

Subsidized Guardianship (SG)

Continued Eligibility and Related Notices & Decisions

Note: An open Subsidized Guardianship case for a child is needed before continued eligibility and related notices and decisions can be documented.

Note: A Primary Assignment to the case is needed to receive Subsidized Guardianship tasks.

Introduction

After a Subsidized Guardianship is established for a child, primary worker case assignment is necessary to comply with continued program eligibility determination(s) as outlined in policy.

This guide addresses:

- Annual Review Notification Process
- Subsidized Guardianship Eligibility Suspensions & Terminations
- Making a Subsidized Guardianship Determination as Made in Error
- Other Subsidized Guardianship Notices and Decisions
- Documenting Determination Types for a Child Over 18 and Child Over 19
- Printing documents from the AA/SG Eligibility Notices and Decisions page

About Subsidized Guardianship Related Notices & Decisions

Subsidized Guardianship documents for continued eligibility fall into the following types: documents requesting information from the guardian(s), documents notifying the guardian(s) of a potential or impending impact on program eligibility, and documents notifying the guardian(s) of a decision or event that has impacted eligibility.

These documents are created by eWiSACWIS overnight processing that generates the document and related task for the primary assigned worker, or by inserting and printing a document from Notices and Decisions Template History tab of the child's Subsidized Guardianship Eligibility record.

Documents can be printed from the Notices and Decisions Template History tab of the child's Subsidized Guardianship Eligibility or via the AA/SG Eligibility Notices and Decisions on the Actions menu.

Related User Guides:

[Reopening a Subsidized Guardianship Agreement Ended in Error](#)
[Subsidized Guardianship Amended Agreement](#)
[Subsidized Guardianship Initial Determination & Case Creation](#)
[Tasks and Ticklers: Creation and Removal](#)

Annual Review Notification Process

The annual review date begins one year after the hearing date that granted Subsidized Guardianship. A task is generated to indicate when a Subsidized Guardianship Request for Information to Determine Continued Eligibility needs to be sent to the guardian(s).



1. The primary assigned worker receives a task to send a 1st Subsidized Guardianship Request for Information to Determine Continued Eligibility 60 days prior to the Annual Review date. If the Annual Review information has not been entered, a second task for a 2nd Subsidized Guardianship Request for Information to Determine Continued Eligibility generates 30 days prior to the Annual Review due date. To access the child's Subsidized Guardianship Eligibility page, click on the specific case under the Cases tab.

Upcoming and overdue tasks

Page view: ☒ Task list ☐ Calendar County view: ☒ My workers ☐ All State workers Worker view: Bartle, Anna Escalated: Include

[Create task](#) [Worker statistics](#)

Showing 1 to 1 of 1 rows

Date Due	Due In	Case/Provider Name	Participant(s) Name	Task Name	Responsible Worker	Shared With	Action
03/05/2018	7	Bird, Blue (8151541)	Bird, Blue (9320107)	SG - 1st Request	Bartle, Anna	-	 

2. On the Subsidized Guardianship Eligibility page, select the Notices and Decisions Template History tab. Click the hyperlink in the Document Name column to launch the template.

eWiSACWIS TM Print Help

Basic

Child Name: [Ajax, Logitech \(9228261\)](#) DOB: 02/01/2004 Age: 19

Eligibility History **Notices and Decisions Template History**

SG Eligibility Notices and Decisions Template History

Document Name	Created	Decision	Printed	Not Printed
1st SG Request for Information to Determine Continued Eligibility	05/04/2020	n/a	00/00/0000	

[Insert](#)

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

3. Information for the case pre-fills into the template. Print the template then click Close.

4. Enter the date printed in the Printed field and click Save.

The screenshot shows the eWiSACWIS interface. At the top, there's a header with the logo and navigation links (TM, Print, Help). Below the header, there's a 'Basic' section with fields for 'Child Name' (Ajax Logitech (9228261)) and 'DOB' (02/01/2000). To the right, a calendar for February 2023 is open, showing the date 02/08/2023 selected. Below the 'Basic' section, there's an 'Eligibility History' section with a table of 'SG Eligibility Notices and Decisions Template History'. The table has columns for 'Document Name', 'Created', and 'Decision'. The first row shows '1st SG Request for Information to Determine Continued Eligibility', '05/04/2020', and 'n/a'. Below the table, there's an 'Insert' button. At the bottom, there's a checkbox for 'View Not Approved/Made in Error' and 'Save' and 'Close' buttons.

Document Name	Created	Decision
1st SG Request for Information to Determine Continued Eligibility	05/04/2020	n/a

Note: Subsidized Guardianship documents can also be created by inserting a new row, selecting the appropriate template from the dropdown in the Document Name field, and clicking Save. Once the page is saved, the selected Document Name becomes a hyperlink. Click the hyperlink to launch and print the document.

Note: Subsidized Guardianship documents can also be printed from the AA/SG Eligibility Notices and Decisions page launched from the Desktop, Actions menu.

