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## GUARDIANSHIP SUBSIDY ELIGIBILITY

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**CREATION DATE:** September 25, 2009



### Pointers to Remember:

#### Guardianship Overview

1. The mission of the Child and Family Services Agency (CFSA) is to ensure the Safety, Permanence and Well Being of the abused and neglected children of the District of Columbia.
2. The Guardianship Information screen is located within the FACES.NET system. It was developed to capture the date on which the guardianship was granted and allows the worker to split the case.
3. Much of the information that is needed for the Guardianship Information should already exist in FACES.NET, particularly the clients' demographic information.
4. The Guardianship Referral process includes:
  - Social Worker submits the Guardianship Referral to the Subsidy Unit (supervisory approval needed).
  - Subsidy Unit reviews and completes the second tier approval process.
  - IV-E Unit will determine IV-E Guardianship Subsidy claiming eligibility.

#### Guardianship Information Screen

##### Steps Include:

*First, place a Case into focus*

**Step 1:** Hold cursor over **Case**, and **Guardianship**.

**Step 2:** Click **List of Clients**.

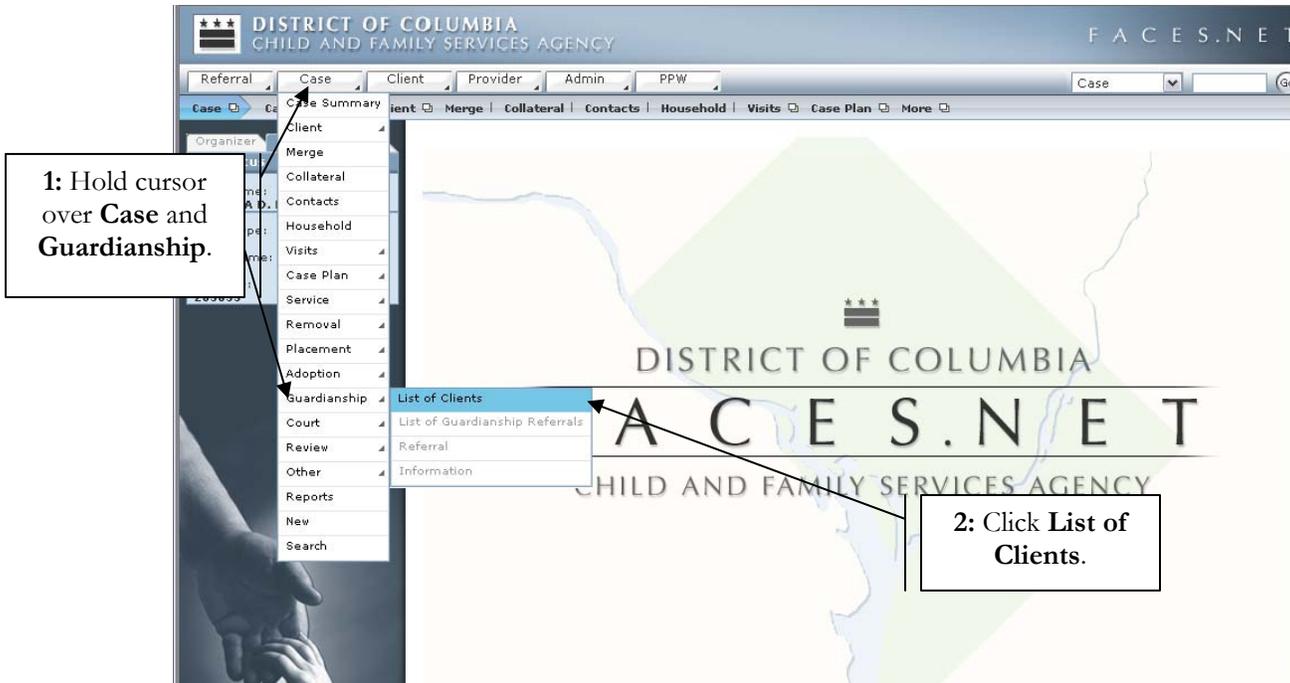


Figure 1

**Step 3:** Select client's name from the **Client Selection** screen.

**Step 4:** Click **Show**.

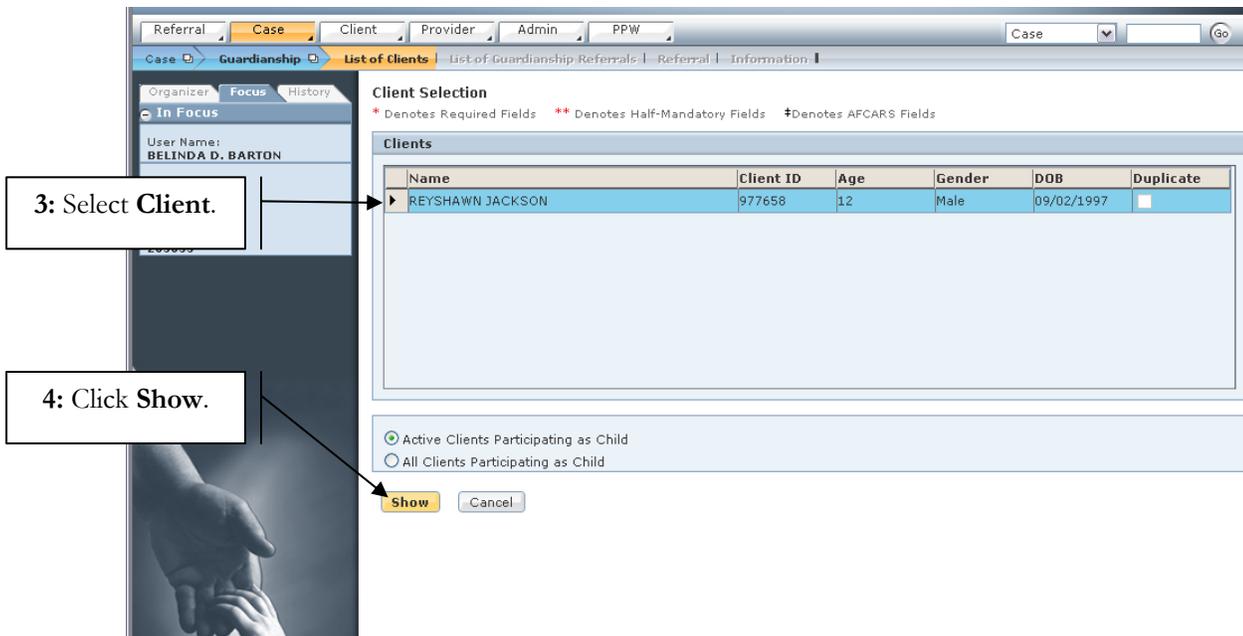


