

Subsidized Guardianship Initial Determination & Case Creation

Note: Assignment to the family case is needed in order to document work (except for imaging).

Note: Do not close the Out of Home Placement under the family case as this will prevent deactivation and not allow the Subsidized Guardianship case to be created.

Introduction

Establishing Subsidized Guardianship for a child consists of multiple steps; from the documentation of initial eligibility to Subsidized Guardianship case creation, and includes continued program eligibility determination(s) and documentation. The following guide addresses the Initial Subsidized Guardianship Eligibility determination on the family case through the deactivation and creation of the child's Subsidized Guardianship case.

Related User Guides

[Reopening a Subsidized Guardianship Agreement Ended in Error](#)

[Subsidized Guardianship Amended Agreement](#)

[Subsidized Guardianship Continued Eligibility and Related Notices and Decisions](#)

Documenting an Initial Subsidized Guardianship Determination

1. From the desktop, go to the Cases tab and click the Create Case Work hyperlink [▶ Create case work](#) or select Create Case Work from the Actions drop-down next to the specific case to open the Create Case Work page.

Actions:

Please select an action ▼

- Case Note Criteria Search
- Create Assignment
- Create Case Face Sheet
- Create Case Note
- Create Case Work**
- Create Meeting
- Imaging Search
- Print Case Record
- View Tasks

- On the Create Case Work page, go to Eligibility and select 'Subsidized Guardianship Eligibility' from the drop-down. Select the case and participant and click Create to open the Subsidized Guardianship Eligibility page.

The screenshot shows the 'Create Case Work' interface in Internet Explorer. The page title is 'Create Case Work - Internet Explorer'. The main header is 'eWiSACWIS' with 'Print' and 'Help' options. The interface is divided into three main sections:

- Create Case Items:** A list of categories with dropdown menus. The 'Eligibility' category is selected, and the dropdown menu is open, showing 'Subsidized Guardianship Eligibility' as the selected option.
- Cases:** A list of cases with names and IDs. 'Abby, Art J. (9221326)' is highlighted in blue.
- Case Participants:** A list of participants with names and IDs. 'Abby, Art, Biological Child (9221485)' and 'Ableman, Sara, Step Child (9222046)' are listed. A note above the list says 'Hold down the 'Ctrl' key for multi-selection'.

- Click Insert on the Eligibility History tab of the Subsidized Guardianship Eligibility page to open and create the Initial Subsidized Guardianship Eligibility Determination.

Subsidized Guardianship Eligibility - Internet Explorer

eWiSACWIS TM Print Spell Check Help

Child Information
 Child Name: [Lulea, Kiddo \(9231099\)](#) DOB: 01/01/2010 Age: 10

Eligibility History Notices and Decisions Template History

History

Date	Type	Eligibility Status	Override Decision	Decision Date

Insert

View Not Approved/Made in Error **Save** **Close**

- On the Subsidized Guardianship Eligibility Determination page, select 'Initial' from the Type of Determination drop-down and enter an Effective Date.

Subsidized Guardianship Eligibility Determination -- Webpage Dialog

eWiSACWIS TM Print Spell Check Help

Child Information
 Child Name: [Lulea, Kiddo \(9231099\)](#) DOB: 01/01/2010 Age: 10

Type of Determination:

- Annual Review
- Change in circumstance(s)
- Child Over 18
- Child Over 19
- Initial

 Effective Date: Eligibility Status: Pending

Options: **Save** **Close**

5. Make the appropriate Yes or No selection for each question. Associated narrative text fields are only required when a question is answered Yes.

Subsidized Guardianship Eligibility Determination -- Webpage Dialog

eWiSACWIS TM Print Spell Check Help ?

Child Information

Child Name: [Lulea, Kiddo \(9231099\)](#) DOB: 01/01/2010 Age: 10

Type of Determination: Effective Date: Eligibility Status: Pending

Child Eligibility

Question 1:

Yes No Has the child been removed from his or her home pursuant to a voluntary placement agreement under s. 48.63 or under a substantially similar tribal law or under a court order containing a finding that continued placement of the child in his or her home would be contrary to the welfare of the child?

Describe.

[More...](#) [Less...](#) [Default](#)

Question 2:

Yes No Has reunification and adoption been determined not to be appropriate permanency options for the child?

Describe the efforts made to reunify the child and the determination that reunification is not in the child's or Indian child's best interests.

[More...](#) [Less...](#) [Default](#)

Describe the steps taken to determine that adoption is not in the child's or Indian child's best interests and the reasons why adoption is not being pursued. Include the efforts made to discuss adoption with the child's prospective guardian as a more permanent alternative to guardianship and, in the case of a relative foster parent who has chosen not to pursue adoption, documentation of the reasons why.

Options:

Note: If the child is not an Indian child, Question 3 will be ignored when determining the Subsidized Guardianship eligibility status.