Documenting an Annual Review Determination or a Change in Circumstance(s)

Note: Annual Reviews should be entered **no more than 60 days prior** to the Annual Review due date. Those entered more than 60 days prior are not recognized and payment is suspended.

Note: A Change in Circumstance can be entered at any time and does not generate a task.

1. To enter returned documentation for an Annual Review, click on the associated task hyperlink or the [Subsidized Guardianship Eligibility](#) hyperlink from the outliner. This opens the child's Subsidized Guardianship Eligibility page.

Ajax, Logitech (9224636) Safe at Home

Case details:
Subsidized Guardianship
Milwaukee-Admin
Permanency Support
Open OHP exists for associated participant(s)

Case address:
111 First Ave
Baraboo, WI 53913

Primary worker:
SubGuardianship, Default
ewuat25@dhs.state.wi.us

Actions:
[Please select an action](#)

View case information

- Agreements and Notices
- Assets and Income
- Assignments
- Background Checks
- Case/Permanency Plan
- Education
- Eligibility
- Legal
- Narratives
- Permanency Consultation
- Planning
- Related People
- Services

Eligibility

Medicaid Eligibility Determination	08/08/2022	Ajax, Logitech	Approved
Subsidized Guardianship Eligibility	04/20/2022	Ajax, Logitech	Continue Payment
Subsidized Guardianship Funding Determination	04/21/2020	Ajax, Logitech	Pending

2. Click Insert on the Eligibility History tab to open a new Subsidized Guardianship Eligibility Determination page.

eWiSACWIS TM Print Help

Basic

Child Name: [Ajax, Logitech \(9228261\)](#) DOB: 02/01/2004 Age: 19

Eligibility History **Notices and Decisions Template History**

History

Date	Type	Eligibility Status	Override Decision	Decision Date	
04/15/2020	Initial	Eligible			View

[Insert](#)

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

3. Select Annual Review [or Change in Circumstance(s)] from the Type of Determination dropdown. Enter a date in the Effective Date field.

Subsidized Guardianship Eligibility Determination TM Print Help

Child Information

Child Name: [Ajax Logitech \(9228261\)](#) DOB: 02/01/2004 Age: 19

Type of Determination: **Annual Review** Effective Date: **00/00/0000** Eligibility Status: Pending

Annual Review

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.

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.

Options: **Go**

Save Close

4. Make the appropriate Yes or No selection for each question. When a question is answered Yes, a required Date field displays beside that question. Depending on the question, additional information may also be required.

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.

Has the child: ☐ Graduated ☐ Completed high school equivalent program ☒ Dropped out

Date: **00/00/0000**

5. Once all questions have been answered, click Save. The Eligibility Status updates to 'Continue Payment,' 'Suspend Payment,' or 'Terminate.'

Note: If the Eligibility Status is 'Suspend Payment' or 'Terminate' see the Subsidized Guardianship Suspensions and Terminations sections of this guide for more information.

6. The determination can now be approved. Select Approval from the Options dropdown and click Go. On the Approval History page, select the Approve radio button. Click Continue to return to the Subsidized Guardianship Eligibility Determination page. Click Save to send the determination for approval.
7. Click Close to return to the Subsidized Guardianship Eligibility page.

Basic

Child Name: [Ajax_Logitech \(9228261\)](#)

DOB: 02/01/2004

Age: 19

Eligibility History

[Notices and Decisions Template History](#)

History

Date	Type	Eligibility Status	Override Decision	Decision Date	
04/15/2020	Initial	Eligible			View
02/01/2023	Annual Review	Continue Payment			View

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

8. Click Close to return to the desktop.

Subsidized Guardianship Eligibility Suspensions

There are two ways Subsidized Guardianship Eligibility can be suspended:

- If the determination of the Eligibility Status is 'Suspend Payment' based on responses entered on an approved Annual Review or Change in Circumstances
- OR
- If an annual review was not completed within 60 days after the Annual Review due date and both the 1st & 2nd Request for Information to Determine Continued Eligibility have been generated and printed. Subsidized Eligibility is suspended by a weekly overnight process for 'Annual Review Not Returned' determinations.

Subsidized Guardianship Eligibility Determination

TM Print Help

Child Information

Child Name: [Ajax, Logitech \(9228261\)](#) DOB: 02/01/2004 Age: 19

Type of Determination:

Annual Review

 Effective Date:

12/01/2022

 Eligibility Status:

Suspend Payment

Annual Review

Question 1:
☒ Yes ☐ No Has the family's address changed? If yes, indicate the date of the change. Date:

12/01/2022

Question 2:
☐ Yes ☒ No Has there been a change in the child's guardian? If yes, indicate the date of the change.

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. Date:

12/01/2022

The child is: ☐ Deceased ☐ Married ☐ Entered the Military ☐ No longer living with guardian ☐ Parent(s) moved into the home

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.

