GUARDIANSHIP REFERRAL

CREATION DATE: September 8, 2009



Pointers to Remember:

Guardianship Referral 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 Referral Form is located within the FACES.NET system. It was developed to initiate and track the processes of Guardianship referrals made to the Business Services Administration requesting Guardianship subsidy for children placed with kin.
- 3. Much of the information that is needed for the Guardianship Referral 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 Referral

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.



If you have any additional questions, please call the HelpDesk at (202) 434-0009 Last Updated: 11/16/2009

Step 5: Click New to enter a new Guardianship Referral.

CHILD AND FAMI	OLUMBIA Ly services agency			FΑ	CES	.NET
Referral Case Clie	nt Provider Admin PPW	_		Case	*	Go
Case 🛛 🖌 Guardianship 🕒 List	of Clients List of Guardianship Referrals Referral	Information		in		
Organizer Focus History O In Focus	Guardianship Referrals * Denotes Required Fields ** Denotes Half-Mandator	y Fields ‡Denote	es AFCARS Fields			
5: Click New.	Case ID Client ID Client Name	Provider ID	Provider Name	Start Date	End Date	Case ID Post Split
Jackson Entity ID; 208635 Entity Type: Client Entity Name: REYSHAWN JACKSON Entity ID: 977658	New Show Cancel					





Note:

- Only one guardianship referral can be opened at time.
- Child must have a permanency goal of guardianship and be in an open placement in order to make a guardianship referral.
- Child does not have to be in placement for at least six months before making a guardianship referral.
- All current and prior guardianship referrals will display on the List of Guardianship Referrals screen.
- The **New** button will be disabled if the client is inactive.
- End dated guardianship referral records will be read only.
- Splitting of a referral automatically end dates the referral.
- 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 6: Click **Referral** from the screen selection list.

Figure 4

Referral Case Clie	nt Provider Admin (PPW			Cas
Case D Guardianship D List Organizer Focus History O In Focus	sof Clients List of Guardianship Re Guardianship Subsidy * Denotes Required Fields ** Den	ferrals Referral Information	on I Denotes AFCARS Fields		
7: Complete General Info tab. Jackson Entity ID: 203635 Entity Type: Client Entity Name: REYSIAWN JACKSON	Guardianship Referral Referral Start Date 09/10/2009 Placement Start Date 01/01/2009 Provider Name JOHNICE JACKSON Service Type	Case ID 203635	<u>}</u>	Client Name REYSHAWN JACKSON Program Area CISA Provider Id 8100	Stal
Entity ID: 977658	Referral Information Referral Start Date 09/10/2009 Client Name REYSHAWN JACKSON Permanent Guardian 1 JOHNICE JACKSON Permanent Guardian 1 OHNICE JACKSON Permanent Guardian 1 Permanent Guardian 1 Work Permanent Guardian 1 Work Permanent Guardian 1 Work Permanent Guardian 1 Yes	Referral Information Referral End Date	Parental Rights Application Date Client ID 977658 Permanent Guardian () - Permanent Guardian () -	Agreement Date	
FACES.NET	Children to be placed with g DOHNICE JACKSON Specify Mrs. J. Jackson is Shante Jacks Specify	juardians is the Aunt (Mat son's biological sister. is the	ernal)	of REYSHAWN JACKSON	

Step 7: Complete Relevant information on the **General Information** tab.

Figure 5



Note:

- The relationship field must be completed prior to requesting approval.
- If the Guardian relationship selected is "Cousin", you must provide more details about the relationship in the Specify Field prior to requesting approval.
- The application Date and Agreement Date will unlock after the second tier approval (Subsidy Unit).
- The client's date of birth must be entered on the general information screen prior to approval.
- Arrows represent mandatory fields. Screen can be saved without information entered, but must be answered for approvals.

Step 8: Complete the information on the **Referral Information** tab.

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Referral Case Cliv	ent Provider Admin	PPW		Cas	
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Organizer Focus History In Focus	Guardianship Subsidy * Denotes Required Fields ** De	enotes Half-Mandatory Fields ‡ Denotes AFCARS F	ïelds		
8: Click Referral Information.	Guardianship Referral Referral Start Date 09/10/2009	Referral End Date	Client Name REYSHAWN JACKSON	Stat	
Jackson Entity ID: 203635 Entity Type:	Placement Start Date 1 01/2009 Provide Name JOHNICE JCKSON	Case ID 203635	Program Area CISA Provider Id 8100		
Entity Name: REYSHAWNJACKSON Entity ID: 977658	Service Type Room & Board/Kinshh, Foster C General Information	are/Continuing/Level I Referral Information Parental	Rights		
	Reason for referral for permane Is the permanency goal of legal	nt guardianship subsidy (all questions must be an guardianship in the child's best interest?	swered)		
	Has Reunification or Adoption be	een ruled out for this child?			
	Explain why			<u> </u>	
F <u>ACES.NE</u> T	The child demonstrates a str	ong attachment to the prospective relative guardi strong commitment to caring permanently for the	an child	~	
Save Cancel Approval Preview					





Note:

• All questions must be answered on the Referral Information tab, including the bottom two check boxes prior to requesting approval.

- **Step 9:** Click **Parental Rights** tab to complete the information.
- Step 10: Click Save.
- **Step 11**: Click **Preview**, to preview the Guardianship Referral report prior to approval.
- **Step 12:** Click **Approval** button to request approval.

Referral Case Clie	ent Provider Admin PP	W	Cas
Case 🛛 Guardianship 🕒 Lis	t of Clients List of Guardianship Referral	s Referral Information	
Organizer Focus History O In Focus	Guardianship Subsidy * Denotes Required Fields ** Denotes	Half-Mandatory Fields	
User Name:	Guardianship Referral		
9: Click Parental	Referral Start Date	Referral End Date	Client Name Stat
Bights	09/10/2009		REYSHAWN JACKSON BEL
Entity ID:	Placement Start Date 01/01/2909	Case ID 203635	Program Area CISA
203635	Provider Name		Provider Id
Entity Type: Client	JOHNICE JACKSON		8100
Entity Name: REYSHAWN JACKSON	Service Type		
Entity ID: 977658	Room & Board/Kinship Foster Care/Co		
	General Information R	eferral Information Parental Rights	
	Child is Legally free from		
	Mother	Father	_
	If the child is legally free, why is guard	ianship being sought?	
	Mother has consented in writing to peri	manent guardianship	<u> </u>
	Explain		
FACES.NET			
			<u> </u>
	Father has consented in writing to perm	nanent guardianship	
	Evoluio		
	Child 14+ has consented in writing to p	ermanent guardianship	
	Explain		$\sim P$
	. Child 14+ has been consulted regardin	a auardianship	
	Explain		
10: Click Save.			
	If the parents have not concerted to the	e proposed permapent quardianchin, do you linew	the parents' whereabouts so quardiar the
		re proposed permanent guardiansinp, do you know	the parents whereabouts so guardianship ca
		11: Click	Preview.
	Save Cancel Approval P		
		rigure /	
12: Click Approval.	ſ		

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Note:

- If the child is 14 years of age or older, you must answer whether or not the child has consented in writing to permanent guardianship.
- If the child has not consented, the subsequent question must be answered.
- 2nd tier approval is given by the Subsidy Unit Supervisor.
- Upon 2nd tier approval, the report is saved to the file cabinet.