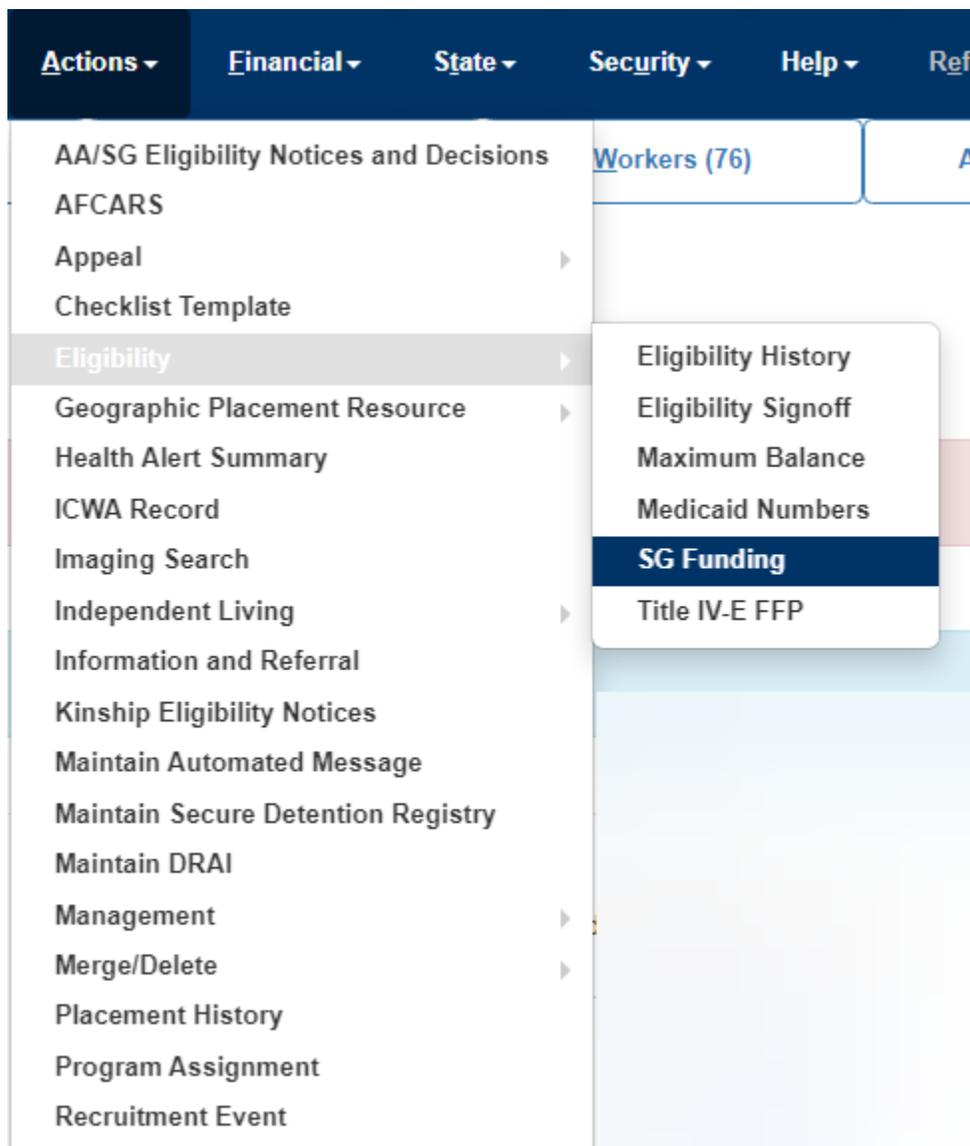# Subsidized Guardianship Funding Determination Sign-Off Process

Note: An assignment to the Subsidized Guardianship case is not needed to complete a subsidized guardianship funding determination, however additional security is needed for the Maintain Subsidized Guardianship Funding Determination History and Subsidized Guardianship Funding Determination pages.

Note: Once a Subsidized Guardianship Funding Determination has been completed/approved, the associated Medicaid Certification is updated with the Med Stat Code.