Options: Go

Save Close

1. When a determination with an Eligibility Status of 'Suspend Payment' is entered, the outlier is immediately updated. However, task generation and payment are not affected until supervisory approval of the decision.

Ajax, Logitech (9224636) Safe at Home

Case details:
 Subsidized Guardianship
 Milwaukee-Admin
 Permanency Support
 Open OHP exists for associated participant(s)

Case address:
 111 First Ave
 Baraboo, WI 53913

Primary worker:
 SubGuardianship, Default
ewuat25@dhfs.state.wi.us

Actions:
 Please select an action ▲

View case information

Agreements and Notices Assets and Income Assignments Background Checks

Case/Permanency Plan Education Eligibility Legal

Narratives Permanency Consultation Planning Related People

Services

Eligibility

Document Name	Created	Participant(s)	Decision
Medicaid Eligibility Determination	08/08/2022	Ajax, Logitech	Approved
Subsidized Guardianship Eligibility	02/01/2023	Ajax, Logitech	Suspend Payment

2. Overnight eWiSACWIS processing identifies Subsidized Guardianships with an approved Eligibility Status of 'Suspend Payment' and creates the following task for the primary assigned worker.

Date Due	Due In	Case/Provider Name	Participant(s) Name	Task Name	Responsible Worker	Shared With	Action
12/31/2022	-39	Ajax, Logitech (9224636)	Ajax, Logitech (9228261)	SG - Suspend/Term	Cake, Caitlin C.	-	 

3. From the Notices and Decisions Template History tab, click the document hyperlink to open the template. To print the template, click the associated task hyperlink to access the child's Subsidized Guardianship Eligibility page.

eWiSACWIS TM Print Help

Basic

Child Name: [Ajax, Logitech \(9228261\)](#) DOB: 02/01/2004 Age: 19

Eligibility History **Notices and Decisions Template History**

SG Eligibility Notices and Decisions Template History

Document Name	Created	Decision	Printed	Not Printed
1st SG Request for Information to Determine Continued Eligibility	05/04/2020	n/a	00/00/0000	
Notice of Subsidized Guardianship Suspension or Termination	07/01/2022		00/00/0000	

[Insert](#)

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

4. The template pre-fills guardian, child, and suspension information. Print the template and click Close to return to the Subsidized Guardianship Eligibility page.

eWiSACWIS

Close

Notification of Subsidized Guardianship Suspension or Termination

Use of form: This form is used to notify guardians of their child's suspension or termination of payments. Personally identifiable information on this form is used to verify the information necessary for providing benefits and will be used only for this purpose.

Provide Guardian's Names and Address Below:

Today's Date: 02/08/2023

Child Information

Name: Ajax, Logitech
Birthdate: 02/25/2004
18th Birthdate: 02/25/2022
Case ID Number: 9224636

ABBY, ART
123 66TH ST
MILWAUKEE, WI 53214

This notice is to inform you that the subsidized guardianship agreement and monthly payment has been ☐ suspended ☒ terminated effective 05/31/2022 due to one or more of the following reason(s):

- ☒ The terms of the agreement have been reached, the child is now an adult.
- ☐ The guardian has requested a termination of the subsidized guardianship agreement.
- ☐ The guardianship is vacated.
- ☐ The child has turned 19 and/or the child is no longer a full-time student in a high school or an equivalent educational program and the child is not expected to graduate by his / her 19th birthday.
- ☐ Cessation of legal responsibility of the guardian for the child.
 - The child is:
 - ☐ Deceased
 - ☐ Married
 - ☐ Entered the military
 - ☐ No longer living with you
 - ☐ The child's parent(s) moved into your home

5. On the Notices and Decisions Template History tab, the Printed date defaults to today's date. Verify the date and click Save. Saving the printed template deletes the associated task.

eWiSACWIS

TM

Print

Help

Basic

Child Name: [Ajax, Logitech \(9228261\)](#)

DOB: 02/01/2004

Age: 19

Eligibility History

Notices and Decisions Template History

SG Eligibility Notices and Decisions Template History

Document Name	Created	Decision	Printed	Not Printed	
1st SG Request for Information to Determine Continued Eligibility	05/04/2020	n/a	00/00/0000		
Notice of Subsidized Guardianship Suspension or Termination	07/01/2022		02/08/2023		

Insert

☐ View Not Approved/Made in Error

Save

Close

- Weekly financial overnight processing identifies Subsidized Guardianships with approved eligibility statuses of 'Suspend Payment' and sets the rate to \$0.00.

eWiSACWIS

Print

Help

Child

Child: [Ajax, Logitech \(9228261\)](#)

Case Name: [Ajax, Logitech \(9224636\)](#)

Request Number:

Service

Provider

Service Information

County:

Milwaukee

Service Category:

Subsidized Guardianship

Service Begin:

04/21/2020

Service Type:

Subsidized Guardianship

Service End:

00/00/0000

Service Detail:

Subsidized Guardianship

Child Specific Costs:

\$0.00

per month

[Rate History](#)

Service Rate:

Current Monthly Payment:

N/A

Options:

Go

Save

Close

- The Subsidized Guardianship Agreement and Service remain open. If you receive and
- February 2023

record the Annual Review or Change in Circumstances determination and the Eligibility Status is 'Continue Payment,' payments resume as of the Effective Date of the determination.