Note: If the child is under the age of 14, Question 6 will be ignored when determining the Subsidized Guardianship eligibility status.

6. Once all of the questions are answered, click Save. The Eligibility Status will be updated to either ‘Eligible’ or ‘Not Eligible.’

The image displays two screenshots of the eWiSACWIS web application interface for Subsidized Guardianship Eligibility Determination. Both screenshots show the same user information: Child Name: Lulea, Kiddo (9231099), DOB: 01/01/2010, Age: 10, Type of Determination: Initial, and Effective Date: 07/15/2020.

Top Screenshot (Pending Status): The 'Eligibility Status' is 'Pending'. Under 'Child Eligibility', Question 1 is selected with 'Yes'. The question text is: "Has the child been removed from his or her home pursuant to a voluntary placement agreement under s. 48.63 or under a substantially similar tribal law or under a court order containing a finding that continued placement of the child in his or her home would be contrary to the welfare of the child?".

Bottom Screenshot (Eligible Status): The 'Eligibility Status' is 'Eligible'. Question 1 is still selected with 'Yes'. Below the question, there is a text area for description with the placeholder "Enter data...". Question 2 is selected with 'Yes'. The question text is: "Has reunification and adoption been determined not to be appropriate permanency options for the child?". Below this, there are two text areas for description, both with the placeholder "Enter data...". At the bottom right, there are 'Save' and 'Close' buttons.

Note: If the Eligibility Status remains as ‘Pending’ after save check that all questions and associated information has been entered.

After the Eligibility Status has been updated, select the 'SG Eligibility Determination and Permanency Plan Addendum' from the Options drop-down on the bottom of the page and click Go to launch the template. Most information prefills from the Eligibility Determination. Once complete, Save and Generate the PDF and print the template. Click Close to return to the Subsidized Guardianship Eligibility Determination page.

eWiSACWIS																		
<input type="button" value="Save"/> <input type="button" value="Save and Generate PDF"/> <input type="button" value="Close"/>																		
Subsidized Guardianship Eligibility Determination and Permanency Plan Addendum																		
Today's Date		Name - Agency																
07/15/2020		Division of Milwaukee Child Protective Services																
Name - Child (Last, First, MI)			Birthdate - Child															
Lulea, Kiddo			01/01/2010															
Name - Mother (Last, First, MI)		Telephone Number (Home)	Telephone Number (Mobile)															
Aardvark, Child, M.																		
Address - Mother (Street, City, State, Zip Code)																		
123 Main Apt.#102, Madison, WI 53701																		
Name - Father (Last, First, MI)		Telephone Number (Home)	Telephone Number (Mobile)															
Address - Father (Street, City, State, Zip Code)																		
CHILD ELIGIBILITY																		
<table border="0"> <thead> <tr> <th style="text-align: center;">Yes</th> <th style="text-align: center;">No</th> <th></th> </tr> </thead> <tbody> <tr> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td>Has the child been removed from his or her home pursuant to a voluntary placement agreement under s. 48.63 or under substantially similar tribal law or under a court order containing a finding that continued placement of the child in his or her home would be contrary to the welfare of the child? If yes, describe below.</td> </tr> <tr> <td colspan="3"> <div style="border: 1px solid gray; padding: 5px; min-height: 30px;">Enter data...</div> </td> </tr> <tr> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td>Has reunification and adoption been determined not to be appropriate permanency options for the child?</td> </tr> <tr> <td colspan="3"> Describe the efforts made to reunify the child and the determination that reunification is not in the child's or Indian child's best interests. </td> </tr> </tbody> </table>				Yes	No		<input checked="" type="checkbox"/>	<input type="checkbox"/>	Has the child been removed from his or her home pursuant to a voluntary placement agreement under s. 48.63 or under substantially similar tribal law or under a court order containing a finding that continued placement of the child in his or her home would be contrary to the welfare of the child? If yes, describe below.	<div style="border: 1px solid gray; padding: 5px; min-height: 30px;">Enter data...</div>			<input checked="" type="checkbox"/>	<input type="checkbox"/>	Has reunification and adoption been determined not to be appropriate permanency options for the child?	Describe the efforts made to reunify the child and the determination that reunification is not in the child's or Indian child's best interests.		
Yes	No																	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Has the child been removed from his or her home pursuant to a voluntary placement agreement under s. 48.63 or under substantially similar tribal law or under a court order containing a finding that continued placement of the child in his or her home would be contrary to the welfare of the child? If yes, describe below.																
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Describe the efforts made to reunify the child and the determination that reunification is not in the child's or Indian child's best interests.																		

- Next, send the Eligibility Determination for approval by selecting 'Approval' from the Options drop-down and clicking Go. On the Approval History page, select the Approve radio button and click Continue to return to the Subsidized Guardianship Eligibility Determination page. Click Save on the Subsidized Guardianship Eligibility page to send the determination for approval.