Figure 2

**Step 5:** Select **Referral** from List of Guardianship Referrals.

**Step 6:** Click **Show** to place referral record into focus.

The screenshot shows a web application interface for 'Guardianship Referrals'. The breadcrumb trail is 'Case > Guardianship > List of Clients > List of Guardianship Referrals > Referral > Information'. The main content area is titled 'Guardianship Referrals' and contains a table with the following data:

Case ID	Client ID	Client Name	Provider ID	Provider Name	Start Date	End Date	Case ID Post Split
203635	977658	REYSHAWN JACKSON	8100	JOHNICE JACKSON	09/25/2009		

Callout 5: '5: Select Referral.' points to the first row of the table. Callout 6: '6: Click Show.' points to the 'Show' button below the table. The left sidebar shows 'In Focus' information for the selected client: 'Entity ID: 203635', 'Entity Type: Client', 'Entity Name: REYSHAWN JACKSON', and 'Entity ID: 977658'. The bottom left corner features a logo for 'FACES.NET' with an image of hands.

**Figure 3**



**Note:**

- All current and prior guardianship referrals will display on the **List of Guardianship Referrals** screen.
- End dated guardianship referral records will be read only.
- If the guardianship is disrupted post split, when the child is reactivated in the foster care case, a new guardianship referral may be entered.