Subsidized Guardianship Eligibility Terminations

There are two ways Subsidized Guardianship Eligibility can be terminated:

- If the Eligibility Status of the determination is 'Terminate' based on responses entered for an approved Annual Review, Change in Circumstances, Child Over 18, or Child Over 19
- OR
- If the Eligibility Status of the determination is 'Terminate' due to a 'Guardian Failed to Respond to Annual Review' determination.

A. Terminations resulting from Subsidized Guardianship Eligibility determination responses

1. When the Eligibility Status of a determination is 'Terminate,' an 'as of date [MM/DD/YYYY]' appears. The date is calculated by the earliest event that terminates the agreement recorded on the page.

The screenshot shows a web form titled "Subsidized Guardianship Eligibility Determination". The form is divided into two main sections: "Child Information" and "Annual Review".

Child Information:

- Child Name: [Ajax_Logitech \(9228261\)](#)
- DOB: 02/01/2004
- Age: 19

Determination Details:

- Type of Determination: [Change in circumstance\(s\)](#)
- Effective Date: 02/01/2023
- Eligibility Status: Terminate as of 01/01/2023 (highlighted in a red box)

Annual Review:

Question 1: ☒ Yes ☐ No Has the family's address changed? If yes, indicate the date of the change. Date: 01/01/2023

Question 2: ☒ Yes ☐ No Has there been a change in the child's guardian? If yes, indicate the date of the change. Date: 01/01/2023

☐ Due to guardian's death/incapacitation ☒ Other (explain below): [Details](#)

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. Date: 01/01/2023

The child is: ☐ Deceased ☐ Married ☐ Entered the Military ☒ No longer living with guardian ☐ Parent(s) moved into the home

2. The outlier is immediately updated. However, the task and payment are created after supervisory approval of the decision.

Ajax, Logitech (9224636) Safe at Home

Case details:
Subsidized Guardianship
Milwaukee-Admin
Permanency Support
Open OHP exists for associated participant(s)

Case address:
111 First Ave
Baraboo, WI 53913

Primary worker:
SubGuardianship, Default
ewuat25@dhfs.state.wi.us

Actions:
[Please select an action ▲](#)

View case information

[Agreements and Notices](#) [Assets and Income](#) [Assignments](#) [Background Checks](#)

[Case/Permanency Plan](#) [Education](#) [Eligibility](#) [Legal](#)

[Narratives](#) [Permanency Consultation](#) [Planning](#) [Related People](#)

[Services](#)

Eligibility

Medicaid Eligibility Determination	08/08/2022	Ajax, Logitech	Approved
Subsidized Guardianship Eligibility	02/01/2023	Ajax, Logitech	Terminate

- Overnight eWiSACWIS processing creates a task for the worker with the Primary Assignment. To print the associated template, click the [Notice of Subsidized Guardianship Suspension or Termination](#) task hyperlink to access the child's Subsidized Guardianship Eligibility page.

Date Due	Due In	Case/Provider Name	Participant(s) Name	Task Name	Responsible Worker	Shared With	Action
12/31/2022	-39	Ajax, Logitech (9224636)	Ajax, Logitech (9228261)	SG - Suspend/Term	Cake, Caitlin C.	-	Print Copy

B. Terminations resulting from a Subsidized Guardianship Eligibility Determination type of Guardian Failed to Respond to Annual Review

Note: For this option to be available on the Determination Type dropdown, the Subsidized Eligibility must first be suspended by a weekly overnight process with a determination of 'Annual Review Not Returned.'

The Guardian Failed to Respond to Annual Review Eligibility Determination type allows for a county to terminate an agreement at a date of their choosing.

- Click the [Subsidized Guardianship Eligibility](#) hyperlink from the case outliner to open the child's Subsidized Guardianship Eligibility page.
- On the Subsidized Guardianship Eligibility page, verify the most recent Eligibility Status type is Annual Review Not Returned. Click Insert.

eWiSACWIS
Resource
TM
Print
Help

Basic

Child Name: [Bennet, Debbie \(9221954\)](#)
DOB: 04/08/2004
Age: 18

Eligibility History

Notices and Decisions Template History

History

Date	Type	Eligibility Status	Override Decision	Decision Date	
06/28/2019	Initial	Eligible			View
09/15/2020	Annual Review	Continue Payment			View
08/14/2021	Annual Review	Continue Payment			View
03/10/2022	Child Over 18	Continue Payment			View
12/01/2022	Annual Review Not Returned	Suspend Payment			

Insert

☐ View Not Approved/Made in Error

SaveClose

- On the Subsidized Guardianship Eligibility Determination page, select Guardian Failed to Respond to Annual Review for the Type of Determination. The Effective Date defaults to the date of entry. Enter a date for the Terminate as of.

