

Subsidized Guardianship Initial Determination & Case Creation

Note: Assignment to the family case is needed to document case work (except for imaging). Tasks are sent to the Primary assignment to the case.

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 (child who you are determining eligibility for) and click Create to open the Subsidized Guardianship Eligibility page.

The screenshot shows the 'Create Case Work' interface in Microsoft Edge. The left sidebar lists various case items, with 'Eligibility' selected and 'Subsidized Guardianship Eligibility' chosen from the dropdown. The main area is divided into 'Cases' and 'Case Participants' sections, both containing scrollable lists of case identifiers. The 'Cases' list includes 'Abby, Anne A. (9221241)' at the top. The 'Case Participants' list includes 'Abby, Birth Sibling (9224333)'. At the bottom right, there are 'Create' and 'Close' buttons.

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

eWiSACWIS TM Print

WLP Screenshot

Basic

Child Name: [Abby, Alex A. \(9225927\)](#) DOB: 08/05/2002 Age: 22

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 (the date the eligibility determination is made).

Child Information

Child Name: [Abby, Alex A. \(9225927\)](#)

DOB: 08/05/2002

Age: 22

Type of Determination:

▼

Effective Date:

00/00/0000

Eligibility Status: Pending

- Annual Review
- Change in circumstance(s)
- Child Over 18
- ~~Child Over 10~~
- Initial

Options:

▼

Go

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 TM Print

Child Information

Child Name: [Abby, Alex A. \(9225927\)](#) DOB: 08/05/2002 Age: 22

Type of Determination: **Initial** Effective Date: **03/12/2025** Eligibility Status: Pending

Child Eligibility

Question 1: Yes No
 Has the child been removed from their home pursuant to a voluntary placement agreement under Wis. Stat. s. 48.63 or under a substantially similar tribal law of a Tribe located in Wisconsin or under a Wisconsin court order or substantially similar tribal court order containing a finding that continued placement of the child in their home would be contrary to the welfare of the child?

Question 2: Yes No
 Has reunification and adoption/customary adoption been determined not to be appropriate permanency options for the child?
 Describe the efforts the agency has made to reunify the child and why the agency has determined that reunification is not in the child's best interests.

Describe the steps taken to determine that adoption/customary adoption is not in the child's best interests and the reasons why adoption/customary adoption is not being pursued. Include the efforts the agency has made to discuss adoption/customary adoption with the child's prospective guardian and document the reasons the prospective guardian has chosen not to pursue adoption/customary adoption.

Describe the reasons why a subsidized guardianship arrangement is in the child's best interests. Include the ability of the proposed guardian to maintain the relationship and contact with the child's parent(s).

Describe the efforts made by the agency to discuss the subsidized guardianship arrangement with the child's parent(s) or the reasons why efforts were not made.

Options:

Note: If the Indian Tribe field on the child's Person Management page is blank, Question 3 will be ignored when determining the Subsidized Guardianship eligibility status. N/A will be selected if it does not apply and it will not impact eligibility.

Question 3: Yes No N/A
 This question is not required to be completed for an Indian child who is under the jurisdiction of a tribal court. Is the child an Indian child and subject to the jurisdiction of a circuit court? If yes, describe how the subsidized guardianship meets the requirements for placement preference under Wis. Stat. s. 48.028(7)(b), or if applicable, Wis. Stat. s. 48.028(7)(c), unless good cause is found not to place according to the placement preferences as provided under Wis. Stat. s. 48.028(7)(e).

Note: If the child is under the age of 14, Question 7 will be ignored when determining the Subsidized Guardianship eligibility status. N/A can also be selected if it does not apply and it will not impact eligibility.

Question 7: Yes No N/A
 This question is not required to be completed if the child is under 14 years of age. For a child age 14 or older, have they been consulted regarding the guardianship arrangement?

