

Reopening a Subsidized Guardianship Agreement Ended in Error

Note: Assignment to the case is needed in order to reopen an SG Agreement.

Introduction

Subsidized Guardianship can be reopened when eligibility has been terminated in error and the agreement, service, and associated amendment (if applicable) have been closed by eWiSACWIS overnight processing. The reopen function opens the agreement and service with the same information; no information is changed in this process. An Amended Agreement will only be reopened if one was open at the time the agreement was terminated.

Related User Guides

[Subsidized Guardianship Amended Agreement](#)

[Subsidized Guardianship Continued Eligibility and Related Notices & Decisions](#)

[Subsidized Guardianship Initial Determination & Case Creation](#)

Making the Subsidized Guardianship Termination as 'Made in Error'

In order to reopen a Subsidized Guardianship Agreement, the eligibility determination of 'Terminate' must first be 'Made in Error'.

1. Locate the child's Subsidized Guardianship Eligibility on the case outliner. Click the hyperlink to open the Subsidized Guardianship Eligibility page.

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: <input type="text" value="Please select an action"/>
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View case information

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

Agreements and Notices

- Images (14)
- Subsidized Guardianship Agreement 07/02/2020 Lulea, Kiddo \$226.00
- Subsidized Guardianship Agreement 06/15/2020 - 01/01/2023 Aardvark, Amy B. \$226.00

- On the Subsidized Guardianship Eligibility page, click [View](#) on the Eligibility Status row where the status is 'Terminate'. This should be the most recent status listed on the Eligibility History tab. This opens the Subsidized Guardianship Eligibility Determination page.

Subsidized Guardianship Eligibility - Google Chrome

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

View Not Approved/Made in Error

3. On the Subsidized Guardianship Eligibility Determination page, select 'Made in Error' from the Options drop-down and click Go. Once Go is clicked, the status is changed to 'Made in Error'.

Subsidized Guardianship Eligibility - Google Chrome

Subsidized Guardianship Eligibility Determination

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

Type of Determination: Effective Date: Eligibility Status: Terminate as of 02/20/2023

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:
 Due to guardian's death/incapacitation Other (explain below): [Details](#)
Enter text...

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
- Made in Error**
- Approval

4. If the Eligibility Status change affects payment, the following message will appear as a reminder to create a new Eligibility Determination. Click Yes to continue.

Confirmation

This action will set this subsidized guardianship eligibility determination record to 'made in error'. The child-specific rate will be set to \$0.00. A new subsidized guardianship eligibility determination may need to be created to update the child specific rate on the SG service. Are you sure you want to continue?

5. Click Close on the Eligibility Determination page to return to the Subsidized Guardianship Eligibility page.
6. The Eligibility Status of 'Terminate' is changed to 'Made in Error'.

Subsidized Guardianship Eligibility - Google Chrome

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
02/15/2023	Change in circumstance(s)	Not Approved			View
02/20/2023	Change in circumstance(s)	Made In Error			View

View Not Approved/Made in Error

Note: To view the status that was Made in Error, select the View Not Approved/Made in Error checkbox.

- In order to reopen an agreement, the most recent approved status must be 'Continue Payment'. A new determination may need to be entered. Click Close to return to the desktop.

Subsidized Guardianship Eligibility - Google Chrome

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

[Insert](#)

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

- Once the eligibility determination is approved, the Subsidized Guardianship Eligibility status on the outliner will be 'Continue Payment'.

Reopening the Subsidized Guardianship Agreement and Service

1. Locate the closed Subsidized Guardianship Agreement on the case outliner. Click the hyperlink to launch the 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
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Agreements and Notices

- + Images (14)
- + [Subsidized Guardianship Agreement](#) 07/02/2020 Lulea, Kiddo \$226.00
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2. On the Subsidized Guardianship Agreement page, select 'Reopen Agreement' from the Options drop-down and click Go to open the Reopen Agreement History page.

eWISACWIS Subsidized Guardianship Agreement

Agreement Information

Case Participant: [Aardvark, Amy B. \(9226559\)](#) Date of Agreement: 02/17/2022
Agreement Type: Subsidized Guardianship Agreement Estimated End Date: 08/11/2023
 Provider Name: [Albus Dumbledore \(9221347\)](#) Agreement Amount: \$657.00
 County: Wood
 Successor Guardian 1: None documented Successor Guardian 2: None documented

Supplemental Rate

CANS Effective Date: 02/15/2022 Supplemental Points: 14 Supplemental Rate: \$112.00

Payment Information

Basic: \$545.00
 Supplemental: \$112.00
 Exceptional: \$0.00

Options: **Reopen Agreement** Go Save Close

- The Reopen Agreement History page displays any previous reopening of the agreement. Click Insert to add a new row. The Agreement End Date, Date Closed, and Reason Closed automatically prefill from the last agreement ending. Click Save.
- The following message will then display: "Saving this page will reopen the agreement, service, and amendment if one was open at the time of agreement closure. Do you wish to continue?". Clicking Yes automatically reopens the Agreement, Service, and Amendment (if applicable), closes the message, and refreshes the Reopen Agreement History page.
- On the Reopen Agreement History page, the name of the worker reopening the agreement prefills under Reopened By and today's date under Date Opened. Click Close to return to the desktop.

Reopen Agreement History Print Help

Basic

Child: [Aardvark, Amy B. \(9226559\)](#) Service Provider: [Albus Dumbledore \(9221347\)](#)

Reopen Agreement History

Agreement End Date	Date Closed	Reason Closed	Reopened By	Date Opened
02/04/2023	02/04/2023	Family Request	Cake, Caitlin C.	02/06/2023

- To view the changes, refresh the desktop. The agreement and service (and Amendment if applicable) are now open.