Subsidized Guardianship Eligibility - Internet Explorer

eWiSACWIS TM Print Spell Check Help ?

Child Information
 Child Name: [Lulea, Kiddo \(9231099\)](#) DOB: 01/01/2010 Age: 10

Eligibility History Notices and Decisions Template History

History

Date	Type	Eligibility Status	Override Decision	Decision Date	
07/15/2020	Initial	Eligible			View

View Not Approved/Made in Error

[Insert](#) [Save](#) [Close](#)

Note: Prior to supervisor approval a determination is available to [Edit](#). Once approved, a [View](#) hyperlink appears to view the Subsidized Guardianship Eligibility information associated with that determination.

- Click Close on the Subsidized Guardianship Eligibility page to return to the desktop.
- Upon approval, a [Subsidized Guardianship Eligibility](#) hyperlink displays for the child under the Eligibility section on the family case and reflects the appropriate status; 'Eligible' or 'Not Eligible'.

Abby, Art J. (9221326)

Case details: CPS Family - Ongoing, BMCW-Agency-CSSW
 Case address: 111 Penntown Rd, Baraboo, WI 53913
 Primary worker: Door, Supervisor (Supervisor), Gyan.Ranjan@wisconsin.gov
 Actions: [Please select an action](#)

View case information

Access Reports Administration Agreements and Notices Assessments
 Assets and Income Assignments Background Checks Case/Permanency Plan
 Eligibility ICPC ICWA Legal
 Narratives Payments Placements Planning
 Related People Safety Services

Eligibility

Medicaid Eligibility Determination	02/27/2015	Ableman, Sara	
Medicaid Eligibility Determination	09/10/2007	Abbyie, Amber's A., Sr.	Pending
Subsidized Guardianship Eligibility	07/15/2020	Lulea, Kiddo	Eligible

Creating a Subsidized Guardianship Agreement

Note: The Eligibility Status of the Initial Subsidized Guardianship Eligibility Determination must be 'Eligible' in order to create the agreement.

Note: The agreement can only be created in a) the case that houses the Out of Home Placement and b) only if a CANS and Foster Care Rate (except Level 1) are completed and approved for that Out of Home Placement.

1. From the desktop, go to the Cases tab and click the Create Case Work hyperlink [▶ Create case work](#) or select Create Case Work from the Actions drop-down next to the specific case to open the Create Case Work page.
2. On the Create Case Work page, select 'Subsidized Guardianship Agreement' from the Agreements/Notices drop-down. Select the Case and Participant and click Create to open the Subsidized Guardianship Agreement page.

The screenshot shows the 'Create Case Work' page in the eWiSACWIS system. The interface is divided into several sections:

- Create Case Items:** A list of categories with dropdown menus. 'Agreements/Notices' is selected and set to 'Subsidized Guardianship Agreement'.
- Cases:** A list of cases with 'Abby, Art J. (9221326)' highlighted in blue.
- Case Participants:** A list of participants with 'Abby, Art, Biological Child (9221485)' and 'Ableman, Sara, Step Child (9222046)' highlighted in blue.

- Enter information for the Subsidized Guardianship Agreement. The agreement is divided into the following group boxes: Agreement Information, Supplemental Rate, and Payment Information. The following describes both pre-filled and user entered fields for each group box.

Subsidized Guardianship Agreement - Internet Explorer

eWiSACWIS TM Print Spell Check Help ?

Agreement Information

Case Participant: [Lulea, Kiddo \(9231099\)](#) Date of Agreement: 00/00/0000

Agreement Type: Subsidized Guardianship Agreement Estimated End Date: 01/01/2028

Provider Name: [Brown, LeRoy \(9221465\)](#) Agreement Amount: \$0.00

County: Milwaukee

Successor Guardian 1: Successor Guardian 2:

Supplemental Rate

CANS Effective Date: 06/01/2020 Supplemental Points: N/A Supplemental Rate: N/A

Payment Information

Basic: \$0.00

Supplemental: N/A

Exceptional: N/A

Payment Justification:

Options: Go

Save Close

A. Agreement Information

- Case Participant: Prefills with the child's name as a hyperlink (to Person Management).
 - Date of Agreement: User entered date (Date of Subsidized Guardianship court hearing).
 - Agreement Type: Defaults to Subsidized Guardianship Agreement.
 - Estimated End Date: Prefills the date of the child's 18th birthday.
 - Provider Name: Pre-fills the current provider's name as a hyperlink (to Provider Management).
 - Agreement Amount: Prefills with the total of the Basic, Supplemental, and Exceptional amounts.
- Note:** There is a separate rate algorithm from CANS for foster care and subsidized guardianship. As a result, there may be a slight difference in the total Agreement Amount.
- County: Prefills County.
 - Successor Guardian 1 & Successor Guardian 2: If named, enter in the appropriate field.

B. Supplemental Rate

- Prefills information from the child’s most recently approved CANS linked to the child’s most recently approved placement.