Question 8:

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

Subsidized Guardianship Eligibility Determination TM Print

Child Information

Child Name: [Abby, Alex A. \(9225927\)](#) DOB: 08/05/2002 Age: 22

Type of Determination: **Initial** Effective Date: **03/12/2025** **Eligibility Status: Pending**

Child Eligibility

Question 1: Yes No
Has the child been removed from their home pursuant to a voluntary placement agreement under Wis. Stat. s. 48.63 or under a substantially similar tribal law of a Tribe located in Wisconsin or under a Wisconsin court order or substantially similar tribal court order containing a finding that continued placement of the child in their home would be contrary to the welfare of the child?

Question 2: Yes No
Has reunification and adoption/customary adoption been determined not to be appropriate permanency options for the child?
Describe the efforts the agency has made to reunify the child and why the agency has determined that reunification is not in the child's best interests.

Describe the steps taken to determine that adoption/customary adoption is not in the child's best interests and the reasons why adoption/customary adoption is not being pursued. Include the efforts the agency has made to discuss adoption/customary adoption with the child's prospective guardian and document the reasons the prospective guardian has chosen not to pursue adoption/customary adoption.

Describe the reasons why a subsidized guardianship arrangement is in the child's best interests. Include the ability of the proposed guardian to maintain the relationship and contact with the child's parent(s).

Describe the efforts made by the agency to discuss the subsidized guardianship arrangement with the child's parent(s) or the reasons why efforts were not made.

Options: [dropdown] Go

Save Close

Subsidized Guardianship Eligibility Determination TM Print

Child Information

Child Name: [Abby, Alex A. \(9225927\)](#) DOB: 08/05/2002 Age: 22

Type of Determination: **Initial** Effective Date: **03/12/2025** **Eligibility Status: Eligible**

Child Eligibility

Question 1: Yes No
 Has the child been removed from their home pursuant to a voluntary placement agreement under Wis. Stat. s. 48.63 or under a substantially similar tribal law of a Tribe located in Wisconsin or under a Wisconsin court order or substantially similar tribal court order containing a finding that continued placement of the child in their home would be contrary to the welfare of the child?

Question 2: Yes No
 Has reunification and adoption/customary adoption been determined not to be appropriate permanency options for the child?
 Describe the efforts the agency has made to reunify the child and why the agency has determined that reunification is not in the child's best interests.

Describe the steps taken to determine that adoption/customary adoption is not in the child's best interests and the reasons why adoption/customary adoption is not being pursued. Include the efforts the agency has made to discuss adoption/customary adoption with the child's prospective guardian and document the reasons the prospective guardian has chosen not to pursue adoption/customary adoption.

Describe the reasons why a subsidized guardianship arrangement is in the child's best interests. Include the ability of the proposed guardian to maintain the relationship and contact with the child's parent(s).

Options: **Go**

Save **Close**

Note: If the Eligibility Status remains as 'Pending' after save check that all the questions have been answered and the 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.

Note: The agency must include this form in the child's permanency plan report that is submitted to the court.

eWiSACWIS

Save
Save and Generate PDF
Close

Subsidized Guardianship Eligibility Determination and Permanency Plan Addendum

Use of form: Completion of this form is required pursuant to Wis. Admin. Code s. DCF 55.05. The agency shall use this form to determine if a child and their prospective guardian(s) are eligible for subsidized guardianship payments by answering the following questions. The child and prospective guardian(s) must be deemed eligible for subsidized guardianship payments prior to the agency entering into a subsidized guardianship agreement with the prospective guardian(s). If a prospective guardian(s) submits a written request to determine their eligibility for subsidized guardianship payments to the agency, the agency shall provide this completed form to the prospective guardian(s) as written determination of their eligibility no later than 30 days after receiving the request. Personal information you provide may be used for secondary purposes [Privacy Law, s. 15.04(1)(m), Wisconsin Statutes].

