

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 outline. 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:

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 (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

2. 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

[Insert](#)

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

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 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: 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: 02/20/2023
☐ 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: Go

[Actions](#)
[Made in Error](#)
[Approval](#)

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

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?

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

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

Insert

☒ View Not Approved/Made in Error **Save Close**

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 outline. 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](#)

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

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 x Subsidized Guardianship Agreement x

eWiSACWIS Resource TM Print Help

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: [Approval](#) [Agreement Ending](#) [Successor Guardian Maintenance](#) [Reopen Agreement](#) [Text](#) [Subsidized Guardianship Agreement](#) [Go](#) [Save](#) [Close](#)

3. 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.
4. 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.
5. 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

Insert

Save

Close

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