOB: 10/10/2003 Age: 19

Eligibility History Notices and Decisions Template History

History

Date	Type	Eligibility Status	Override Decision	Decision Date	
02/01/2023	Child Over 18	Continue Payment			View

View Not Approved/Made in Error

[Save](#) [Close](#)

3. On the Subsidized Guardianship Eligibility Determination page, select 'Change in circumstance(s)' or 'Annual Review' from the Type of Determination drop-down. Enter the Effective Date, answer the change in circumstance(s) or annual review questions, and enter details in any required fields as applicable. Once complete, select 'Approval' from the Options drop-down and click the Go button.

Subsidized Guardianship Eligibility - Work - Microsoft Edge

Subsidized Guardianship Eligibility Determination TM Print Help

Child Information

Child Name: [Aardvark, Amy B. \(9226559\)](#) DOB: 10/10/2003 Age: 19

Type of Determination: Change in circumstance(s) Effective Date: 02/20/2023 Eligibility Status: Pending

Change in circumstance(s)

Question 1:
 Yes No Has the family's address changed? If yes, indicate the date of the change.

Question 2:
 Yes No Has there been a change in the child's guardian? If yes, indicate the date of the change. Date: 02/20/2023
 Due to guardian's death/incapacitation Other (explain below): [Details](#)

Question 3:
 Yes No Has the guardian stopped supporting the child or has legal responsibility for the child ended? If yes, indicate the date of the change.

Question 4:
 Yes No Has the child graduated, completed, or dropped out from a full-time K-12 educational program or its equivalent? If yes, indicate the date of the change.

Question 5:
 Yes No Has the child been removed from the care of the guardian(s) and placed into out-of-home care? If yes, indicate the date of the change.

Question 6:
 Yes No Has there been a change in health insurance benefits? If yes, indicate the date of the change.

Question 7:
 Yes No Has the guardian submitted a written request to terminate the Subsidized Guardianship Agreement? If Yes, indicate the date the documentation was received and requested date of termination.

Options: Actions Approval Go

Save Close

- On the Approval History page, select the Approve radio button and click Continue.

Approval History Print Help

Document Information

Case: Amy B. Aardvark
 Type: SG Eligibility Determination
 Date:

Approval Decision

Approve Reroute Recall/Return Not Approve [Clear](#)

Supervisor Approval

You have completed and are about to approve this piece of work. Do you wish to route this work to the supervisor listed below for future approval? If no, please select "Other" to select the appropriate party.

Supervisor:

Approval History

Worker Name	Status	Date	Action
No records found.			

[Continue](#) [Close](#)

Options: Approval [Go](#)

- Back on the Subsidized Guardianship Eligibility Determination page, click Save and then Close.
- On the Subsidized Guardianship Eligibility page, the Eligibility History tab displays the newly added row with an Eligibility Status of Terminate.

eWiSACWIS TM Print Help

Basic

Child Name: [Aardvark, Amy B. \(9226559\)](#) DOB: 10/10/2003 Age: 19

Eligibility History [Notices and Decisions Template History](#)

History

Date	Type	Eligibility Status	Override Decision	Decision Date	
02/01/2023	Child Over 18	Continue Payment			View
02/20/2023	Change in circumstance(s)	Terminate			View

[Insert](#)

View Not Approved/Made in Error [Save](#) [Close](#)

Note: If the eligibility has been terminated in error, see the Reopening a Subsidized Guardianship Agreement Ended in Error User Guide.

7. On your desktop, the outlier is updated to reflect the decision of Terminate.

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Open OHP exists for associated participant(s)

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Child/Youth Images

Education

Eligibility

ICPC

ICWA

Legal

Missing Child

Narratives

Participant Documents

Payments

Permanency Consultation

Placements

Planning

Related People

Safety

Serious Incident Notification

Services

Youth Justice

Eligibility

Medicaid Eligibility Determination	10/22/2015	Jones-Blahnik, Maryanne A.	Approved
Subsidized Guardianship Eligibility	02/20/2023	Aardvark, Amy B.	Terminate

- Note:** Supervisor approval of the decision is needed prior to task generation and payment being affected.
- Note:** The guardian can appeal the decision to terminate Subsidized Guardianship payments. If there is an appeal, the termination should not be approved until a decision is made by the Division of Hearings and Appeals.
- Note:** Once the 'Terminate as of' date is in the past, a weekly financial process ends the agreement, service, and associated amendment, if applicable.

8. Once the weekly process is complete, the Subsidized Guardianship case can be closed. See the Case Closure Process User Guide.