Today's Date	Agency Name
<input type="text" value="03/13/2025"/>	<input type="text" value="Division of Milwaukee Child Protective Services"/>
Child's Full Name	Child's Birthdate
<input type="text" value="Abby, Alex, A."/>	<input type="text" value="08/05/2002"/>
Prospective Guardian 1- Full Name	Prospective Guardian 2- Full Name
<input type="text"/>	<input type="text"/>

CHILD ELIGIBILITY

Yes	No	N/A	
<input checked="" type="checkbox"/>	<input type="checkbox"/>		Has the child been removed from their home pursuant to a voluntary placement agreement under Wis. Stat. s. 48.63 or under a substantially similar tribal law of a Tribe located in Wisconsin or under a Wisconsin court order or substantially similar tribal court order containing a finding that continued placement of the child in their home would be contrary to the welfare of the child?
<input checked="" type="checkbox"/>	<input type="checkbox"/>		Has reunification and adoption / customary adoption been determined not to be appropriate permanency options for the child?
			Describe the efforts the agency has made to reunify the child and the why the agency has determined that reunification is not in the child's best interests.
			<input style="width: 100%;" type="text" value="Describe..."/>
			Describe the steps taken to determine that adoption / customary adoption is not in the child's best interests and the reasons why adoption / customary adoption is not being pursued. Include the efforts the agency has made to discuss adoption / customary adoption with the child's prospective guardian and document the reasons the prospective guardian has chosen not to pursue adoption/customary adoption

- 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.

eWiSACWIS TM Print

Basic

Child Name: [Abby, Alex A. \(9225927\)](#) DOB: 08/05/2002 Age: 22

Eligibility History
Notices and Decisions Template History

History

Date	Type	Eligibility Status	Override Decision	Decision Date	
03/12/2025	Initial	Eligible			View

Insert

View Not Approved/Made in Error

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'.

View case information

Abby, Alice N. (9222756) Safe at Home

Case details:
CPS Family - Initial Assessment
BMCW-Admin
Open OHP exists for associated participant(s)

Case address:
Main Street
Appleton, WI 54913
(608) 888-8888

Primary worker:
Fox, Frank
Milwaukee County
(608) 555-9999
testtest

Actions:
Please select an action

View case information

- Access Reports
- Assessments
- Assets and Income
- Assignments
- Background Checks
- Case/Permanency Plan
- Education
- Eligibility
- ICWA
- Independent Living
- Legal
- Narratives
- Payments
- Permanency Consultation
- Placements
- Planning
- Related People
- Safety
- Serious Incident Notification
- Youth Justice

Eligibility

Subsidized Guardianship Eligibility	03/12/2025	Abby, Alex A.	Eligible
Title IV-E Eligibility Determination	09/01/2021	Abby, Alex A.	
Title IV-E Eligibility Determination	12/17/2014	Watson, Emily	

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 (child who you are creating the agreement for) and click Create to open the Subsidized Guardianship Agreement page.

The screenshot displays the 'Create Case Work' interface in the eWiSACWIS system. On the left, the 'Create Case Items' section features a vertical list of categories with dropdown menus. The 'Agreements/Notices' category is selected, showing 'Subsidized Guardianship Agreement'. The central 'Cases' panel contains a scrollable list of case names and IDs, with 'Abby, Art J. (9221326)' highlighted. The 'Case Participants' panel on the right shows a list of participants, with 'Ableman, Sara, Step Child (9222046)' highlighted. At the bottom right, there are 'Create' and 'Close' buttons.

- 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 prefilled and user entered fields for each group box.

The screenshot shows the eWiSACWIS interface for a Subsidized Guardianship Agreement. The form is organized into three main sections:

- Agreement Information:**
 - Case Participant: [Ableman, Sara \(9222046\)](#)
 - Date of Agreement: 00/00/0000
 - Agreement Type: Subsidized Guardianship Agreement
 - Estimated End Date: 04/12/2024
 - Provider Name: [Brown, LeRoy \(9221465\)](#)
 - Agreement Amount: \$0.00
 - County: Milwaukee
 - Successor Guardian 1: [Empty field]
 - Successor Guardian 2: [Empty field]
- 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

At the bottom of the form, there are 'Options' and 'Go' buttons, and 'Save' and 'Close' buttons.

