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.
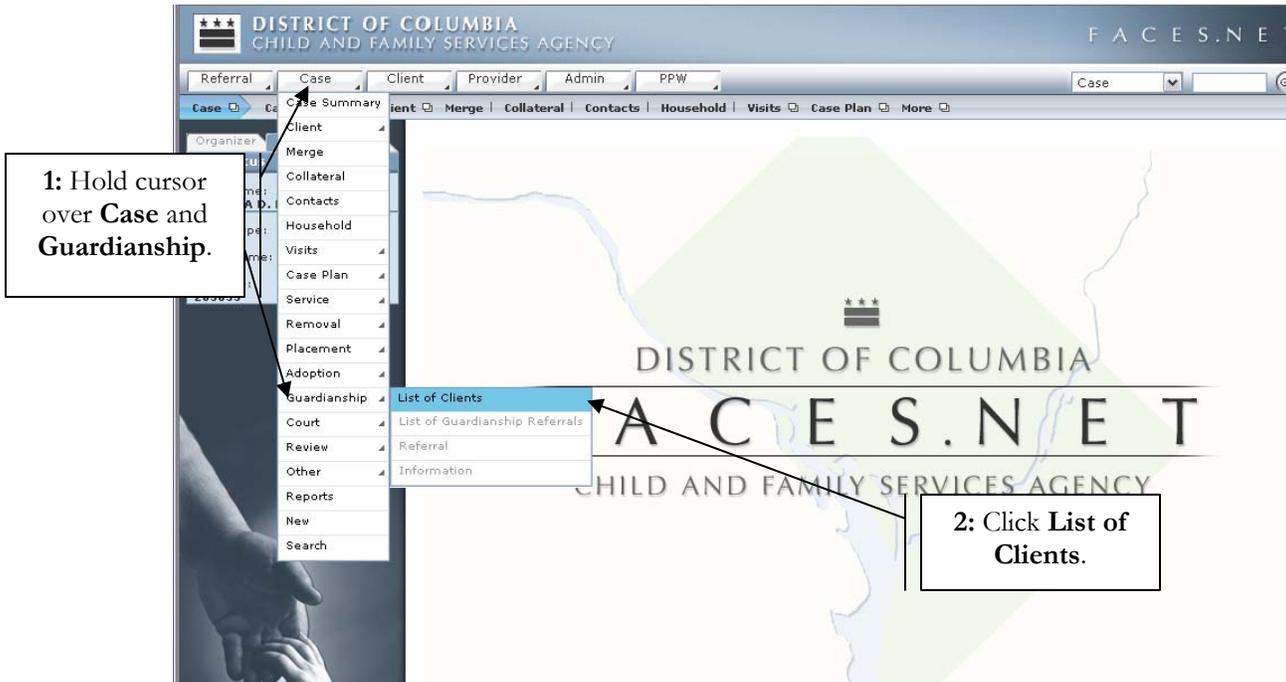   - IV-E Unit will determine IV-E Guardianship Subsidy claiming eligibility.

Guardianship Referral

Steps Include:

