

# 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.

Create Case Work - Work - Microsoft Edge

**eWiSACWIS** Print Help

**Create Case Items**

- Administration
- Adoption
- Agreements/Notices
- Assessment
- Case/Perm Plan
- Education
- ☒ Eligibility Subsidized Guardianship Eligibility
- ICPC
- ICWA
- Imaging
- Legal
- Narrative
- Payment
- Permanency Consult

**Cases**

- Abby, Anne A. (9221241)
- Abby, Anne A. (9221335)
- Abby, Anne A. (9221757)
- Abby, Anne A. (9221886)
- Abby, Annie (9223153)
- Abby, Art J. (20273)
- Abby, Art J. (9221155)
- Abby, Art J. (9221326)
- Abby, Art (9221139)
- Abby, CopyEverything (9221271)
- Abby, Mom (9222547)
- Abelmann, Samantha (9222750)
- Ace, Willy (9222525)
- AChild, AChild (9223976)
- Adams, CourtReport (9221180)
- Adams, CourtReport (9222528)
- Addison, Kelsey (9221595)
- Adopted, Amy (9221129)
- Adopted, Paul (9222154)
- Adopted, Ron (9221131)

**Case Participants**

- Abby, Alice N., Adoptive Grandparent (700040)
- Abby, Amy, Biological Child (9224555)
- Abby, Andy Ann, Biological Child (9224770)
- Abby, Anne A., Reference Person (20999)
- Abby, Annie, Biological Child (9225444)
- Abby, baby, Birth Sibling (9224533)
- Abby, BoyOne, Biological Child (9224993)
- Abby, GirlOne, Biological Child (9224994)
- Abby, ICWA, Biological Child (9225337)
- Abby, Simon, Significant Other (9218548)
- Abby, Amber's A., Biological Child (9221747)
- Abelman, Andrea, Cousin (9221703)

Create Close

- 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 - Work - Microsoft Edge

**eWiSACWIS** TM Print Help

**Basic**

Child Name: [Abby baby \(9224536\)](#) DOB: Age:

**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).

Subsidized Guardianship Eligibility - Work - Microsoft Edge

Subsidized Guardianship Eligibility Determination TM Print Help

**Child Information**

Child Name: [Abby\\_baby \(9224536\)](#) DOB: Age:

Type of Determination: 

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

 Effective Date: 00/00/0000 Eligibility Status: Pending

Options:

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 - Work - Microsoft Edge

**Subsidized Guardianship Eligibility Determination** TM Print Help

**Child Information**

Child Name: [Abby baby \(9224536\)](#) DOB: Age:

Type of Determination: Initial Effective Date: 02/16/2023 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.  
Enter data...

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.  
Enter data...

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.  
Enter data...

Options: Go

Save Close

**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.

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

The screenshot shows the 'Subsidized Guardianship Eligibility Determination' form in Microsoft Edge. The 'Child Information' section includes 'Child Name: Abby\_baby (9224536)', 'DOB:', and 'Age:'. Below this, 'Type of Determination' is set to 'Initial' and 'Effective Date' is '02/16/2023'. The 'Eligibility Status' is 'Pending', highlighted with a red box. The 'Child Eligibility' section contains two questions with 'Yes' radio buttons selected. Question 1 asks about removal from home, and Question 2 asks about reunification and adoption. Both have 'Enter data...' text boxes. At the bottom, there is an 'Options:' dropdown, a 'Go' button, and 'Save' and 'Close' buttons.

This screenshot shows the same form after saving. The 'Eligibility Status' is now 'Not Eligible', highlighted with a red box. The 'Child Information' and 'Child Eligibility' sections remain the same, with the same questions and 'Enter data...' boxes. The 'Options:' dropdown and 'Go' button are still present at the bottom, along with the 'Save' and 'Close' buttons.

