

Subsidized Guardianship Amended Agreement (Successor)

Introduction

A Subsidized Guardian(s) can name a Successor Guardian(s) should they become incapacitated or die. This allows the child to be placed with the Successor upon death or incapacitation of the Subsidized Guardian(s) as long as the Successor was named on the agreement at the time of death/incapacitation. A child can be placed directly with the Successor Guardian(s), or return to Out of Home care and subsequently be placed with the Successor Guardian(s).

- **Should this occur, contact the DCF Subsidized Guardianship policy contact for guidance.**
- **Please contact the eWiSACWIS Help Desk prior to entering in eWiSACWIS if you unsure of the workflow. Failure to follow the correct steps may prevent completion.**

Entering a Successor Guardian(s)

Note: Case assignment is required in order to amend a Successor Guardian(s) on a Subsidized Guardianship Agreement.

1. From the desktop, select the Subsidized Guardianship Case and open the Subsidized Guardianship agreement.

Bird, Kid (9223480)

Case details:
Subsidized Guardianship
Ashland - Ashland

Case address:
123 Robin Egg St.
Ashland, WI 54806
(123) 232-1212

Primary worker:
WorkerOne, Test M.
(715) 682-7004
ewuat25@dhfs.state.wi.us

Actions:
Please select an action ▾

View case information

- Agreements and Notices
- Assets and Income
- Assignments
- Education
- Eligibility
- ICWA
- Legal
- Medical/Mental Health
- Missing Child
- Narratives
- Payments
- Planning
- Related People
- Services

Agreements and Notices

Images (6)			
Subsidized Guardianship Agreement	06/12/2012	Bird, Kid	\$388.00

- On the Subsidized Guardianship Agreement page, select 'Successor Guardian Maintenance' from the Options drop-down and click Go to open the Successor Guardian Maintenance page.

Subsidized Guardianship Agreement - Internet Explorer

eWiSACWIS UAT TM Print Spell Check Help ?

Agreement Information

Case Participant: [Bird_Kid \(9228217\)](#) Date of Agreement: 06/12/2012

Agreement Type: Subsidized Guardianship Agreement Estimated End Date: 10/10/2020

Provider Name: [Smith, Granny \(9221665\)](#) Agreement Amount: \$388.00

Description: Maternal Grandmother County: Ashland

Successor Guardian 1: New Successor Named Successor Guardian 2: New Successor 2

Supplemental Rate

CANS Effective Date: 06/11/2012 Supplemental Points: 21 Supplemental Rate: \$168.00

Payment Information

Basic: \$220.00
Supplemental: \$168.00

Exceptional: \$0.00

Payment Justification:

Options: **Go**

- Actions
- Approval
- Agreement Ending
- Successor Guardian Maintenance
- Reopen Agreement
- Text
- Subsidized Guardianship Agreement

Save Close

100%

- If available, any previously named Successor Guardian(s) will display in the Successor Guardian Amendment History group box. Click Insert to enter a new Successor(s).

eWiSACWIS UAT Print Spell Check Help ?

Basic

Case: [Bird_Kid \(9223480\)](#) Person: [Bird_Kid \(9228217\)](#) DOB: 10/10/2002 Age: 15

Successor Guardian Amendment History

Updated on: 01/09/2018 By: Bee, Worker Made in Error

Successor Guardian 1: [New Successor Named](#) Successor Guardian 2: [New Successor 2](#)

Type	Date Sent/Received	Image/Document
Amended Subsidized Guardianship Agreement	04/19/2016	View
Signed Amended Subsidized Guardianship Agreement	03/02/2016	View

Updated on: 01/09/2018 By: Bee, Worker Made in Error

Successor Guardian 1: [Robyn Blue](#) Successor Guardian 2: [Jay Blue](#)

Type	Date Sent/Received	Image/Document
Amended Subsidized Guardianship Agreement	03/04/2016	View
Signed Amended Subsidized Guardianship Agreement	03/02/2016	View

Insert

Save Close

4. Enter the name(s) of the New Successor Guardian(s).

Successor Guardian Maintenance -- Webpage Dialog

eWiSACWIS UAT Print Spell Check Help ?

Basic
Case: [Bird_Kid \(9223480\)](#) Person: [Bird_Kid \(9228217\)](#) DOB: 10/10/2002 Age: 15

Successor Guardian Maintenance
Updated on: _____ By: _____ [Delete](#)
New Successor Guardian 1: New Successor Guardian 2:

5. Click Insert and select 'Amended Subsidized Guardianship Agreement' from the Type drop-down. Click [Text](#) to launch the template.

Successor Guardian Maintenance -- Webpage Dialog

eWiSACWIS UAT Print Spell Check Help ?

Basic
Case: [Bird_Kid \(9223480\)](#) Person: [Bird_Kid \(9228217\)](#) DOB: 10/10/2002 Age: 15

Successor Guardian Maintenance
Updated on: _____ By: _____ [Delete](#)
New Successor Guardian 1: New Successor Guardian 2:
Type: Date Sent/Received: _____ Image/Document: _____
[Text](#) [Delete](#)
 Opens selected Document

6. Enter any required information, print, and click Close and Return to eWiSACWIS.

- On the Successor Guardian Maintenance page, click Save. The Date Sent/Received will automatically show today's date.

Note: The SG Agreement will not be updated with the successor name(s) until a signed Amended Subsidized Guardianship Agreement to Include Successor Guardian(s) template is scanned and image uploaded to eWiSACWIS.