Note: The Effective Date of a termination cannot be a future date.

- Enter any desired text into the 'Describe efforts to contact the guardian' narrative box. When finished click Save and send for supervisory approval. Click Close to return to the Subsidized Guardianship Eligibility Screen.

Subsidized Guardianship Eligibility Determination

TM
Print
Help

Child Information

Child Name: [Bennet, Debbie \(9221954\)](#)
DOB: 04/08/2004
Age: 18

Type of Determination: Guardian Failed to Respond to Annual Rev
Effective Date: 02/09/2023
Eligibility Status: Terminate as of 02/01/2023

Guardian Failed to Respond to Annual Review

Describe efforts to contact the guardian:

- The Guardian Failed to Respond to Annual Review displays for Type, with the Eligibility status as Terminate. Click Close.

eWiSACWIS
Resource
TM
Print
Help

Basic

Child Name: [Bennet, Debbie \(9221954\)](#)
DOB: 04/08/2004
Age: 18

Eligibility History

Notices and Decisions Template History

History

Date	Type	Eligibility Status	Override Decision	Decision Date	
06/28/2019	Initial	Eligible			View
09/15/2020	Annual Review	Continue Payment			View
08/14/2021	Annual Review	Continue Payment			View
03/10/2022	Child Over 18	Continue Payment			View
12/01/2022	Annual Review Not Returned	Suspend Payment			

Insert

☐ View Not Approved/Made in Error

SaveClose

- Weekly financial overnight processing identifies Subsidized Guardianships with an approved eligibility status of 'Terminate' and looks to the 'as of date:' If the 'as of date' has been reached, the Subsidized Guardianship Agreement and Service close.

Printing the Notice of Subsidized Guardianship Suspension or Termination

- From the Notices and Decisions Template History tab, click the document hyperlink to open the template.

eWiSACWIS

TM

Print

Help

Basic

Child Name: [Ajax, Logitech \(9228261\)](#)

DOB: 02/01/2004

Age: 19

Eligibility History

Notices and Decisions Template History

SG Eligibility Notices and Decisions Template History

Document Name	Created	Decision	Printed	Not Printed	
1st SG Request for Information to Determine Continued Eligibility	05/04/2020	n/a	00/00/0000		
Notice of Subsidized Guardianship Suspension or Termination	07/01/2022		02/08/2023		

Insert

☐ View Not Approved/Made in Error

Save

Close

- The template pre-fills guardian, child, and termination information. Print the template and click Close to return to the Subsidized Guardianship Eligibility page.

eWiSACWIS

Close

Notification of Subsidized Guardianship Suspension or Termination

Use of form:

This form is used to notify guardians of their child's suspension or termination of payments. Personally identifiable information on this form is used to verify the information necessary for providing benefits and will be used only for this purpose.

Provide Guardian's Names and Address Below:

ABBY, ART

123 66TH ST

MILWAUKEE, WI 53214

Today's Date:

02/08/2023

Child Information

Name:

Ajax, Logitech

Birthdate:

02/25/2004

18th Birthdate:

02/25/2022

Case ID Number:

9224636

This notice is to inform you that the subsidized guardianship agreement and monthly payment has been

☐ suspended

☒ terminated

effective 05/31/2022 due to one or more of the following reason(s):

☒ The terms of the agreement have been reached, the child is now an adult.

☐ The guardian has requested a termination of the subsidized guardianship agreement.

☐ The guardianship is vacated.

☐ The child has turned 19 and/or the child is no longer a full-time student in a high school or an equivalent educational program and the child is not expected to graduate by his / her 19th birthday.

☐ Cessation of legal responsibility of the guardian for the child.

The child is:

☐ Deceased

☐ Married

☐ Entered the military

☐ No longer living with you

☐ The child's parent(s) moved into your home

February 2023

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- On the Notices and Decisions Template History tab, the Date Printed default to today's date. Verify the date and click Save. Saving the printed template deletes the associated task.

TM
Print
Help

Basic

Child Name: [Ajax, Logitech \(9228261\)](#)
DOB: 02/01/2004
Age: 19

Eligibility History

Notices and Decisions Template History

SG Eligibility Notices and Decisions Template History

Document Name	Created	Decision	Printed	Not Printed	
1st SG Request for Information to Determine Continued Eligibility	05/04/2020	n/a	00/00/0000		
Notice of Subsidized Guardianship Suspension or Termination	07/01/2022		02/08/2023		

Insert

☐ View Not Approved/Made in Error

Save
Close

- Weekly financial overnight processing identifies Subsidized Guardianships with an approved eligibility status of 'Terminate' and looks to the 'as of date.' If the 'as of date' has been reached, the Subsidized Guardianship Agreement and Service close.

Note: If an Eligibility Status of 'Terminate' was entered in error, and weekly financial processing has **not** occurred, the determination can be 'Made in Error' and, if applicable, a new eligibility status entered.

