GUARDIANSHIP SUBSIDY ELIGIBILITY

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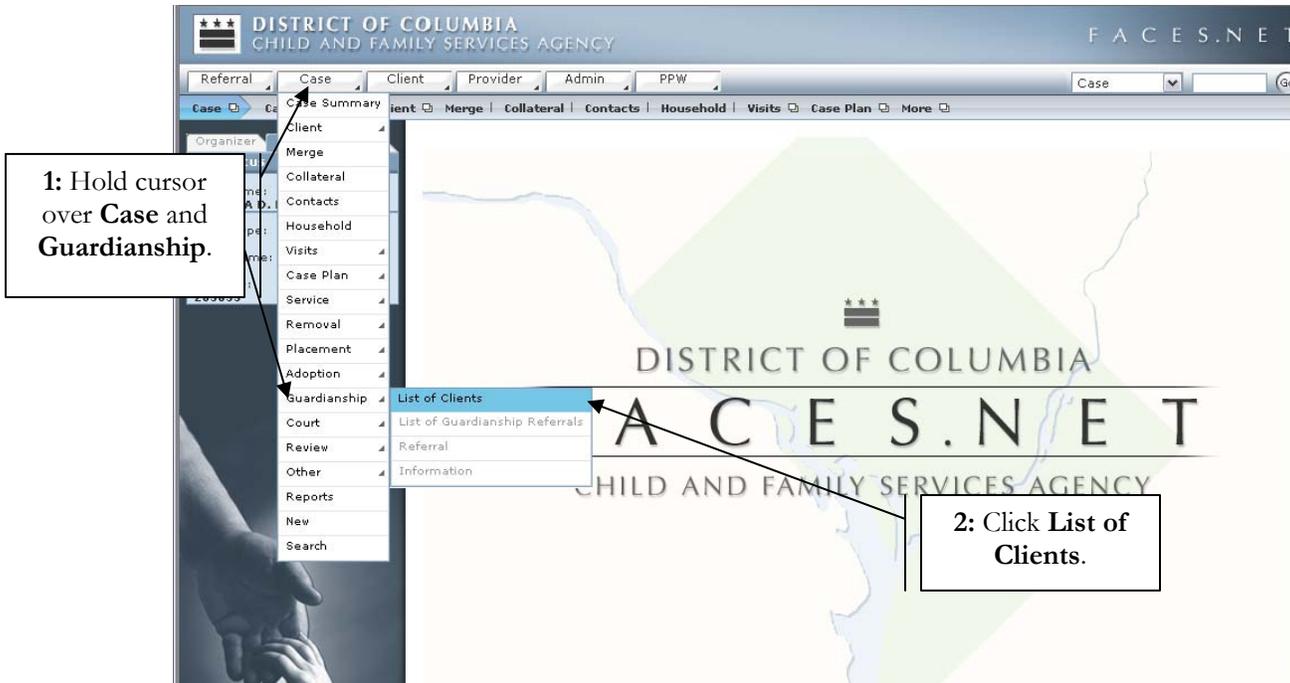
Step 2:   Click **List of Clients**.

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

2: Click **List of Clients**.

Figure 1

Step 3: Select client's name from the **Client Selection** screen.
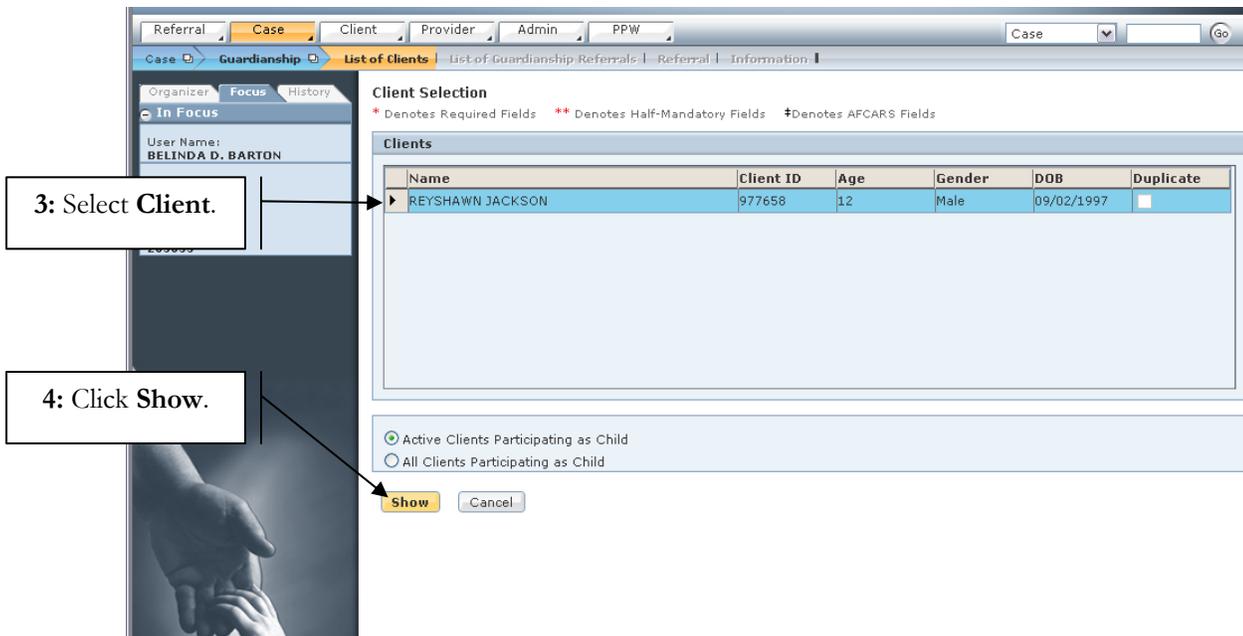
Step 4: Click **Show**.

