

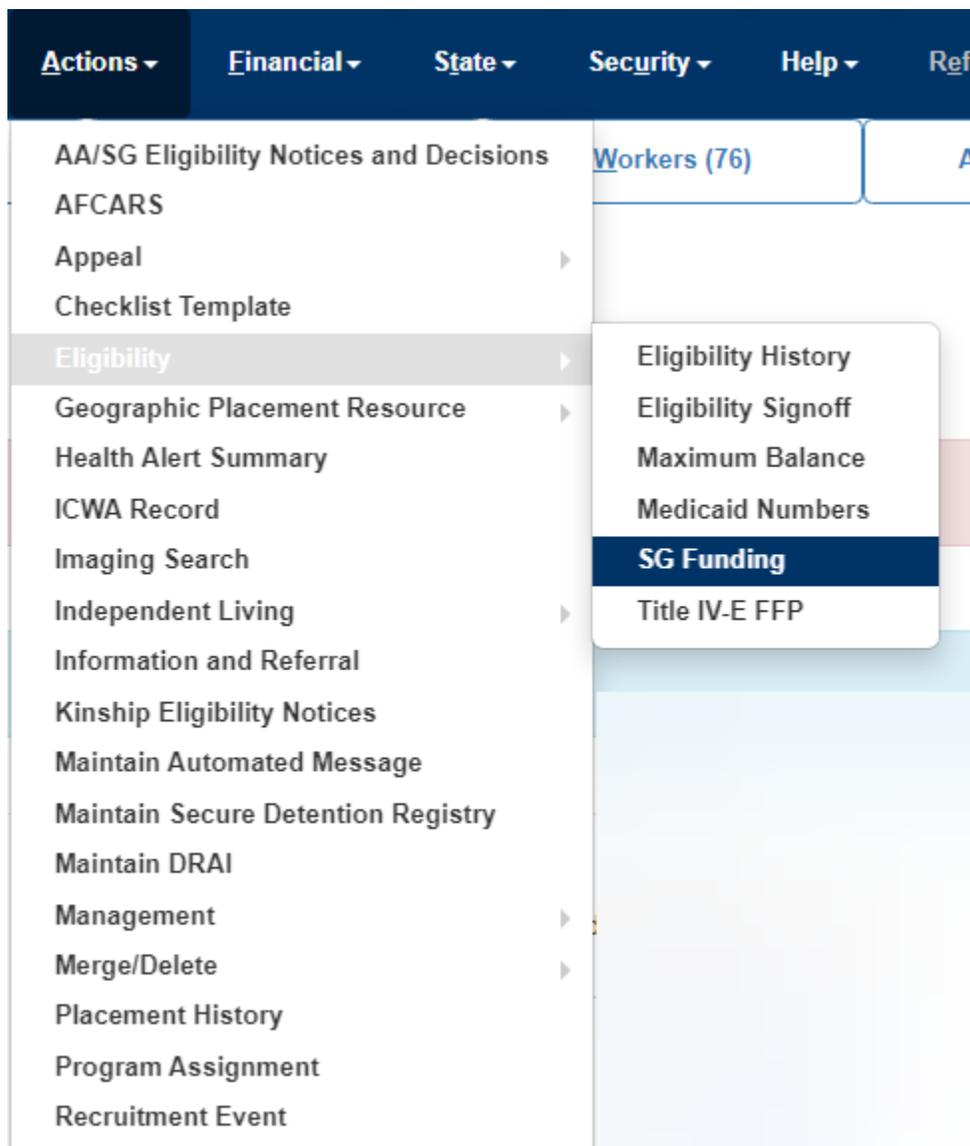
# Subsidized Guardianship Funding Determination Sign-Off Process

**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:

The screenshot shows a web browser window with two tabs: 'eWiSACWIS' and 'Maintain Subsidized Guardianshi'. The page header includes the 'eWiSACWIS' logo, a 'Print' icon, and a 'Help' icon. The main content area is divided into two sections. The first section, 'Child Information', displays the following details: Child Name: [Eligibility, Son \(9226397\)](#), DOB: 06/17/2009, and SSN: 555-88-9944. A 'Search' button is located to the right of the SSN. The second section, 'Subsidized Guardianship Funding History', contains a table with the following data:

Date Guardianship Established	Case	Determination ID
05/03/2013	<a href="#">Eligibility, Son (9222852)</a>	<a href="#">8000020</a>

A 'Close' button is located at the bottom right of the table area.

