

eWiSACWIS Checklist to Creating a Subsidized Guardianship Case

- ☐ **Step 1:** Review Permanency Option in Brief with the prospective guardian(s)
 - Have prospective guardian(s) sign the form and retain copy to upload during Step 6
- ☐ **Step 2:** Create the Initial Subsidized Guardianship Eligibility Determination
 - The Eligibility Status must be 'Eligible' to continue
 - Print and sign the Subsidized Guardianship Eligibility Determination and Permanency Plan Addendum template (DCF-F-2691)
 - Supervisor approves the Initial Subsidized Guardianship Eligibility Determination
- ☐ **Step 3:** Review the eligible child's most recently approved CANS and determine if a new assessment is needed
- ☐ **Step 4:** Create the Subsidized Guardianship Agreement
 - Verify the Subsidized Guardianship Agreement Amount (only providers licensed at Level 2+ will receive supplemental and exceptional rate on their agreement)
Note: This amount may be less than the current Foster Care Rate due to differences in the CANS algorithm for Subsidized Guardianship.
 - Insert the name(s) of any successor guardians identified by the prospective guardian(s)
 - Print the Subsidized Guardianship Agreement and review with the prospective guardian(s)
 - Agency representative(s) and prospective guardian(s) sign the Subsidized Guardianship Agreement
 - Supervisor approves the Subsidized Guardianship Agreement
- ☐ **Step 5:** Create the Legal Record
 - Create Legal Action - Subsidized Guardianship
 - Create Legal Status - Guard. To Relative/Caretaker (48.977)
 - Result - Petition Granted
 - Hearing/Legal Status Date – should be the heard date of the guardianship court order (when the judge made all the findings to appoint the child's guardian)
- ☐ **Step 6:** Create the 6 Required Imaging Records
 - [BadgerCare+/Medicaid Health Insurance Information Form](#) (F-10115)* (DHS form)
 - Guardianship Order (JG-1606)* (Dispositional Order Appointing Guardianship (48.977, Wis. Stats.))
 - Initial Court Order (Order that initially granted removal of the child)

- Most Recent Court Order (Order that granted placement and care of the child until it was terminated after the guardian was appointed)
- Signed [Permanency Options in Brief](#) (DCF-F-2797-E)*
- Signed Subsidized Guardianship Agreement (DCF-F-CFS2365-E)*

* The Date of Document must fall within the past 6 months prior to deactivation.

- ☐ **Step 7:** Terminate the child's Permanency Plan & Family Interaction Plan
 - Perm Plan: Reason Plan is no Longer Required - Guardianship
 - FIP: Reason Plan is no Longer Required - (either Transfer of Guardianship Non-Relative or Transfer of Guardianship Relative)
- ☐ **Step 8:** Verify the child's Legal Permanency Status is updated to 'Permanency Achieved' under Permanency Consultation.
- ☐ **Step 9:** Upload the Order Terminating Dispositional Order as Image
 - Select "Legal Document" under Imaging drop-down

DO NOT CLOSE THE CHILD'S OUT OF HOME PLACEMENT!

- ☐
 - **Step 10:** Deactivate the Child on the Family Case if the child is currently residing in another state or is moving out of state, cancel the Medicaid Eligibility Certification and contact the Wisconsin ICAMA program at DCFDSPIICAMA@wisconsin.gov **prior to deactivating** the child for Subsidized Guardianship. If the child is eligible to receive Medicaid benefits in the residence state, this will be coordinated by the ICAMA program.
 - Deactivate Reason – Subsidized Guardianship

Effective Date - prefills with the Hearing/Legal Status entered on the Legal Status page
 The Subsidized Guardianship case is created immediately after deactivation, however, information specific to the child does not copy over from the family case until eWiSACWIS overnight processing occurs. This processing also ends the Out of Home Placement in the family case and creates a Subsidized Guardianship Service in the Subsidized Guardianship case.