**Step 7:** Click on **Information** screen from breadcrumbs.

**Step 8:** Complete relevant **Subsidy Information**.

**Step 9:** Click Save.

The screenshot shows a web application interface for 'Guardianship Info'. The form is divided into several sections: 'Guardianship Information', 'Subsidy Information', and 'Date Guardianship Granted\*'. Callouts with arrows point to specific fields and buttons:

- 7: Click Information.** Points to the 'Referral Information' tab in the top navigation bar.
- 8: Complete Subsidy Information.** Points to the 'Subsidy Information' section, which includes checkboxes for criteria like 'A member of a sibling group', 'Difficult to place for adoption...', and 'Likely not to be placed in a permanent placement...'. It also has a checked box for 'Is less than 18 years of age' and a section for 'CFSA has made each of the following determinations...'. Below that, it asks 'The applicant meets each of the following criteria' with a checked box for 'The child was receiving full time parenting and protection from the kinshipcare provider'. Another checked box states 'Child was placed with kinshipcare provider for at least six continuous months...'. A section 'Each of the following circumstances concerning the child was met' has a checked box for 'The court awarded the applicant permanent guardianship over the child'.
- 9: Click Save.** Points to the 'Save' button at the bottom of the form.

The 'Date Guardianship Granted\*' field is set to 10/01/2009. Other fields include Date (10/1/2009), Referral End Date, Client Name (REYSHAWN JACKSON), Staff Name (PATRICIA JOHNSON), Placement Start Date (1/1/2009), CaseID (203635), Program Area (Permanency & Family Resource - Family Resources Division I), Provider Name (DOHNICE JACKSON), Provider Id (8100), and Service Type (Room & Board/Kinship Foster Care Continuing Level I).

**Figure 4**



**Note:**

- The Guardianship Information Screen primarily captures the date on which the guardianship was granted and allows workers to split the case.

**Step 10:** Navigate back to the **Referral** screen.

**Step 11:** Review and perform 2<sup>nd</sup> tier approval by clicking the **Approval** button.

**Step 12:** Enter the **Agreement Date** on the **General Information** tab.

Step 13: Click Save.

10: Navigate to Referral screen.

11: Click Approval.

12: Enter Agreement Date.

13: Click Save.

Figure 5



**Note:**

- The **Agreement Date** will unlock after the 2<sup>nd</sup> tier approval has been completed.
- A **Split Case** can only be performed once the **Agreement Date** and **Date Guardianship Granted** have been entered.
- The placement, legal status, home removals, and services must be end dated prior to splitting the case.
- Do not end date the permanency goal of Guardianship. This will be automatically end dated by the split.
- End dating the permanency goal prematurely will prevent the case from being split.

**Step 14:** Navigate back to the **Information Screen**.

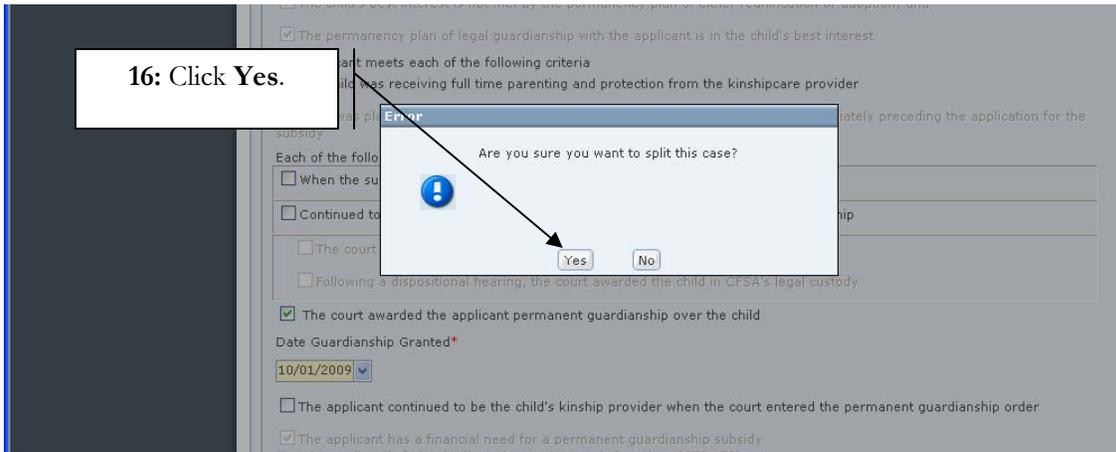
**Step 15:** Click the **Split Case** button to split the case.

