

Subsidized Guardianship Reminder Notice

CHANGES TO BE REPORTED IMMEDIATELY BY THE LEGAL GUARDIAN(S)

- Address changes
 1. You **will not** receive your check unless we are notified.
 2. **If you move to another state, your medical assistance will not be transferred unless you notify the Subsidized Guardianship Program.**
- Death of child or legal guardian parent(s)
- Child is no longer living with you
- Children age 18 or older are not attending high school full-time or graduated
- Private health insurance coverage starts or ends
- You are not supporting child
- Termination of your subsidized guardianship
- Child has a new legal guardian(s)
- Child enters military service
- Marriage of child

Report change(s) by mail, telephone or fax to:

Subsidized Guardianship
DCF/DSP
P.O. Box 8916
Madison, WI 53708-8916

Telephone number (toll-free): 866-666-5532
Fax number: 608-422-7170

For the duration of the Subsidized Guardianship Agreement, it is the responsibility of legal guardian(s) to notify the Division of Safety and Permanence of these changes.

The Department of Children and Families is an equal opportunity employer and service provider. If you have a disability and need to access services, receive information in an alternate format, or need information translated to another language, please call (608) 266-8787. Individuals who are deaf, hard of hearing, deaf-blind or speech disabled can use the free Wisconsin Relay Service (WRS) – 711 to contact the department.