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:

**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  No 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 placement? Determination on 03/06/2019: [Eligible and Reimbursable](#)

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

Yes  No 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 agreement; or, named as the licensable Successor Guardian in the previous guardianship agreement?  
[Subsidized Guardianship Eligibility Determination](#)

Yes  No 4. Did the guardianship provider change due to termination of the guardianship? Or, if this is a successor guardianship, did the previous agreement terminate 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
<input type="radio"/>	00/00/0000	00/00/0000	00/00/0000	Not Completed	Pending	8027082
<input checked="" type="radio"/>	03/29/2019	00/00/0000	01/30/2020	Caitlin C. Cake	Federal	8025191

Options:

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:

**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  No 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 placement? Determination on 03/06/2019: [Eligible and Reimbursable](#)

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

Yes  No 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 agreement; or, named as the licensable Successor Guardian in the previous guardianship agreement? [Subsidized Guardianship Eligibility Determination](#)

Yes  No 4. Did the guardianship provider change due to termination of the guardianship? Or, if this is a successor guardianship, did the previous agreement terminate 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
<input type="radio"/>	00/00/0000	00/00/0000	00/00/0000	Not Completed	Pending	8027082
<input checked="" type="radio"/>	03/29/2019	00/00/0000	01/30/2020	Caitlin C. Cake	Federal	8025191

Options:

- Actions
- Refer to State
- Update Funding Status
- Funding Referral History

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.

The screenshot shows the eWiSACWIS home page. The navigation menu is open, and the 'Eligibility' sub-menu is expanded. The 'Eligibility Sign-Off' option is highlighted with a red box. Other options in the 'Eligibility' sub-menu include Eligibility History, Maximum Balance, Medicaid Numbers, SG Funding, and Title IV-E FFP. The main content area shows a 'Worker view' dropdown set to 'All State workers' and an 'Escalated' dropdown set to 'Include'. There are also buttons for 'Create task', 'Tickler management', and 'Worker statistics'.

## Eligibility Sign-Off page will display all Eligibility types:

The screenshot shows the eWiSACWIS Eligibility Signoff page. The search criteria are set to 'Eligibility Type' and 'Person ID'. The returned results are displayed in a table with the following columns: Select All, Eligibility Type, Child Name, Child ID, Referral Date, and Status. The table contains 15 rows of data.

Select All	Eligibility Type	Child Name	Child ID	Referral Date	Status
<input type="checkbox"/>	<a href="#">Initial Modification</a>	Brown, Coco	9224432	08/10/2007	Eligible, Not Reimbursable
<input type="checkbox"/>	<a href="#">Initial Determination</a>	Episode, One	9221828	10/07/2008	Not Eligible
<input type="checkbox"/>	<a href="#">Initial Determination</a>	Bell, Kelly	9225213	12/16/2008	Eligible and Reimbursable
<input type="checkbox"/>	<a href="#">Initial Determination</a>	Bell, Kelly	9225213	12/16/2008	Pending
<input type="checkbox"/>	<a href="#">Initial Determination</a>	Lemon, Aasa V.	9225670	11/06/2009	Not Eligible
<input type="checkbox"/>	<a href="#">Redetermination</a>	Calorie, Kreachner C.	9222699	08/21/2006	
<input type="checkbox"/>	<a href="#">Adoption Funding Determination</a>	Magellan, Girl	9223894	12/11/2006	Pending
<input type="checkbox"/>	<a href="#">Adoption Funding Determination</a>	Protein, Paula I.	9222375	02/05/2007	Federal
<input type="checkbox"/>	<a href="#">Adoption Funding Determination</a>	Abby, Annab	9218549	02/09/2007	Pending
<input type="checkbox"/>	<a href="#">Adoption Funding Determination</a>	Abby, Simon	9218548	02/14/2007	Pending
<input type="checkbox"/>	<a href="#">Adoption Funding Determination</a>	Agustson, Angel A., III	20997	02/14/2007	Pending
<input type="checkbox"/>	<a href="#">Adoption Funding Determination</a>	Adopted, Amy-ann	9223067	02/22/2007	Pending
<input type="checkbox"/>	<a href="#">Adoption Funding Determination</a>	Apple, Adam	21031	03/01/2007	Pending