**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.

Document - Work - Microsoft Edge

eWiSACWIS

Save Save and Generate PDF Close

### Subsidized Guardianship Eligibility Determination and Permanency Plan Addendum

Today's Date		Name - Agency	
02/17/2023		Division of Milwaukee Child Protective Services	
Name - Child (Last, First, MI)		Birthdate - Child	
Abby, baby			
Name - Mother (Last, First, MI)	Telephone Number (Home)	Telephone Number (Work)	
Address - Mother (Street, City, State, Zip Code)			
Name - Father (Last, First, MI)	Telephone Number (Home)	Telephone Number (Work)	
Address - Father (Street, City, State, Zip Code)			

#### CHILD ELIGIBILITY

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 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? If yes, describe below.
		Enter data...
<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.
		Enter data...
		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.
		Enter data...

- 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 - Work - Microsoft Edge

**eWiSACWIS** TM Print Help

**Basic**

Child Name: [Buckeye, Baby \(9233778\)](#) DOB: 01/01/2021 Age: 2

**Eligibility History** [Notices and Decisions Template History](#)

**History**

Date	Type	Eligibility Status	Override Decision	Decision Date	
02/15/2023	Initial	Not Eligible			<a href="#">View</a>

[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'.

**Abby, Alice N. (9222369) Restricted Case**

**Case details:** CPS Family - Ongoing Milwaukee-Region 1  
**Case address:** 15253 James St Abbottsford, WI 54405  
**Primary worker:** Abbyie, Amber's A., Sr. test@test.com  
**Actions:** Please see...

Open OHP exists for associated participant(s)

**View case information**

[Access Reports](#) [Administration](#) [Assessments](#) [Assessments](#)

[Assignments](#) [Background Checks](#) [Case/Permanency Plan](#) [Education](#)

☒ **Eligibility** [ICPC](#) [ICWA](#) [Legal](#)

[Narratives](#) [Payments](#) [Permanency Consultation](#) [Placement](#)

[Planning](#) [Related People](#) [Safety](#) [Services](#)

[Youth Justice](#)

☒ **Eligibility**

<a href="#">Kinship Care Eligibility</a>	10/06/2020	Davis, Laura	Eligible
<a href="#">Medicaid Eligibility Determination</a>	06/08/2022	Abby, Alexandria A.	Approved
<a href="#">Medicaid Eligibility Determination</a>	06/07/2022	Abby, Andy Ann	Approved
<a href="#">Medicaid Eligibility Determination</a>	08/16/2019	Abby, Amy	Approved
<a href="#">Medicaid Eligibility Determination</a>	05/09/2006	Abby, Amy	Approved
<a href="#">Subsidized Guardianship Eligibility</a>	02/15/2023	Buckeye, Baby	Not Eligible
<a href="#">Title IV-E Eligibility Determination</a>	09/01/2021	Abby, Alexandria A.	



## 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.

Create Case Work - Work - Microsoft Edge

**eWiSACWIS** Print Help

**Create Case Items**

- Administration
- Adoption
- Agreements/Notices: Subsidized Guardianship Agreement
- Assessment
- Case/Perm Plan
- Education
- Eligibility
- ICPC
- ICWA
- Imaging
- Legal
- Narrative
- Payment
- Permanency Consult
- Placement/Services
- Planning

**Cases**

- Abby, Art J. (9221326)
- Abby, Art (9221139)
- Abby, CopyEverything (9221271)
- Abby, Mom (9222547)
- Abelmann, Samantha (9222750)
- Ace, Willy (9222525)
- ACHild, AChild (9223976)
- Adams, CourtReport (9221180)
- Adams, CourtReport (9222528)
- Addison, Kelsey (9221595)
- Adopted, Amy (9221129)
- Adopted, Paul (9222154)
- Adopted, Ron (9221131)
- Agate, Arthur (20272)
- Ajax, Elite (9224496)
- Ajax, Lenovo J. (9223375)
- Ajax, Logitech (9224636)
- Ajax, Mother (9223636)
- Ajax, Resource (9224256)
- Ajax, Resource (9224736)

**Case Participants**

- Abby, Art, Reference Person (9221485)
- Ableman, Sara, Step Child (9222046)
- Lulea, Kiddo, Biological Child (9231099)

Create Close

- 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.