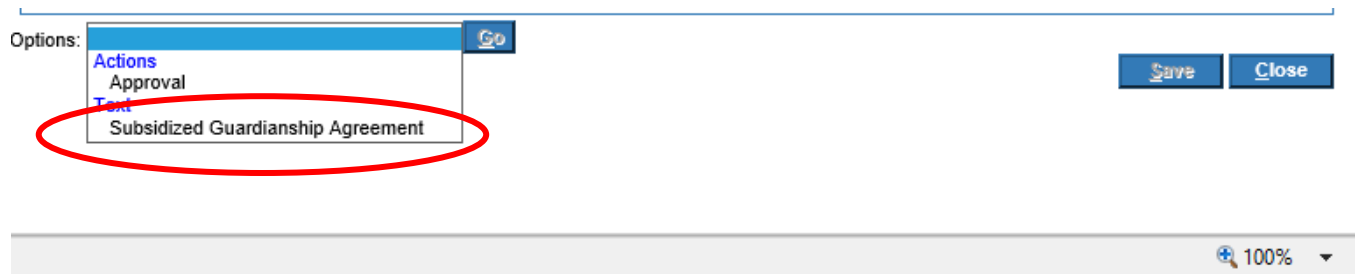
Note: There is a separate rate algorithm from CANS for foster care and subsidized guardianship. As a result, there may be a slight difference in the supplemental points and supplemental rate.

C. Payment Information

- Basic Rate: Prefills basic rate based on the age of the child at the time of the agreement.
- Supplemental: Prefills amount based on the most recently approved CANS.
- Exceptional: If applicable, select the Exceptional checkbox and enter an amount. Provide an explanation in the Payment Justification narrative box. Refer to policy for details on acceptable justifications.

Note: Supplemental and Exceptional amounts are only available if the provider listed on the agreement is a Level 2+.

4. Once all information is entered, select ‘Subsidized Guardianship Agreement’ from the Options drop-down and click Go to launch the template.



- Most information prefills from the Subsidized Guardianship Agreement to the template. Click Save and Generate PDF to print the template. Click Close to return to the Subsidized Guardianship Agreement page.

BIRT HTML Document 1011232 - Internet Explorer

eWiSACWIS

Save Save and Generate PDF Close

Subsidized Guardianship Agreement

Personal information you provide may be used for secondary purposes [Privacy Law, s. 15.04(1)(m), Wisconsin Statutes].

The following agreement has been entered into by and between the county or the Wisconsin Department of Children and Families, Division of Safety and Permanence (hereinafter called the "department"), and (hereinafter called the "guardian(s)"), for the purpose of facilitating the guardianship of (hereinafter called the "child"), born on and to aid the guardian(s) in providing proper care for the child.

This document is the initial subsidized guardianship agreement. The guardian(s) agree that he / she / they intend to enter a guardianship for the child named above and have signed this document for the purposes of receiving subsidized guardianship payments and services for the child under Titles XIX and XX of the Social Security Act from the time of placement prior to being named as guardian(s) for the child.

This document replaces the initial subsidized guardianship agreement signed. It represents a redetermination of the subsidized guardianship payment.

This document is the initial subsidized guardianship agreement. The Order of the guardianship for the child named above has already occurred. The Department of Hearings and Appeals has ordered the agency or department to provide subsidized guardianship payments and services for the child under Titles XIX and XX of the Social Security Act from the date indicated on the Order. A copy of the Order issued by the Division of Hearings and Appeals is attached to this agreement.

This document replaces the initial subsidized guardianship agreement. The establishment of the guardianship for the child named above has already occurred. The Division of Hearings and Appeals has ordered the agency or department to provide a subsidized guardianship payment other than the amount indicated on the original Subsidized Guardianship Agreement from the date indicated on the Order. A copy of the Order issued by the Division of Hearings and Appeals is attached to this agreement.

PROVISIONS OF AGREEMENT

I. **Assistance**

A. **Monthly Subsidized Guardianship Payment**

The amount of the monthly subsidized guardianship payment shall total \$ per month

The amount of this monthly subsidized guardianship payment is based on the needs of the child and the circumstances of the guardian(s) and has been determined by mutual agreement between the guardian(s) and county or the department. The amount of subsidized guardianship payment shall not exceed the foster care maintenance payment received by the guardian

- Next, send the agreement for supervisory approval by selecting 'Approval' from the Options drop-down and clicking Go. On the Approval History page, select the Approve radio button and click Continue to return to the Subsidized Guardianship Agreement page. Click Save to send for approval.

Note: Upon approval of the agreement, a Subsidized Guardianship service type for the provider (if open) will be automatically added. If the provider record is not open, the service will need to be manually added.

Note: Once the child is deactivated from the biological family case, an overnight process will use the agreement information to setup the effective date, provider, and payment amount in the Subsidized Guardianship case.