Note: If an Eligibility Status of 'Terminate' was entered in error, and weekly financial processing **has** occurred, see the Reopening a Subsidized Guardianship Agreement Ended in Error user guide.

Making a Subsidized Eligibility Determination as Made in Error

Note: This section addresses when an Eligibility Status was entered in error, and, if the determination affects payment, that the weekly financial processing has **not** occurred.

Note: If an Eligibility Status of 'Terminate' was entered in error and weekly financial processing **has** occurred, see the Reopening a Subsidized Guardianship Agreement Ended in Error user guide.

1. To make the Subsidized Guardianship Eligibility as 'Made in Error' click the child's [Subsidized Guardianship Eligibility](#) hyperlink from the outliner.

Ajax, Logitech (9224636) Safe at Home

Case details:
Subsidized Guardianship
Milwaukee-Admin
Permanency Support
Open OHP exists for associated participant(s)

Case address:
111 First Ave
Baraboo, WI 53913

Primary worker:
SubGuardianship, Default
ewuat25@dhfs.state.wi.us

Actions:

Please select an action ▲

View case information

Agreements and Notices

Assets and Income

Assignments

Background Checks

Case/Permanency Plan

Education

Eligibility

Legal

Narratives

Permanency Consultation

Planning

Related People

Services

Eligibility

Medicaid Eligibility Determination	08/08/2022	Ajax, Logitech	Approved
Subsidized Guardianship Eligibility	02/01/2023	Ajax, Logitech	Terminate

Note: The only Eligibility Statuses that cannot be 'Made in Error' are: Annual Review Not Returned and Made in Error.

2. On the Subsidized Guardianship Eligibility, click [View](#) on the Eligibility Status line to make in error. This opens the Subsidized Guardianship Eligibility Determination page.

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Basic

Child Name: [Ajax_Logitech \(9228261\)](#)

DOB: 02/01/2004

Age: 19

Eligibility History

Notices and Decisions Template History

History

Date	Type	Eligibility Status	Override Decision	Decision Date	
04/15/2020	Initial	Eligible			View
02/01/2023	Change in circumstance(s)	Terminate			View

Insert

☐ View Not Approved/Made in Error

SaveClose

- On the Subsidized Guardianship Eligibility Determination page, select 'Made in Error' from the Options dropdown and click Go. Click Close to return to the Subsidized Eligibility Determination page.

Subsidized Guardianship Eligibility Determination

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Child Information

Child Name: [Ajax_Logitech \(9228261\)](#)

DOB: 02/01/2004

Age: 19

Type of Determination: Change in circumstance(s)

Effective Date: 02/01/2023

Eligibility Status: Terminate as of 01/01/2023

Change in circumstance(s)

Question 1:

☒ Yes ☐ No
 Has the family's address changed? If yes, indicate the date of the change.
 Date: 01/01/2023

Question 2:

☒ Yes ☐ No
 Has there been a change in the child's guardian? If yes, indicate the date of the change.
 Date: 01/01/2023

☐ Due to guardian's death/incapacitation
 ☒ Other (explain below): [Details](#)

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.
 Date: 01/01/2023

The child is:
 ☐ Deceased
 ☐ Married
 ☐ Entered the Military
 ☒ No longer living with guardian
 ☐ Parent(s) moved into the home

Question 4:

Options: Made in Error Go

Save

Close

Note: When "Made in Error" is selected for a determination which is not 'Terminate,' the following message displays. Click Yes to continue or No to return the Subsidized

February 2023

Eligibility determination.

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](#)

4. The Eligibility Status has been changed to Made in Error.

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Basic

Child Name: [Ajax, Logitech \(9228261\)](#) DOB: 02/01/2004 Age: 19

Eligibility History

Notices and Decisions Template History

History

Date	Type	Eligibility Status	Override Decision	Decision Date	
04/15/2020	Initial	Eligible			View
02/01/2023	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.

Other Subsidized Guardianship Notices and Decisions

Several notices and related tasks are generated for children based on the date of birth, education status, and other eligibility factors.

- Task: **Subsidized Guardianship Termination of SG at Age 18**- Identifies children with an open SG Service that are expected to turn 18 in 130 days. Reminds the primary worker to send:
 - Document: **Advance Notice of Termination of Subsidized Guardianship at Age 18** – This notice is used to collect high school information for the purpose of determining continued eligibility for Subsidized Guardianship after a child turns 18 years of age.
 - Document: **Notice of Decision on Subsidized Guardianship Eligibility Status After 18** - Identifies children that are expected to turn 18 in 60 days by selecting the notice via the AA/SG Eligibility Notices and Decisions page. This form is used to notify guardians of their child's eligibility for Subsidized Guardianship after the child turns 18 years of age.
- Task: **Subsidized Guardianship Termination of SG at Age 19** - Identifies children with an open SG service that are expected to turn 19 in 130 days and where the Anticipated High School Graduation date is blank or greater than the 19th birthday. Reminds the primary worker to send:
 - Document: **Request for Continuation of Subsidized Guardianship for a Child Over Age 19** – This notice is used to collect information for the purpose of determining continued eligibility for Subsidized Guardianship after a child turns 19 years of age.