A. Agreement Information

- Case Participant: Prefills with the child’s name as a hyperlink (to Person Management).
- Date of Agreement: User entered date (date agreement was created).

Note: The agreement must be created, reviewed with the guardian, and signed by both parties prior to the court hearing granting guardianship.

- Agreement Type: Defaults to Subsidized Guardianship Agreement.
- Estimated End Date: Prefills the date of the child’s 18th birthday.
- Provider Name: Prefills the current provider’s name as a hyperlink (to Provider Management).
- Agreement Amount: Prefills with the total of the Basic and Supplemental from the child’s most recent Foster Care Rate. Exceptional Rate will be included if applicable.

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 from the child’s most recent Foster Care Rate.

- County: Prefills County.
- Successor Guardian 1 & Successor Guardian 2: If the proposed guardian(s) identifies a prospective successor guardian(s) to assume the duty and authority of the

guardianship upon the death or incapacity of the guardian(s), enter the identified individual(s) name(s) in the appropriate field.

Note: The guardian may identify a prospective successor guardian(s) or change who is currently listed as the prospective successor guardian(s) at any point before the guardian(s) death or incapacitation. See the [Subsidized Guardianship Amendment \(Successor Guardian\)](#) user guide for more details.

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 the agreement is created.
- Supplemental: Prefills amount based on the most recently approved CANS linked to the child’s most recently approved placement.
- Exceptional: If applicable, select the Exceptional checkbox and select all the justified exceptional cost checkboxes and enter an amount. The Payment Justification narrative boxes will appear for any exceptional cost checkbox you select and will prefill with text, with the exception of the “Other” checkbox is selected.

Note: The basic rate and exceptional payment amount cannot be modified after the guardianship is established. The supplemental rate can be adjusted if the guardian requests an amendment to the payment amount. See the Subsidized Guardianship Amended Agreement User Guide for more details.

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.

Abby, Art J. (9221326)

Case details: CPS Family - Ongoing BMCW-Agency-CSSW Open OHP exists for associated participant (s)	Case address: 111 Penntown Rd Baraboo, WI 53913	Primary worker: Cake, Caitlin C. (Supervisor) (123) 456-7890 ccake@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	Youth Justice

Legal

Legal Record Legal Record Legal Documentation Legal Documentation Legal Documentation Legal Documentation Legal Documentation	Abbyie, Amber's A., Sr. Ableman, Sara 07/27/2021 06/09/2005 06/09/2005 06/08/2005 06/08/2005	Guard. to Relative/Caretaker (48.977) Guard. to Relative/Caretaker (48.977) Court Report for Transfer of Legal Guardianship 17JV01 Court Report Court Report Court Report Court Report
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- 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: The agreement must be approved and signed by the agency and the prospective guardian before the guardianship is established by court.

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

- Click Close on the Subsidized Guardianship Agreement 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
BMCW-Agency-CSSW

Open OHP exists for associated participant (s)

Case address:

111 Penntown Rd
Baraboo, WI 53913

Primary worker:

Cake, Caitlin C. (Supervisor)
(123) 456-7890
ccake@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	Youth Justice

Legal

- [Legal Record](#)
- [Legal Record](#)
- [Legal Documentation](#)

Abbyie, Amber's A., Sr.
Ableman, Sara
07/27/2021
06/09/2005
06/09/2005
06/08/2005
06/08/2005

Guard. to Relative/Caretaker (48.977)
Guard. to Relative/Caretaker (48.977)
Court Report for Transfer of Legal Guardianship 17JV01
Court Report
Court Report
Court Report
Court Report



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

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: Subsized 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.

General Information

Case Participant: Ableman, Sara Worker: Coke, Caitlin, C. [ICWA qualified experts](#)

Legal Action Details

Legal Action Initiated: Subsized Guardianship Court: Circuit Court 2: Dunn County Circuit Court, Dunn County

Judge: Commissioner: Tribal Contact: Branch:

Court Number(s)

Year	Code	Court Number
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[Insert](#)

Legal Action Dates

Legal Action Request / Referred to DA or Corp. Counsel: 02/17/2023

Consult Occurred: 00/00/0000 Decision Made Not to File

Follow-up Information Submitted: 00/00/0000

Filed: 00/00/0000

Additional Information

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

- On the Legal Action page, enter data in the required fields. The Legal Action Initiated should be 'Subsidized Guardianship.' Click Save when complete. Click Close to be returned to the Legal Record page.