- Click Close on the Subsidized Guardianship Eligibility page to return to the desktop.
- When the desktop is refreshed, a [Subsidized Guardianship Agreement](#) hyperlink displays for the child under the Agreements and Notices section of the family case.

Creating a Legal Action Record for Subsidized Guardianship

1. From the desktop, open the child’s Legal Record on the family case.

Note: See the Legal Record User Guide if a Legal Record needs to be created.

Abby, Art J. (9221326)

Case details: CPS Family - Ongoing Milwaukee-Admin Open OHP exists for associated participant(s)	Case address: 111 Penntown Rd Baraboo, WI 53913	Primary worker: Door, Supervisor (Supervisor) Gyan.Ranjan@wisconsin.gov	Actions: <input type="text" value="Please select an action"/>
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View case information

Access Reports	Administration	Agreements and Notices	Assessments
Assets and Income	Assignments	Background Checks	Case/Permanency Plan
Eligibility	ICPC	ICWA	Legal
Narratives	Payments	Placements	Planning
Related People	Safety	Services	

Legal

Legal Record	Abbyie, Amber's A., Sr.	None
Legal Documentation	06/09/2005	Court Report
Legal Documentation	06/09/2005	Court Report
Legal Documentation	06/08/2005	Court Report
Legal Documentation	06/08/2005	Court Report

2. On the Legal Record page, click Create Legal Action.

Legal Record - Internet Explorer

eWISACWIS Print Spell Check Help

General Information

Participant Name:	Ableman, Sara	Person ID:	9222046	Participant DOB:	04/12/2006
Case Name:	Abby, Art, J.	Case ID:	9221326		

Legal Record

Legal Action: Subsidized Guardianship	Date: 02/08/2018	Edit	Create Legal Status
Legal Status Result	New Legal Status	Hearing Date	
Petition Granted	Guard. to Relative/Caretaker (48.977)	02/08/2018	Edit

Legal Documents

Legal Document Name	Role in the Document	Created	Approved
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[Historical Legal Status](#)

[Create Legal Action](#) [Print Record](#) [Save](#) [Close](#)

3. On the Legal Action Copy page, click Create to open a new Legal Action.

- On the Legal Action page, enter data in the required fields. Click Save when complete. Click Close to be returned to the Legal Record page.

Note: For Subsidized Guardianship case creation the Legal Action Initiated should be ‘Subsidized Guardianship’.

Legal Record - Internet Explorer

eWiSACWIS Print Spell Check Help

General Information

Participant Name:	Abbyie, Amber's A., Sr.	Person ID:	9221747	Participant DOB:	06/06/2007
Case Name:	Abby, Art, J.	Case ID:	9221326		

Legal Record

Legal Action: Subsidized Guardianship	Date: 02/08/2018	Edit	Create Legal Status
Legal Status Result	New Legal Status	Hearing Date	
Legal Action: CHIPS Petition	Date: 06/08/2005	Edit	Create Legal Status
Legal Status Result	New Legal Status	Hearing Date	

Legal Documents

Legal Document Name	Role in the Document	Created	Approved
Court Report	Child	06/09/2005	
Court Report	Child	06/09/2005	
Court Report	Child	06/08/2005	

Historical Legal Status

[Create Legal Action](#)
[Print Record](#)
[Save](#)
[Close](#)

100%

- On the Legal Record page, click the [Create Legal Status](#) hyperlink next to the Subsidized Guardianship Legal Action to open the Legal Status Copy page.

General Information

Participant Name: Abbye, Amber's A., Sr. Person ID: 9221747 Participant DOB: 06/06/2007
Case Name: Abby, Art, J. Case ID: 9221326

Legal Record

Legal Action: Subsidized Guardianship	Date: 02/08/2018	Edit	Create Legal Status
Legal Status Result	New Legal Status	Hearing Date	
Legal Action: CHIPS Petition	Date: 06/08/2005	Edit	Create Legal Status
Legal Status Result	New Legal Status	Hearing Date	

Legal Documents

Legal Document Name	Role in the Document	Created	Approved
Court Report	Child	06/09/2005	
Court Report	Child	06/09/2005	
Court Report	Child	06/09/2005	

Historical Legal Status

[Create Legal Action](#) [Print Record](#) [Save](#) [Close](#)

- On the Legal Status Copy page, click Create.

Case Information

Case Participant: Abbye, Amber's A., Sr. Person ID: 9221747

Legal Status Selection

Legal Action Initiated	Result	New Legal Status	Hearing Date	Participant
CHIPS Petition	Petition Granted	Agncy Cstdy - Plcmnt w/lic provider	12/01/2015	Abbye, Amber's, A. Copy

[Create](#) [Close](#)

- Enter the required fields. For Subsidized Guardianship case creation, the child's legal status record on the biological family case must have a legal status record that has a) Legal Action as 'Subsidized Guardianship,' b) New Legal Status as 'Guard. To Relative/Caretaker (48.977),' and c) Result as 'Petition Granted.' Click Save when completed. Click Close to return to the Legal Record page.