Note: Documents can be printed via the AA/SG Eligibility Notices and Decisions on the Actions menu, however most can also be generated and printed from the Notices and Decisions Template History tab of the child's Subsidized Guardianship Eligibility.

Documenting Determination Types for a Child Over 18 & a Child Over 19

1. To document a determination for a Child Over 18 or Child Over 19, access the Subsidized Guardianship Eligibility page by clicking the child's [Subsidized Guardianship Eligibility](#) hyperlink from the outliner.

Allen, Clara (9221213)

Case details:
CPS Family - Ongoing
Milwaukee-Admin
Open OHP exists for associated participant(s)

Case address:
11 Southern Way
Madison, WI 53702

Primary worker:
Clark, Supervisor
(222) 222-2222
clarksupervisor@clark.gov

Actions:
[Please select an action ▼](#)

View case information

Assets and Income **Assignments** **Eligibility** **Planning**

Related People

Eligibility

Subsidized Guardianship Eligibility	03/02/2020	Allen, Jon	Eligible
Title IV-E Eligibility Determination	07/01/2014	Allen, Clara	(Voided)
Title IV-E Eligibility Determination	07/01/2014	Allen, Clara	

2. Click Insert on the Eligibility History tab to open a new Subsidized Guardianship Eligibility Determination page.

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Basic

Child Name: [Allen, Jon \(9221693\)](#) DOB: 01/01/2003 Age: 20

Eligibility History **Notices and Decisions Template History**

History

Date	Type	Eligibility Status	Override Decision	Decision Date	
03/02/2020	Initial	Eligible			View

Insert

☐ View Not Approved/Made in Error Save Close

3. Select the Child Over 18 or Child Over 19 for the Type of Determination dropdown. Enter a date in the Effective Date field.

The screenshot shows the 'Subsidized Guardianship Eligibility Determination' form. The 'Child Information' section includes fields for Child Name (Allen, Jon (9221693)), DOB (01/01/2003), and Age (20). The 'Type of Determination' dropdown is set to 'Child Over 19', and the 'Effective Date' is 02/01/2023. The 'Eligibility Status' is Pending. The 'High School Information' section has fields for High School Name, Anticipated high school graduation date, Date first High School Information form signed, and Date last High School Information form signed, all with default dates of 00/00/0000. The 'Eligibility After Age 19' section shows 'Question 1' with an 'Options' dropdown and a 'Go' button. 'Save' and 'Close' buttons are at the bottom right.

4. Enter applicable High School Information and make the appropriate Yes or No selections. When answering Yes, some questions require a date be entered. Depending on the question, additional information may be required.
5. Once all the questions have been answered, click Save. If no date has been entered for the Anticipated High School Graduation Date, the following error message displays. Click the Child Name hyperlink on the Subsidized Guardianship Eligibility Determination page to update the date in Person Management on the Education tab.

The screenshot shows the 'Subsidized Guardianship Eligibility Determination' form with an error message. The error message is titled 'Errors (1)' and states: 'An Anticipated Graduation Date should be after the child's 19th birthday. Please correct the Anticipated High School Graduation Date on the Education tab of the child's Person Management page.' The error message is displayed in a red box with a red exclamation mark icon.

6. The Eligibility Status updated to 'Continue Payment,' or 'Terminate.' Click Save.

Subsidized Guardianship Eligibility Determination
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Child Information

Child Name: [Allen, Jon \(9221693\)](#)
DOB: 01/01/2003
Age: 20

Type of Determination: Child Over 19
Effective Date: 02/01/2023
Eligibility Status: Continue Payment

High School Information

High School Name: Verona High School

Anticipated high school graduation date: 06/30/2023

Date first High School Information form signed: 00/00/0000

Date last High School Information form signed: 00/00/0000

Eligibility After Age 19

Question 1:

Options: Go

Save Close

Note: If the Eligibility Status is 'Terminate,' see the Subsidized Guardianship Termination section of this guide for more information.

- Once completed, send the determination record for approval. Select 'Approval' from the Options dropdown and click Go. On the Approval History page, select the Approve radio button. Click Continue to return to the Subsidized Guardianship Eligibility Determination page. Click Save to send the determination for approval.
- Click Close to return to the Subsidized Guardianship Eligibility page.