Legal Record - Work - Microsoft Edge
Print Help

eWiSACWIS

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: 02/17/2023	Edit	Create Legal Status
Legal Status Result	New Legal Status	Hearing Date	
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

[Historical Legal Status](#)

Create Legal Action
Print Record
Save
Close

- 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.

Legal Record - Work - Microsoft Edge

eWiSACWIS Print 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: 02/17/2023	Edit	Create Legal Status
Legal Status Result	New Legal Status	Hearing Date	
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
Historical Legal Status			

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

- On the Legal Status Copy page, click Create.

Legal Record - Work - Microsoft Edge

Legal Status Copy Print Help

Case Information

Case Participant: Ableman, Sara Person ID: 9222046

Legal Status Selection

Legal Action Initiated	Result	New Legal Status	Hearing Date	Participant
Subsidized Guardianship	Petition Granted	Guard. to Relative/Caretaker (48.977)	02/08/2018	Abbyie, Amber's, A. Copy
Subsidized Guardianship	Petition Granted	Guard. to Relative/Caretaker (48.977)	02/08/2018	Ableman, Sara Copy
CHIPS Petition	Petition Granted	Agency Cstdy - Plcmnt w/lic provider	12/01/2015	Abbyie, Amber's, A. Copy

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

- Enter the required fields. The Legal Action should be 'Subsidized Guardianship,' the New Legal Status should be 'Guard. To Relative/Caretaker (48.977),' and the Result should be 'Petition Granted.' Click Save when completed. Click Close to return to the Legal Record page.

Note: The Hearing/Legal Status Date should be the heard date of the guardianship court order (when the judge made all the findings to appoint the child's guardian). If the judge states in the hearing that the guardianship court order won't be effective until the order is signed, this information is needed on the court order to reflect the delay from the heard date. This date becomes the effective start date of the subsidized guardianship service.

Legal Status

Case Participant

Name: [Ableman, Sara \(9222046\)](#) Previous Legal Status: Guard. to Relative/Caretaker (48.977)

Court Outcome

Legal Action: Subsidized Guardianship Result: Petition Granted

Applies To: Child Court: Circuit

Judge: Court 2: Eau Claire Circuit Court, Eau Claire

Commissioner: 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

Legal Status Dates

	Verified?		Verified?
Hearing/Legal Status Date: 02/21/2023	<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		Court Report Submitted: 00/00/0000	

Save Close

- The Legal Record entry is now complete.

Legal Record - Work - Microsoft Edge

eWiSACWIS Print  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: 02/17/2023	Edit	Create Legal Status
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Legal Status Result	New Legal Status	Hearing Date		
Petition Granted	Guard. to Relative/Caretaker (48.977)	02/17/2023	Edit	

9. 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 (child with subsidized guardian). Click Create to open the Imaging page.

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

- Create Case Items:** A vertical list of categories with dropdown menus. The 'Imaging' category is selected, and its dropdown menu is open, showing 'Subsidized Guardianship' as the chosen 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 highlighted in blue. A note above the list says 'Hold down the 'Ctrl' key for multi-selection'.

3. 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 (DCF-F-2797), and Signed Subsidized Guardianship Agreement (DCF-F-CFS2365-E).

Note: The Initial Court Order is the order that initially granted removal of the child. Usually it is a TPC order, but it could also be a dispositional order, VPA, in-home to out-of-home change of placement order, or post-dispositional emergency change of placement order.

Note: The Most Recent Court Order is the document that granted placement and care of the child until it was terminated after the guardian was appointed, not the literal most recent court order. This is usually a dispositional order, extension order, or in-home to out-of-home change of placement order.