First, place a Case into focus

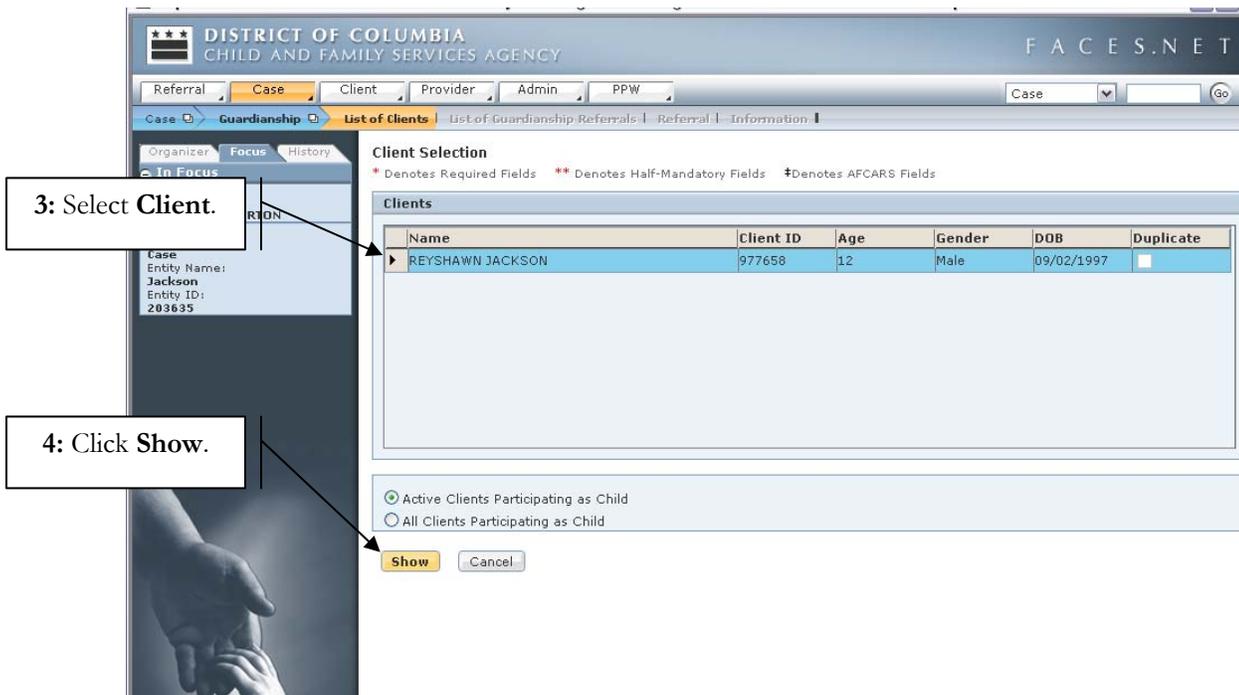**Step 1:** Hold cursor over **Case**, and **Guardianship**.

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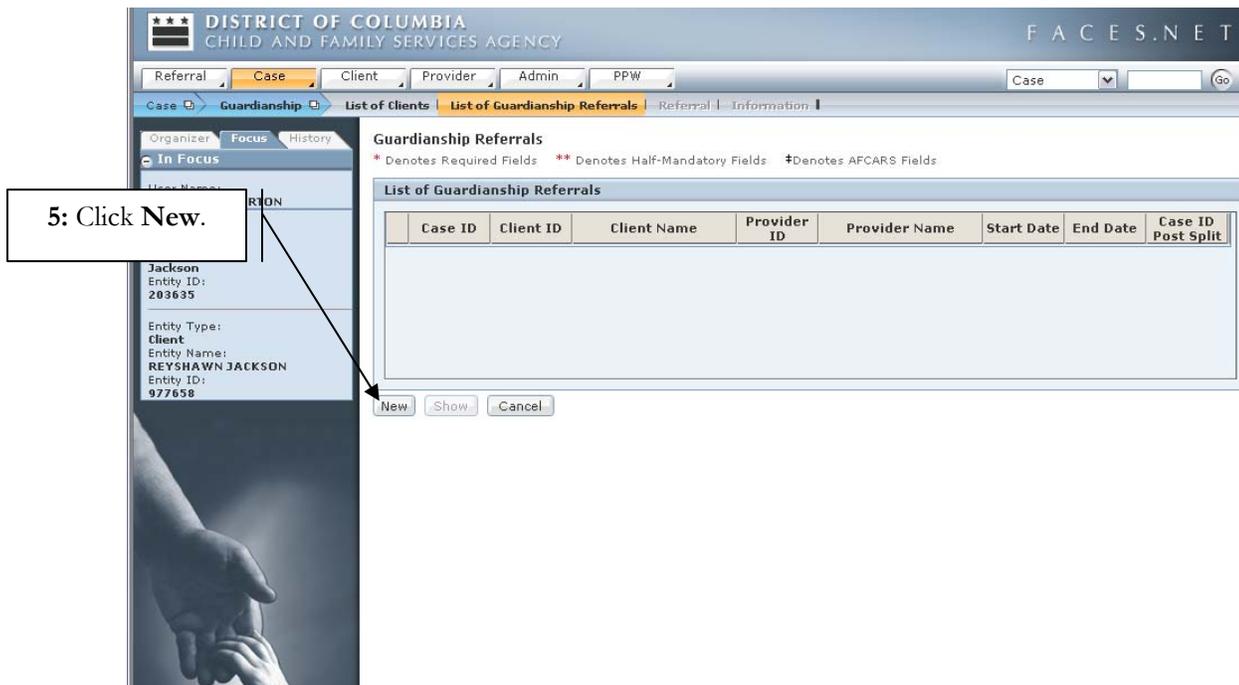