Maintain Subsidized Guardianship Funding Determination History page

The Maintain Subsidized Guardianship Funding Determination History page can be used to complete determinations. This page is accessed via Actions > Eligibility > SG Funding.

To view the Subsidized Guardianship Funding History for a child, the child's person ID must first be searched and retrieved.

What the Eligibility Unit sees:

To access the determination, click the Determination ID hyperlink for the appropriate determination. This opens the Subsidized Guardianship Funding Determination page.

Subsidized Guardianship Funding Determination Page
What the Eligibility Unit sees:

The Eligibility Unit uses the option "Update Determination" to make changes and update the child's recommendation status. After the changes/updates are made, the Eligibility Unit selects "Refer to TA."

Once the referral has been made, the option "Refer to TA" is not available.

The Technical Assistant (TA) will receive an e-mail stating he/she has been referred the case for review/approval.

What the TA sees:

The TA may use the option "Update Determination" to make changes and update the child's recommendation status. After the recommendation is reviewed, the TA selects the "Refer to State" option.

Once the referral has been made, the option "Refer to State" is not available.

The State approver will see the piece of work on the bulk Eligibility Sign-Off page. No email or case assignment will occur. However, additional security is needed to complete the sign-off.

What the State approver sees:

This page is accessed via Actions > Eligibility > Eligibility Sign-Off

There are no assignments for State sign-off. Workers with assigned security will be able to view or edit this page.

Eligibility Sign-Off page will display all Eligibility types:

Multiple Eligibility Types can be signed-off from bulk sign-off page. Eligibility Type can be filtered, and State staff can select multiple pieces of work to sign-off at once by selecting the checkboxes and selecting Save.

Eligibility Type filtered:

Selecting the hyperlink for any Eligibility Type from the Eligibility Type column for a child will take you to the Maintain Eligiblity History, Adoption Funding Determination, Adoption Funding Correction, or Subsidized Guardianship Funding Determination page for that specific child.

Subsidized Guardianship Funding Determination page:

If there are any issues that need to be corrected, select 'Return to Eligibility Unit' so that updates can be made. Once it has been returned to the State, the Eligibility Type for that specific child will become available again on the bulk Eligibility Sign-Off page.

What the Eligibility Unit sees after the determination has been Returned to Eligibility Unit:

After the Eligibility Unit selects 'Return to State' the State approver will see the same options as on page 5.

What the Eligibility Unit sees after it has been completed by the State approver:

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Child Information

Child Name: Eligibility, Son (9226397)   Case Name: Eligibility, Son (9222852)   DOB: 06/17/2009   SSN: 555-88-9944

Funding Information

Eligibility Status: ⦿ Federal ◯ State ◯ Pending

Date Guardianship Established: 03/07/2019

⦿ Yes ◯   1. Was the child determined to be Title IV-E eligible and reimbursable when the case was converted from an out-of-home care placement to a guardianship
No   placement? Determination on 03/06/2019: Eligible and Reimbursable

◯ Yes ⦿   2. Has the child reached the age of 18 in this eligibility month, regardless of anticipated graduation date?
No   Age as of Effective Date: 0

⦿ Yes ◯   3. Was the provider a licensed foster home for at least 6 consecutive months and receiving payment for the care of this child prior to the guardianship
No   agreement; or, named as the licensable Successor Guardian in the previous guardianship agreement?
            Subsidized Guardianship Eligibility Determination

◯ Yes ⦿   4. Did the guardianship provider change due to termination of the guardianship? Or, if this is a successor guardianship, did the previous agreement terminate
No   for any reason other than death or incapacitation of the original guardian?

▶   Edit

Funding Determination History

	Effective Date	End Date	Completion Date	Completed By	Status	Determination ID
◯	00/00/0000	00/00/0000	00/00/0000	Not Completed	Pending	8027082
⦿	03/29/2019	00/00/0000	01/30/2020	Caitlin C. Cake	Federal	8025191

Options: [   ] Go   Save   Close
        Actions
        Funding Referral History