- To add the Signed Amended Subsidized Guardianship Agreement image, go to the Successor Guardian Maintenance page via the Subsidized Guardianship Agreement, or by clicking on the [SG Amended Agreement \(Successor\)](#) from the outliner.

Bird, Kid (9223480)
 Case details: Subsidized Guardianship, Ashland - Ashland
 Case address: 123 Robin Egg St, Ashland, WI 54806 (123) 232-1212
 Primary worker: WorkerOne, Test M. (715) 682-7004, ewuat25@dhs.state.wi.us
 Actions: Please select an action

View case information

- Agreements and Notices
- Assets and Income
- Assignments
- Education
- Eligibility
- ICWA
- Legal
- Medical/Mental Health
- Missing Child
- Narratives
- Payments
- Planning
- Related People
- Services

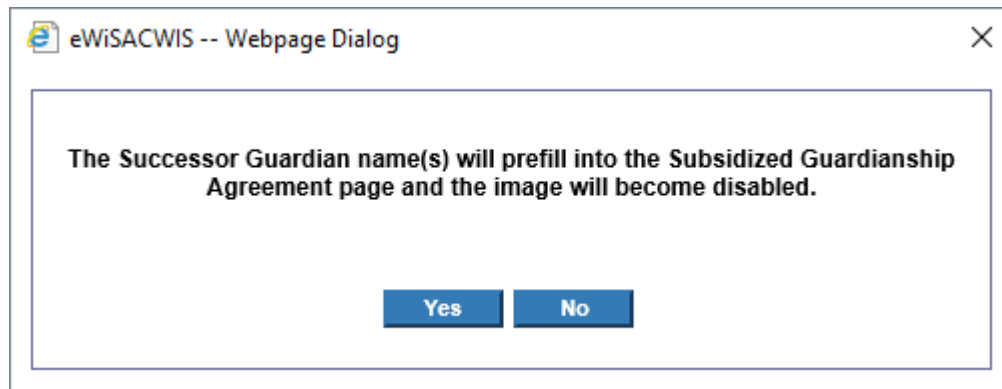
Agreements and Notices

- Images (7)
- Subsidized Guardianship Agreement
 - [SG Amended Agreement \(Successor\)](#)

Agreement	Date	Successor 1	Successor 2	Amount
Subsidized Guardianship Agreement	06/12/2012	Bird, Kid	Cardinal Red	\$388.00
SG Amended Agreement (Successor)	01/09/2018	Cardinal Red	Rooster Red	

- Click Insert on the Successor Guardian Maintenance page, and select the 'Signed Amended Subsidized Guardianship Agreement' for the Type. Click the [Imaging Search](#) hyperlink to add the signed agreement.

- Once the image has been added, a [View](#) hyperlink is available to launch the agreement. Once completed, click Save. The following message will display. Click Yes to complete and return to the Successor Guardian Maintenance page.



- On the Successor Guardian Maintenance page, rows are now disabled, but the related document and image are viewable.

Successor Guardian Maintenance - Internet Explorer

eWiSACWIS UAT Print Spell Check Help ?

Basic
 Case: [Bird_Kid \(9223480\)](#) Person: [Bird_Kid \(9228217\)](#) DOB: 10/10/2002 Age: 15

Successor Guardian Amendment History Made in Error

Updated on: 01/09/2018 By: Bee, Worker

Successor Guardian 1: Successor Guardian 2:

Type	Date Sent/Received	Image/Document
Amended Subsidized Guardianship Agreement	01/09/2018	View
Signed Amended Subsidized Guardianship Agreement	01/09/2018	View

12. The Successor Guardians are now listed on the Subsidized Guardianship agreement.

Agreement Information

Case Participant: [Bird, Kid \(9228217\)](#) Date of Agreement: 06/12/2012

Agreement Type: Subsidized Guardianship Agreement Estimated End Date: 10/10/2020

Provider Name: [Smith, Granny \(9221665\)](#) Agreement Amount: \$388.00

Description: Maternal Grandmother County: Ashland

Successor Guardian 1: Cardinal Red Successor Guardian 2: Rooster Red

Supplemental Rate

CANS Effective Date: 06/11/2012 Supplemental Points: 21 Supplemental Rate: \$168.00

Payment Information

Basic: \$220.00
 Supplemental: \$168.00
 Exceptional: \$0.00

Payment Justification:

Options: [] [Go] [Save] [Close]

13. Successor Guardian(s) can be entered as many times as requested by the current Subsidized Guardian(s). Repeat the steps above. Once the required documentation has been entered/scanned, any previously named Successor Guardians are removed from the SG Agreement, but remain as part of the SG Amended Agreement (Successor) history. The history is also reflected on the outliner.

Agreements and Notices

+ Images (7)				
- Subsidized Guardianship Agreement	06/12/2012	Bird, Kid	\$388.00	
SG Amended Agreement (Successor)	01/09/2018	Cardinal Red	Rooster Red	
SG Amended Agreement	07/02/2017	Bird, Kid	\$388.00	Pending
SG Amended Agreement	01/25/2017 - 07/01/2017	Bird, Kid	\$388.00	Amended Agreement Terminated
SG Amended Agreement (Successor)	04/19/2016	New Successor Named	New Successor 2	
SG Amended Agreement (Successor)	Made in Error			
SG Amended Agreement (Successor)	03/04/2016	Robyn Blue	Jay Blue	
SG Amended Agreement	Made in Error			
SG Amended Agreement	02/01/2014 - 02/01/2014	Bird, Kid	\$524.00	Made in Error