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.

Agreements and Notices

- Images (6)
 - [Subsidized Guardianship - BadgerCare+/MedicaidHealthIns \(F-10115\)](#) (Details) 02/01/2018 Ableman, Sara
 - [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 SG Agreement](#) (Details) 02/01/2018 Ableman, Sara
- [Subsidized Guardianship Agreement](#) 02/01/2018 Ableman, Sara \$1082.00

Approvers to complete the SG funding 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.
2. On the Create Case Work page, select 'Legal Document' from the Imaging drop-down. Select the Case and Participant (child with subsidized guardian). Click Create to open the Imaging page.
3. Upload the Order Terminating Dispositional Order.

Note: The Order Terminating Dispositional Order is not a required document that has to be uploaded to deactivate the child if waiting for appeals or other scenarios. It is required for a SG funding determination to be made Federal.

Note: Terminate the child's Permanency Plan & Family Interaction Plan (FIP)

- Perm Plan: Reason Plan is no Longer Required - Guardianship
- FIP: Reason Plan is no Longer Required - (either Transfer of Guardianship Non-Relative or Transfer of Guardianship Relative)

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, contact the Wisconsin ICAMA program at DCFDSPIICAMA@wisconsin.gov prior to **deactivating** the child for Subsidized Guardianship. If the child is eligible to receive Medicaid benefits in the residence state, this will be coordinated by the ICAMA program.

Note: If you learn at any time during the life of a Subsidized Guardianship case that the child has already or will move across state lines (either from or to Wisconsin or between two other states), update the address in the Provider Basic tab and send an email to DCFDSPIICAMA@wisconsin.gov. Children/youth with an active Subsidized Guardianship service documented who have a Provider with an out-of-state address will have a cancellation certification automatically created once the address is changed and sent to MMIS with an end date as the last day of the current month of the address change. If the child is eligible to receive Medicaid benefits in the new residence state, this will be coordinated by the ICAMA program, and benefits in the old residence state will be ended.

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:

[+ View case information](#)

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

Case: 9221326

Name: Case Type:

County: Site/Region:

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

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

Active Participants									
Name	Person Type	Rep	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 prefill with the Hearing/Legal Status Date field entered on the Legal Status page and be the Begin Date for the Subsidized Guardianship service. Overnight eWiSACWIS processing ends the placement effective the date before the Subsidized Guardianship service begins.

Note: The overnight processing ends the placement to be the date before the Effective Date. This date should not be modified because it could cause placement end date issues that would result in more work to correct.

Participant Status
Print Help

Participant Status

Action Requested: DeActivate

Name: Ableman, Sara

Worker: Caitlin C. Cake

Reason: Subsidized Guardianship ▼

Date: 07/16/2020

Effective Date: 02/08/2018

New SG Case

Case Type: Subsidized Guardianship ▼

County: Milwaukee ▼

Site/Region: Inactive value: Milwaukee-Admin ▼

Participant History

Status	Effective Date	Reason	Worker

Save
Close

- 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.

Confirmation

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

Yes
No

- Clicking Yes runs a series of checks to make sure required work is completed and approved, no errors exist, 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.
- 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.

* Milwaukee Only: assignment is made to the State Subsidized Guardianship Default Worker. The email associated with this default account is not monitored. If you want to contact the individual maintaining Milwaukee County subsidized guardianship agreements, contact DMCPs.

Maintain Case - ID: 9221139 - Internet Explorer

eWiSACWIS Print Help

Case: 9221326

Name: Abby, Art J. Case Type: Subsidized Guardianship

County: Milwaukee Site/Region: BMCW-Admin

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	Reference Person	None	Y	DeAct Rem

Number of Household Members: 1 **Insert**

9. 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: Case Type:

County: Site/Region:

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

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)
Abbyie, 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:

10. 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:

View case information

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:

View case information

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. The email associated with this default account is not monitored. If you want to contact the individual maintaining Milwaukee County subsidized guardianship agreements, contact DMCPs.

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.