Legal Status -- Webpage Dialog

eWiSACWIS Print Spell Check Help ?

Case Participant
 Name: Abbyie, Amber's A., Sr. (9221747) Previous Legal Status: Agncy Cstdy - Plcmnt w/lic provider

Court Outcome
 Legal Action: Subsidized Guardianship Result: Petition Granted
 Applies To: Child Court: Circuit
 Judge: Judge's Name Court 2: Adams County Circuit Courts, Adams County
 Commissioner: Commissioner's Name Branch:
 Tribal Contact:
 New Legal Status: Guard. to Relative/Caretaker (48.977) Protective Custody Under Appeal

Initial Removal Court Findings
 CTW finding made (Continued placement of the child in his or her home would be contrary to the welfare of the child.)
 REPR finding made (Reasonable efforts finding to prevent the removal of the child from the home were made.)

Court Numbers 17JV01

Legal Status Dates

	Date	Verified?		Date	Verified?
Hearing/Legal Status Date:	02/08/2018	<input type="checkbox"/>	Next Court Date:	00/00/0000	<input type="checkbox"/>
Date Filed/Served:	00/00/0000	<input type="checkbox"/>	Court Report Due:	00/00/0000	<input type="checkbox"/>
Order Expiration Date:	00/00/0000	<input type="checkbox"/>	Court Report Submitted:	00/00/0000	<input type="checkbox"/>

Save Close

- The Legal Record entry is now complete.

Legal Record - Internet Explorer

eWiSACWIS Print Spell Check Help ?

General Information
 Participant Name: Abbyie, Amber's A., Sr. Person ID: 9221747 Participant DOB: 06/06/2007
 Case Name: Abby, Art, J. Case ID: 9221326

Legal Record

Legal Action	Date	Edit	Create Legal Status
Subsidized Guardianship	02/08/2018	Edit	Create Legal Status
Legal Status Result	New Legal Status	Hearing Date	
Petition Granted	Guard. to Relative/Caretaker (48.977)	02/08/2018	Edit

- Click Close on the Legal Record page to return to the desktop.

Creating Imaging Records for Subsidized Guardianship

Note: The Imaging page can also be accessed via the desktop Menu>Utilities> Imaging Search page, which does not require an assignment to the case.

1. From the desktop, go to the Cases tab and click the Create Case Work hyperlink [Create case work](#) or select Create Case Work from the Actions drop-down next to the specific case to open the Create Case Work page.
2. On the Create Case Work page, select 'Subsidized Guardianship' from the Imaging drop-down. Select the Case and Participant. Click Create to open the Imaging page.

The screenshot shows the 'Create Case Work' interface in Internet Explorer. The browser title is 'Create Case Work - Internet Explorer'. The application header is 'eWiSACWIS' with 'Print' and 'Help' options. The main content area is divided into three sections:

- Create Case Items:** A list of categories with dropdown menus. The 'Imaging' category is selected, showing 'Subsidized Guardianship'.
- Cases:** A list of cases. 'Abby, Art J. (9221326)' is highlighted.
- Case Participants:** A list of participants. 'Abby, Art, Biological Child (9221485)' and 'Ableman, Sara, Step Child (9222046)' are highlighted. A note above the list says 'Hold down the 'Ctrl' key for multi-selection'.

- There are 6 required Subsidized Guardianship documents: BadgerCare+/Medicaid Health Insurance Form (F-10115), Guardianship Order, Initial Court Order, Most Recent Court Order, Permanency Options in Brief, and Signed Subsidized Guardianship Agreement (DCF-F-CFS2365-E).

Note: For Subsidized Guardianship, the BadgerCare+/Medicaid Health Insurance Form (F-10115), Guardianship Order, Permanency Options in Brief, and Signed Subsidized Guardianship Agreement (DCF-F-CFS2365-E) imaging records must be created with a Date of Document that falls within the past 6 months prior to deactivating the child to create the Subsidized Guardianship case.

Imaging
Print Help

Case Details

Case: Abby, Art J. (9221326) Worker: Caitlin C. Cake

Image Details

Date of Document: 06/19/2020

Category: Subsidized Guardianship

Type:

Annual Review
 BadgerCare+/MedicaidHealthIns (F-10115)
 Guardianship Order
 Initial Court Order
 Most Recent Court Order
 Permanency Options in Brief
 Signed Amended SG Agreement
 Signed SG Agreement (DCF-F-CFS2365-E)

File Name:

Comments:

Last Updated By: Delete Create

Participants:

- Abby, Art J. (TPR)
- Abby, Art (Reference Person)
- Abbyie, Amber's A., Sr. (TPR)
- Ableman, Sara (Step Child)
- Calc, One (TPR)
- Lulea, Kiddo (Bio Child)
- New, Ann (TPR)
- new, five (Remove)
- new, four (Remove)