Figure 1

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

Step 4:   Click **Show**.

Figure 2

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

Figure 3

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.

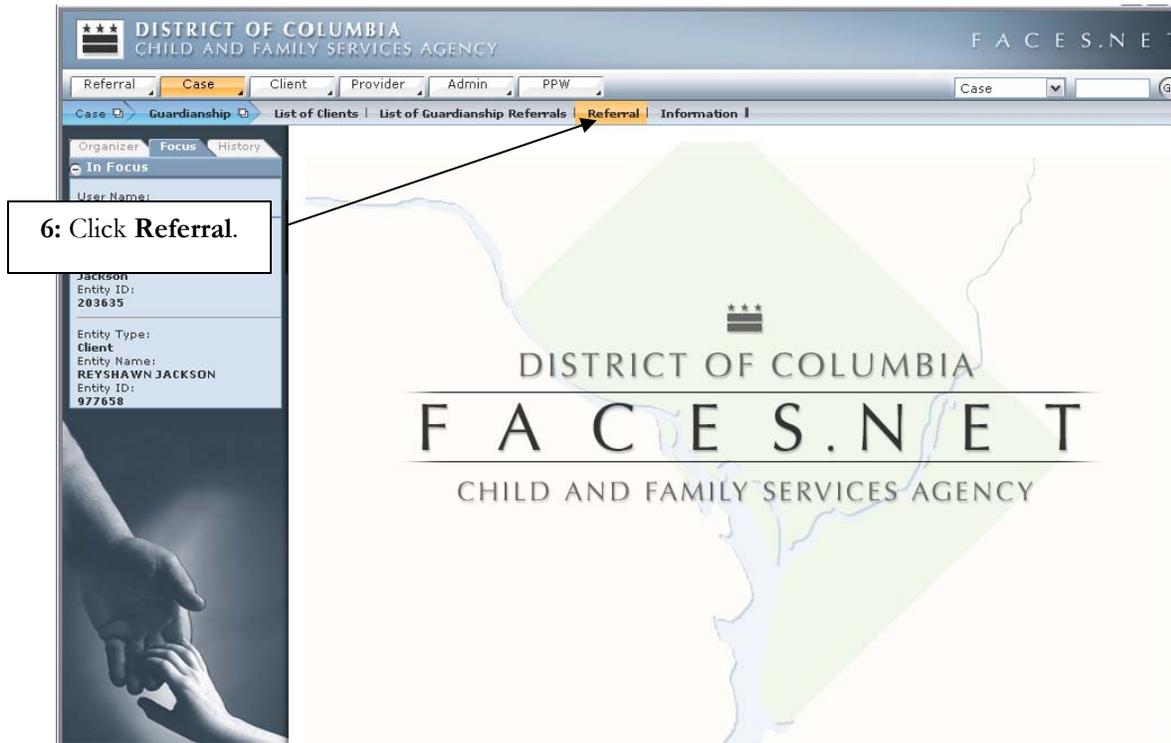**Step 6:** Click **Referral** from the screen selection list.

Figure 4

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.

Figure 6

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.

Figure 7

9: Click **Parental Rights**.

10: Click **Save**.

11: Click **Preview**.

12: Click **Approval**.

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.