Subsidized Guardianship Agreement - Work - Microsoft Edge

**eWiSACWIS** TM Print Help

### 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: 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

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 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 dropdown 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)**

<b>Case details:</b> CPS Family - Ongoing BMCW-Agency-CSSW Open OHP exists for associated participant (s)	<b>Case address:</b> 111 Penntown Rd Baraboo, WI 53913	<b>Primary worker:</b> Cake, Caitlin C. (Supervisor) (123) 456-7890 <a href="mailto:ccake@wisconsin.gov">ccake@wisconsin.gov</a>	<b>Actions:</b> <input type="button" 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**

<a href="#">Legal Record</a> <a href="#">Legal Record</a> <a href="#">Legal Documentation</a> <a href="#">Legal Documentation</a> <a href="#">Legal Documentation</a> <a href="#">Legal Documentation</a>	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](mailto: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](#)

[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

June 2023

14

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

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: 02/08/2018      [Edit](#)      [Create Legal Status](#)

Legal Status Result	New Legal Status	Hearing Date		
Petition Granted	Guard. to Relative/Caretaker (48.977)	02/08/2018	<a href="#">Edit</a>	

**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.

Legal Action - Work - Microsoft Edge

**Legal Action** Print Help

**General Information**

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

**Legal Action Details**

Legal Action Initiated: Subsidized Guardianship      Court: Circuit      Court 2: Dunn County Circuit Court, Dunn County      Branch:      Judge:      Commissioner:      Tribal Contact:

**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

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	<a href="#">Edit</a>	<a href="#">Create Legal Status</a>
Legal Status Result	New Legal Status	Hearing Date	
Legal Action: Subsidized Guardianship	Date: 02/08/2018	<a href="#">Edit</a>	<a href="#">Create Legal Status</a>
Legal Status Result	New Legal Status	Hearing Date	
Petition Granted	Guard. to Relative/Caretaker (48.977)	02/08/2018	<a href="#">Edit</a>

### 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  
Case Name: Abby, Art, J.

Person ID: 9222046  
Case ID: 9221326

Participant DOB: 04/12/2006

**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

Opens the Legal Status Copy

**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.	<a href="#">Copy</a>
Subsidized Guardianship	Petition Granted	Guard. to Relative/Caretaker (48.977)	02/08/2018	Ableman, Sara	<a href="#">Copy</a>
CHIPS Petition	Petition Granted	Agency Cstdy - Plcmnt w/lic provider	12/01/2015	Abbyie, Amber's, A.	<a href="#">Copy</a>

Create Close

7. 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** Print Help

**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?
<b>Hearing/Legal Status Date:</b> 02/21/2023	<input type="checkbox"/>	<b>Next Court Date:</b> 00/00/0000	
<b>Date Filed/Served:</b> 00/00/0000	<input type="checkbox"/>	<b>Court Report Due:</b> 00/00/0000	<input type="checkbox"/>
<b>Order Expiration Date:</b> 00/00/0000		<b>Court Report Submitted:</b> 00/00/0000	

Save Close

8. 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	<a href="#">Edit</a>	<a href="#">Create Legal Status</a>
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Legal Status Result	New Legal Status	Hearing Date		
Petition Granted	Guard. to Relative/Caretaker (48.977)	02/17/2023	<a href="#">Edit</a>	

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.