Hold down the 'Ctrl' key for multi-selection

Save
Close

Agreements and Notices			
-	Images (6)		
	Subsidized Guardianship - BadgerCare+/MedicaidHealthIns (F-10115)	02/01/2018	Ableman, Sara
	(Details)		
	Subsidized Guardianship - Guardianship Order (Details)	02/01/2018	Ableman, Sara
	Subsidized Guardianship - Initial Court Order (Details)	02/01/2018	Ableman, Sara
	Subsidized Guardianship - Most Recent Court Order (Details)	02/01/2018	Ableman, Sara
	Subsidized Guardianship - Permanency Options in Brief (Details)	02/01/2018	Ableman, Sara
	Subsidized Guardianship - Signed Amended SG Agreement (Details)	02/01/2018	Ableman, Sara
+	Subsidized Guardianship Agreement	02/01/2018	Ableman, Sara \$1082.00

Deactivating a Child Due to Subsidized Guardianship



IMPORTANT: Do not close the Out of Home Placement under the family case as this will prevent deactivation and not allow the Subsidized Guardianship case to be created. Overnight processing closes the Out of Home Placement.

Note: In the event that the child is currently residing in another state or is moving out of state, cancel the Medicaid Eligibility Certification **prior to deactivating** the child for Subsidized Guardianship. Contact the WI Medicaid Specialist at (866) 666-5532 to coordinate benefits in that state.

1. From the desktop, click the family case name hyperlink to open the Maintain Case page.

Abby, Art J. (9221326)

Case details:

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

Case address:

111 Penntown Rd
Baraboo, WI 53913

Primary worker:

Door, Supervisor (Supervisor)
Gyan.Ranjan@wisconsin.gov

Actions:

Please select an action ▾

[+ View case information](#)

2. Click the [DeAct](#) hyperlink for the child to be deactivated to open the Participant Status pop-up page.

Maintain Case - ID: 9221326 - Internet Explorer
Print Help

eWiSACWIS

Case: 9221326

Name: <input type="text" value="Abby, Art J."/>	Case Type: <input type="text" value="CPS Family - Ongoing"/>
County: <input type="text" value="Milwaukee"/>	Site/Region: <input type="text" value="BMCW-Agency-CSSW"/>
CARES Case #: <input type="text"/>	County Case #: <input type="text"/> W-2: <input type="text" value="NE"/>
<input type="checkbox"/> Restricted	Designation: Select Program Status: Open 05/17/2005

Participants
Address
Collaterals
Closing/Merge History

Active Participants

Name	Person Type	Rsp	Household	DOB	Gender	Relationship	Legal	Program	
Abby, Art (9221485)	None	<input type="checkbox"/>	Y	02/04/1971		<input type="text" value="Reference Person"/>	N/A	N	DeAct Rem
Ableman, Sara (9222046)	CW	<input checked="" type="checkbox"/>	Y	04/12/2006	F	<input type="text" value="Step Child"/>	Guard to Relative/Caretaker (48.977)	N	DeAct Rem
Lulea, Kiddo (9231099)	CW	<input checked="" type="checkbox"/>	Y	01/01/2010	M	<input type="text" value="Biological Child"/>	N/A	N	DeAct Rem

Number of Household Members: 3

Options:

- On the Participant Status pop-page, select 'Subsidized Guardianship' from the Reason drop-down. The Effective Date field will populate with the Hearing/Legal Status Date field entered on the Legal Status page. The date can be modified, but cannot be prior to the Hearing/Legal Status Date.

Note: The Effective Date will be the Begin Date for the Subsidized Guardianship Service created by overnight eWiSACWIS processing.

The screenshot shows a web form titled "Participant Status" with a dark blue header containing "Print" and "Help" icons. The form is divided into two main sections: "Participant Status" and "New SG Case".

Participant Status Section:

- Action Requested: DeActivate
- Name: Ableman, Sara
- Worker: Caitlin C. Cake
- Reason: Subsidized Guardianship (dropdown menu)
- Date: 07/16/2020
- Effective Date: 02/08/2018

New SG Case Section:

- Case Type: Subsidized Guardianship (dropdown menu)
- County: Milwaukee (dropdown menu)
- Site/Region: Inactive value: Milwaukee-Admin (dropdown menu)

Participant History Section:

Status	Effective Date	Reason	Worker

At the bottom right of the form are "Save" and "Close" buttons.

- In the New SG Case group box, the Case Type, County, and Site/Region pre-fill from the Maintain Case page. Verify information is correct and click Save.
- Once Save is clicked for the deactivation, the following pop-up message appears. Click Yes to continue to deactivate.

The confirmation pop-up has a title "Confirmation" and contains the following text:

De-activation of Participant with reason 'Subsidized Guardianship' will result in the creation of a new Case. Continue?

At the bottom right of the pop-up are "Yes" and "No" buttons.