**14: Navigate to Information screen.**

**15: Click Split Case.**

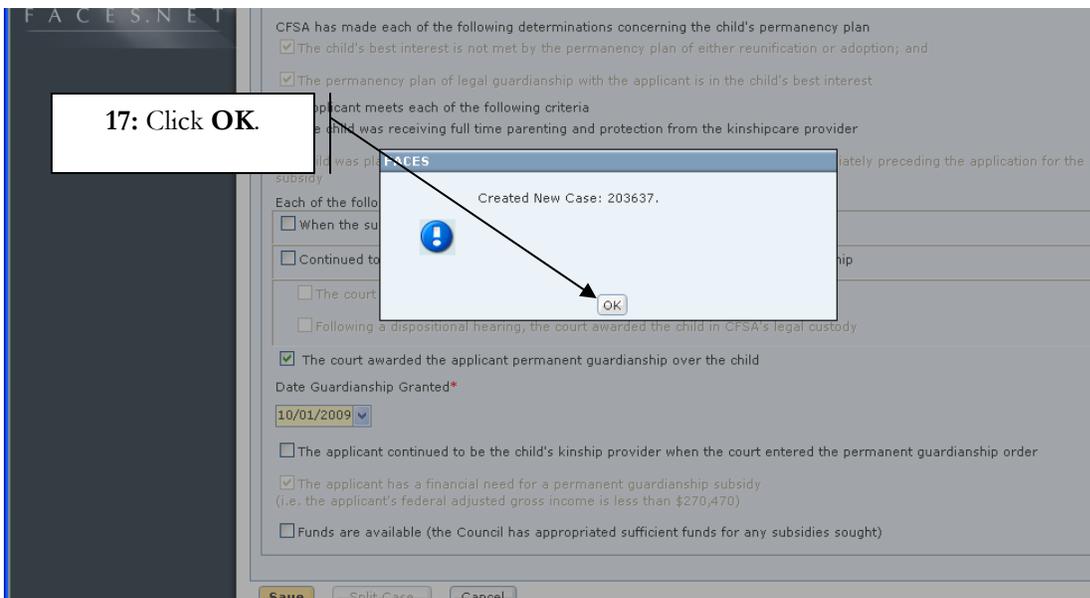
**Figure 6**

**Step 16:** Click **Yes** or **No** to confirm the case split. *(If no is selected the case will not split until yes has been selected).*



**Figure 7**

**Step 17:** Click **OK** to confirm new case ID number.



**Figure 8**



**Note:**

- A new Guardianship case number will be automatically assigned.

- Splitting of a referral automatically end dates the referral (See Referral End Date field on Referral Information screen Also, see Figure 9).

The screenshot displays a web application interface with a sidebar on the left and a main content area. The sidebar contains user information for 'HAWN JACKSON' (ID: 58) and a logo for 'ACES.NET'. The main content area is divided into two sections: 'Guardianship Information' and 'Subsidy Information'. In the 'Guardianship Information' section, the 'Referral End Date' field is highlighted with a black arrow and contains the value '10/2/2009'. Other fields include 'Date' (10/1/2009), 'Placement Start Date' (1/1/2009), 'CaseID' (203635), 'Client Name' (REYSHAWN JACKSON), 'Staff Name' (PATRICIA JOHNSON), 'Provider Name' (JOHNICE JACKSON), 'Provider Id' (8100), and 'Service Type' (Room & Board/Kinship Foster Care Continuing Level I). The 'Subsidy Information' section includes a heading, a paragraph, and several checkboxes. The checked checkboxes are: 'Is less than 18 years of age', 'The child's best interest is not met by the permanency plan of either reunification or adoption; and', 'The permanency plan of legal guardianship with the applicant is in the child's best interest', 'The applicant meets each of the following criteria', 'The child was receiving full time parenting and protection from the kinshipcare provider', and 'Child was placed with kinshipcare provider for at least six continuous months immediately preceding the application for the subsidy'. There are also several unchecked checkboxes and text input fields.

Figure 9