Create Case Work - Internet Explorer

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### Create Case Items

Administration	
Adoption	
Agreements/Notices	
Assessment	
Case/Perm Plan	
Education	
Eligibility	
ICPC	
ICWA	
Imaging	Subsidized Guardianship
Legal	
Narrative	
Payment	
Permanency Consult	
Placement/Services	

### Cases

Abby, Art J. (9221326)

Adesso, Anna (9221457)

Ahrens, Rose (9221215)

Amundson, Sherrv-Lynn (9221463)

Antoniewicz, Katie (9221596)

Balderaz, Christina (9221351)

Barry, Kathleen (9222605)

Batzler, Lois (9221693)

Bennin, Sarah (9221456)

Bing, Barbarra (9221491)

Bird, Larry (9221016)

Boldt, Tammy (9221366)

Bolin, James (9221425)

Borud, Rebecca (9222205)

Bowman, Joan (8011672)

Brendel, Debbie (8058592)

Bretz, Jennifer (8084793)

Brian Schaefer (8042370)

Brickner, Angela (8013468)

Brooks, Rebecca (8044910)

Brown, Krista (8047820)

### Case Participants

Hold down the 'Ctrl' key for multi-selection

Abby, Art, Biological Child (9221485)

Ableman, Sara, Step Child (9222046)

- 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.

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)			
<a href="#">Subsidized Guardianship - BadgerCare+/MedicaidHealthIns (F-10115)</a> (Details)	02/01/2018	Ableman, Sara	
<a href="#">Subsidized Guardianship - Guardianship Order</a> (Details)	02/01/2018	Ableman, Sara	
<a href="#">Subsidized Guardianship - Initial Court Order</a> (Details)	02/01/2018	Ableman, Sara	
<a href="#">Subsidized Guardianship - Most Recent Court Order</a> (Details)	02/01/2018	Ableman, Sara	
<a href="#">Subsidized Guardianship - Permanency Options in Brief</a> (Details)	02/01/2018	Ableman, Sara	
<a href="#">Subsidized Guardianship - Signed SG Agreement</a> (Details)	02/01/2018	Ableman, Sara	
<a href="#">Subsidized Guardianship Agreement</a>	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, cancel the Medicaid Eligibility Certification and contact the Wisconsin ICAMA program at [DCFDSPIICAMA@wisconsin.gov](mailto: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](mailto:DCFDSPIICAMA@wisconsin.gov). 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)

[+ View case information](#)

**Case address:**

111 Penntown Rd  
Baraboo, WI 53913

**Primary worker:**

Door, Supervisor (Supervisor)  
[Gyan.Ranjan@wisconsin.gov](mailto:Gyan.Ranjan@wisconsin.gov)

**Actions:**

Please select an action ▼

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

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

### Closing/Merge History

Name	Person Type	Rsp	Household	DOB	Gender	Relationship	Legal	Program
<a href="#">Abby_Art (9221485)</a>	None	<input type="checkbox"/>	Y	02/04/1971		Reference Person	N/A	N
<a href="#">Ableman_Sara (9222046)</a>	CW	<input checked="" type="checkbox"/>	Y	04/12/2006	F	Step Child	<a href="#">Guard_to Relative/Caretaker (48.977)</a>	N
<a href="#">Lulea_Kiddo (9231099)</a>	CW	<input checked="" type="checkbox"/>	Y	01/01/2010	M	Biological Child	N/A	N

Insert

Save Close

- 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
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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	
<a href="#">Ableman, Sara (9222046)</a>	SG	<input checked="" type="checkbox"/>	Y	01/01/2003	F	Reference Person	None	Y	<a href="#">DeAct</a> <a href="#">Rem</a>

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: 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**

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

Options:  Go Save Close

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 - WisconsinRapid

Case address:

Primary worker: Cake, Caitlin M., IV (123) 456-7890 Ext. 1234 [caitlin.cake@wisconsin.gov](mailto: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 - WisconsinRapid

Case address:

Primary worker: Cake, Caitlin M., IV (123) 456-7890 Ext. 1234 [caitlin.cake@wisconsin.gov](mailto: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. 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.