- Clicking Yes runs a series of checks to make sure required work is completed and approved, no errors exist, the provider is open with an SG Service, etc. If any information is incomplete, an error message displays above the page. Correct the errors to deactivate the child.

Participant Status

Errors (2)

- An AFCARS/Foster Care Exception (tickler) exists for this child. Please correct the exception (to delete the tickler) prior to deactivating the child for reason of Subsidized Guardianship.
- The case is missing required Subsidized Guardianship documents. Please add the required documents via the Imaging page.

- If no errors exist, clicking Yes will automatically create a new Subsidized Guardianship case for the child and immediately open the Maintain Case page. This process also automatically creates case assignment for the worker* who deactivated the child. Click Close to return to the desktop.

* Milwaukee Only: assignment is made to the State Subsidized Guardianship Default Worker.

Maintain Case - ID: 9221139 - Internet Explorer

eWiSACWIS Print Help

Case: 9221326

Name: Case Type:

County: Site/Region:

CARES Case #: County Case #: W-2:

Restricted Designation: [Select Program](#) Status: Open 06/15/2005

Participants [Address](#) [Collaterals](#) [Closing/Merge History](#)

Active Participants

Name	Person Type	Rsp	Household	DOB	Gender	Relationship	Legal	Program	
Ableman, Sara (9222046)	SG	<input checked="" type="checkbox"/>	Y	01/01/2003	F	<input type="text" value="Reference Person"/>	None	Y	DeAct Rem

Number of Household Members: 1

8. The deactivated child is now listed under Inactive Participants on the family case.

Maintain Case - ID: 9221326 - Internet Explorer

eWiSACWIS Print Help

Case: 9221326

Name: Abby, Art J. Case Type: CPS Family - Ongoing

County: Milwaukee Site/Region: BMCW-Agency-CSSW

CARES Case #: County Case #: W-2: NE

Restricted Designation: [Select Program](#) Status: Open 05/17/2005

Participants [Address](#) [Collaterals](#) [Closing/Merge History](#)

▼ Inactive Participants

Inactive Participants

Name	Person Type	Household	DOB	Gender	Relationship	Legal	Program	
Abby, Art J. (20998)	None	Y	11/11/1961	M	Reference Person	N/A	Y	(TPR)
Abbie, Amber's A., Sr. (9221747)	CPS, CW	Y	06/06/2007	F	Biological Child	Guard. to Relative/Caretaker (48.977)	Y	(TPR)
Ableman, Sara (9222046)	CW	Y	04/12/2006	F	Step Child	Guard. to Relative/Caretaker (48.977)	N	ReAct Rem
Calc. One (9221825)	None	N	01/01/2004	F	Biological Child	N/A	N	(TPR)

Options: Go Save Close

- While the Subsidized Guardianship case is created immediately after deactivation, information specific to the child does not copy over from the family case until eWiSACWIS overnight processing occurs. This processing also ends the Out of Home Placement in the biological family case and creates a Subsidized Guardianship Service in the Subsidized Guardianship case.

Prior to overnight processing, access the Subsidized Guardianship case by refreshing the desktop and going to the new Subsidized Guardianship case. After overnight processing, information is populated in the Subsidized Guardianship case.

Abelmann, Sara(9222750)
 Case details: Subsidized Guardianship, Wood - WisconsinRapids
 Case address:
 Primary worker: Cake, Caitlin M., IV (123) 456-7890 Ext. 1234, caitlin.cake@wisconsin.gov
 Actions: Please select an action

View case information

Agreements and Notices, Assets and Income, Assignments, Eligibility, Related People, Services

Abelmann, Sara(9222750)
 Case details: Subsidized Guardianship, Wood - WisconsinRapids
 Case address:
 Primary worker: Cake, Caitlin M., IV (123) 456-7890 Ext. 1234, caitlin.cake@wisconsin.gov
 Actions: Please select an action

View case information

Agreements and Notices, Assets and Income, Assignments, Case/Permanency Plan, Eligibility, Legal, Placements, Planning, Related People, Safety, Services

After the Subsidized Guardianship Case is Created

Subsidized Guardianship Continued Eligibility and Related Notices and Decisions

After the Subsidized Guardianship case has been created, it is important to retain primary assignment* to the case in order to receive case tasks related to continued eligibility. See the Subsidized Guardianship Continued Eligibility and Related Notices and Decisions user guide for more information.

* Milwaukee Only: primary assignment is made to the State Subsidized Guardianship Default Worker.

Subsidized Guardianship Amended Agreement

Guardians are eligible to request a Subsidized Guardianship Amended Agreement as early as 12 months after the initial agreement. See the Subsidized Guardianship Amended Agreement user guide for more information.

Reopening a Subsidized Guardianship Agreement Ended in Error

Subsidized Guardianship Agreements ended in error may be reopened after termination. See the Reopening a Subsidized Guardianship Agreement Ended in Error user guide for more information.