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:

The screenshot shows the eWiSACWIS interface. At the top, the browser title is 'Eligibility Signoff - Google Chrome'. The page header includes the eWiSACWIS logo and navigation links for 'Print' and 'Help'. Below the header is a 'Search Criteria' section with a dropdown menu for 'Eligibility Type' set to 'Initial Determination' and an empty 'Person ID' field. Below this, it indicates 'Record 1 to 8 of 8' and has 'Clear Fields' and 'Search' buttons. The main area is titled 'Returned Results' and contains a table with the following data:

<input type="checkbox"/> Select All	Eligibility Type	Child Name	Child ID	Referral Date	Status
<input type="checkbox"/>	<a href="#">Initial Determination</a>	Subsidized-Guardian, Green Z.	9221912	02/03/2006	Eligible, Not Reimbursable
<input checked="" type="checkbox"/>	<a href="#">Initial Determination</a>	Calorie, Keith	9222367	02/07/2006	Not Eligible
<input checked="" type="checkbox"/>	<a href="#">Initial Determination</a>	Patterson, Polly M., Jr.	21133	10/07/2008	Not Eligible
<input checked="" type="checkbox"/>	<a href="#">Initial Determination</a>	Bubbin, Pearl	9222344	10/07/2008	Not Eligible
<input type="checkbox"/>	<a href="#">Initial Determination</a>	Episode, One	9221828	10/07/2008	Not Eligible
<input type="checkbox"/>	<a href="#">Initial Determination</a>	Bell, Kelly	9225213	12/16/2008	Pending
<input type="checkbox"/>	<a href="#">Initial Determination</a>	Bell, Kelly	9225213	12/16/2008	Eligible and Reimbursable
<input type="checkbox"/>	<a href="#">Initial Determination</a>	Lemon, Aasa V.	9225670	11/06/2009	Not Eligible

At the bottom right of the page, there are 'Save' and 'Close' buttons.

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

**Subsidized Guardianship Funding Determination page:**

eWiSACWIS
Print Help

**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     No    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 placement? Determination on 03/06/2019: [Eligible and Reimbursable](#)

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

Yes     No    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 agreement; or, named as the licensable Successor Guardian in the previous guardianship agreement?  
[Subsidized Guardianship Eligibility Determination](#)

Yes     No    4. Did the guardianship provider change due to termination of the guardianship? Or, if this is a successor guardianship, did the previous agreement terminate 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
<input type="radio"/>	00/00/0000	00/00/0000	00/00/0000	Not Completed	Pending	8027082
<input checked="" type="radio"/>	03/29/2019	00/00/0000	01/30/2020	Caitlin C. Cake	Federal	8025191

Options: 
[Return to Eligibility Unit](#)  
[Update Funding Status](#)  
[Funding Referral History](#)

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:

eWiSACWIS
Subsidized Guardianship Funding
Print
Help

### 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     No    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 placement? Determination on 03/06/2019: [Eligible and Reimbursable](#)

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[Subsidized Guardianship Eligibility Determination](#)

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[Edit](#)

### Funding Determination History

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<input type="radio"/>	00/00/0000	00/00/0000	00/00/0000	Not Completed	Pending	8027082
<input checked="" type="radio"/>	03/29/2019	00/00/0000	01/30/2020	Caitlin C. Cake	Federal	8025191

Options: 

[Actions](#)  
[Return to State](#)  
[Update Funding Status](#)  
[Funding Referral History](#)

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

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:

eWiSACWIS
Print Help

### 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     No    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 placement? Determination on 03/06/2019: [Eligible and Reimbursable](#)

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[Subsidized Guardianship Eligibility Determination](#)

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Edit

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<input type="radio"/>	00/00/0000	00/00/0000	00/00/0000	Not Completed	Pending	8027082
<input checked="" type="radio"/>	03/29/2019	00/00/0000	01/30/2020	Caitlin C. Cake	Federal	8025191

Options: 
Actions  
 Funding Referral History