

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.

The screenshot displays the user interface for a case titled "Bird, Kid (9223480)". The interface is organized into several sections:

- 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:** A dropdown menu with the text "Please select an action".
- View case information:** A grid of 12 icons representing different case areas: Agreements and Notices, Assets and Income, Assignments, Education, Eligibility, ICWA, Legal, Medical/Mental Health, Missing Child, Narratives, Payments, and Planning. The "Agreements and Notices" icon is highlighted with a pin.
- Agreements and Notices:** A sub-section showing a list of documents. The first item is "Subsidized Guardianship Agreement" with a date of 06/12/2012, the name "Bird, Kid", and a value of \$388.00. This item is highlighted with a red box.

- 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 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

- 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 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: Successor Guardian 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: Successor Guardian 2:

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

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

Successor Guardian Maintenance -- Webpage Dialog — □ ×

eWiSACWIS 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:

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

- 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 [SG Amended Agreement \(Successor\)](#) from the outliner.

| Agreements and Notices | | Date | Case | Amount |
|---|--|------------|--------------|-------------|
| Images (7) | | | | |
| Subsidized Guardianship Agreement | | 06/12/2012 | Bird, Kid | \$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.

| Type | Date Sent/Received | Image/Document | |
|---|--------------------|----------------------|---|
| Amended Subsidized Guardianship Agreement | 01/09/2018 | Text | |
| Signed Amended Subsidized Guardianship Agreement | | | Delete Imaging Search |

- 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.

The Successor Guardian name(s) will prefill into the Subsidized Guardianship Agreement page and the image will become disabled.

Yes No

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

Successor Guardian Maintenance - Internet Explorer

eWiSACWIS 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: 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 |

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

Subsidized Guardianship Agreement - Internet Explorer

eWiSACWIS TM Print Spell Check Help

Agreement Information

Case Participant: [Bird, Kid \(9228217\)](#) Date of Agreement:
Agreement Type: Estimated End Date:
 Provider Name: [Smith, Granny \(9221665\)](#) Agreement Amount:
 Description: County:
Successor Guardian 1: **Successor Guardian 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:
 Payment Justification:

Options:

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 | |
| | Made in Error | | | |
| SG Amended Agreement (Successor) | 03/04/2016 | Robyn Blue | Jay Blue | |
| | Made in Error | | | |
| SG Amended Agreement | 02/01/2014 - 02/01/2014 | Bird, Kid | \$524.00 | Made in Error |