Basic

Child Name: [Allen, Jon \(9221693\)](#)

DOB: 01/01/2003

Age: 20

Eligibility History

[Notices and Decisions Template History](#)

History

Date	Type	Eligibility Status	Override Decision	Decision Date	
03/02/2020	Initial	Eligible			View
02/01/2023	Child Over 19	Terminate			View

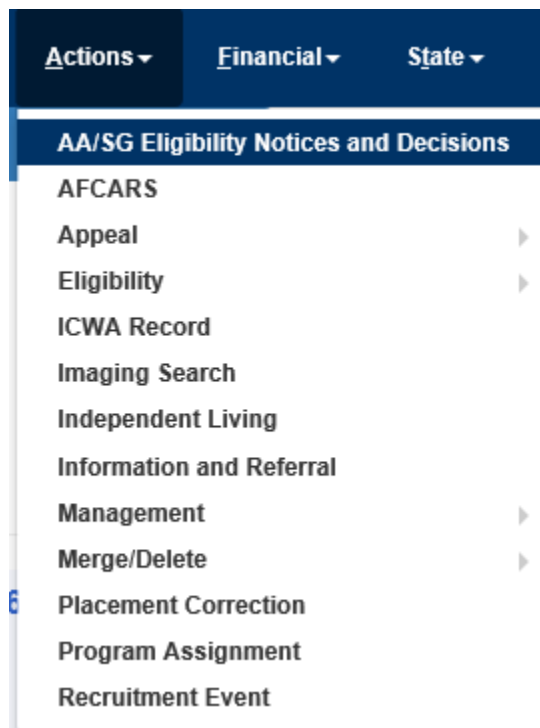
[Insert](#)☐ View Not Approved/Made in Error[Save](#)[Close](#)

9. Click Close to return to the desktop.

Printing from the AA/SG Eligibility Notices and Decisions page

Note: No assignment to the case is needed to print from the page, however additional security is needed.

1. The AA/SG Eligibility Notices and Decisions page is a way to print both single and multiple notices.



2. On the AA/SG Eligibility and Notices and Decisions page, select the Document Name to print.

A screenshot of the eWiSACWIS web application interface. The header bar is dark blue with the text "eWiSACWIS" on the left and "TM", "Print", and "Help" on the right. The main content area has a light blue background. On the left, there is a "Document Name:" label and a "Create Temp" button. Below this is a "Select All" button. A dropdown menu is open, showing a list of document names. The first item, "1st SG Request for Information to Determine Continued Eligibility", is highlighted in blue. To the right of the dropdown, there is a "County: Milwaukee" label. Below the dropdown, there is a table with four columns: "Turns 18", "Graduation Date", "Case ID", and "Decision". At the bottom right of the page, there are three buttons: "Print", "Save", and "Close".

- Once a Document Name is selected, the page lists the cases where the notice is due to be sent to the guardian. Check the 'Select All' checkbox or choose specific cases to print. Click Print to open the selected template(s).

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Document Name:

Notice of Decision on Subsidized Guardianship Eligibility Status After 18

County: Milwaukee

Create Template

<input type="checkbox"/> Select All	Split Payment	Payee Name	Child Name	Turns 18	Graduation Date	Case ID	Decision	
<input type="checkbox"/>		Nancy Gaston	Collie, Cali	07/25/2009		9222590	Stop 18	Delete
<input type="checkbox"/>		Nancy Gaston	Collie, Cali	07/25/2009	08/15/2009	9222590	Stop Grad	Delete
<input type="checkbox"/>		Nancy Gaston	Collie, Cali	07/25/2009	08/02/2010	9222590	Stop 19	Delete
<input type="checkbox"/>		Nancy Gaston	Collie, Holly	07/05/2009	08/16/2009	9222631	Stop Grad	Delete
<input type="checkbox"/>		Nancy Gaston	Collie, Holly	05/31/2011	06/16/2012	9222631	Stop 19	Delete
<input type="checkbox"/>		Karen Allen	Lottakin, Eight	04/30/2011		9222465	Stop 18	Delete

Print

Save

Close

Note: If the notice should not be sent, click the Delete hyperlink next to the associated notice. Click Yes to the pop-up to permanently remove the notice. This removes the notice from the list and no copy is saved.

- The selected templates open as a group. Select the Print icon. Click the Close button to return to the AA/SG Eligibility and Notices page.
- Click Save. The selected notices are now removed from the list. Related tasks are deleted for the worker with a Primary Assignment.

6. The printed document is available under the Notices and Decisions Template History on the Subsidized Guardianship Eligibility Determination page.

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Basic

Child Name: [Allen, Jon \(9221693\)](#)DOB: 02/01/2004Age: 20

Eligibility History

Notices and Decisions Template History

SG Eligibility Notices and Decisions Template History

Document Name	Created	Decision	Printed	Not Printed	
1st SG Request for Information to Determine Continued Eligibility	10/05/2022	n/a	10/12/2022		
Request for Continuation of Subsidized Guardianship for a Child Over Age 19	11/04/2022	n/a	01/31/2023		

Insert

☐ View Not Approved/Made in Error

SaveClose

Subsidized Guardianship Agreement Amendments

A child may be eligible for an amendment as early as 12 months after the Subsidized Guardianship Agreement date.

See the Subsidized Guardianship Amended Agreement User Guide for more information.