3: Select **Client**.

4: Click **Show**.

Figure 2

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

If you have any additional questions, please call the HelpDesk at (202) 671-1566
Last Updated: 11/16/2009

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

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**.

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 2nd tier approval by clicking the **Approval** button.

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

Step 13: Click **Save.**

Figure 5

Note:

- The **Agreement Date** will unlock after the 2nd 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.

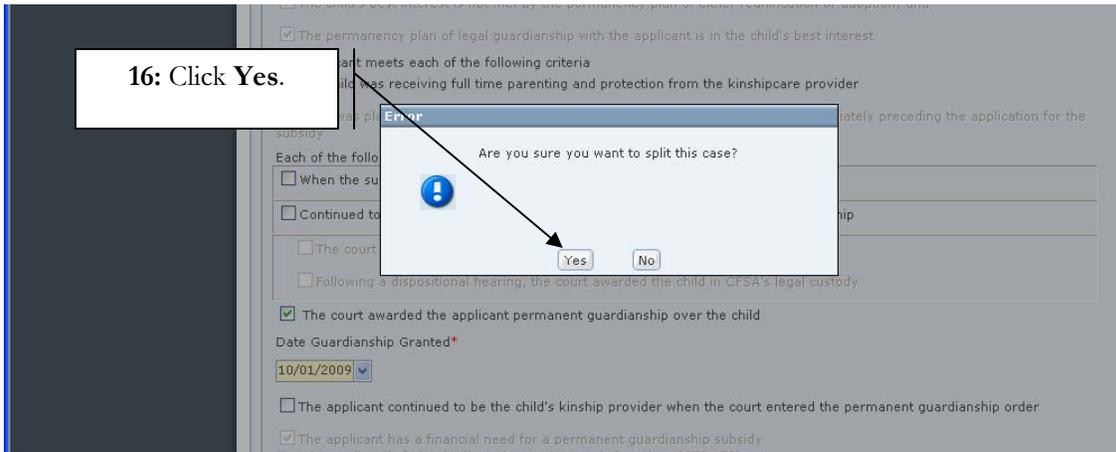**Step 14:**   Navigate back to the **Information Screen**.

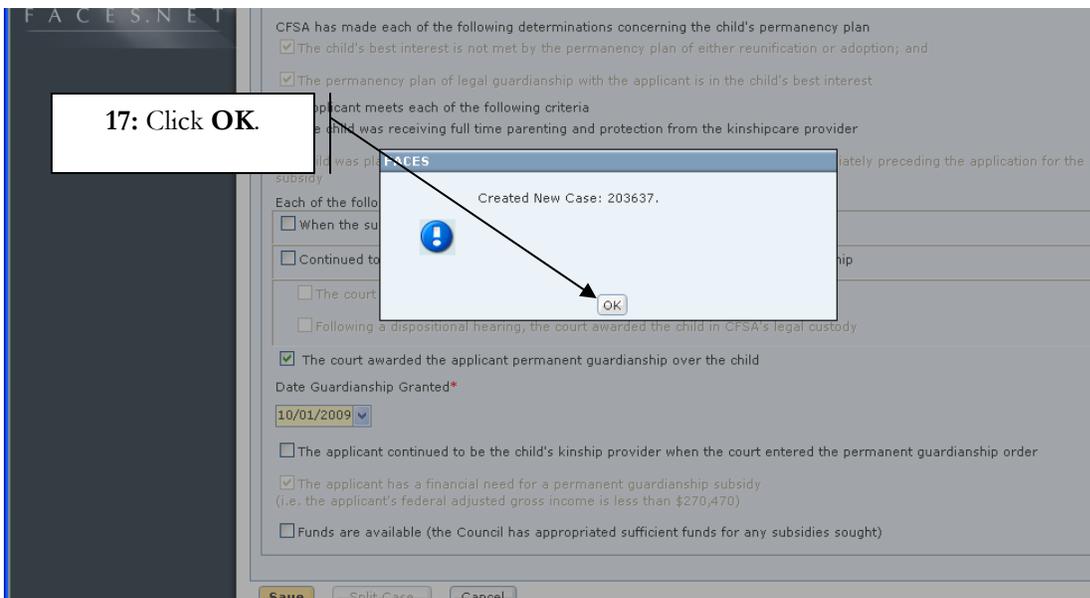**Step 15:**   Click the **Split Case** button to split the case.

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).*

16: Click **Yes**.

Are you sure you want to split this case?

Yes   No

The court awarded the applicant permanent guardianship over the child
Date Guardianship Granted*
10/01/2009

The applicant continued to be the child's kinship provider when the court entered the permanent guardianship order

The applicant has a financial need for a permanent guardianship subsidy

Figure 7

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

17: Click **OK**.

Created New Case: 203637.

OK

The court awarded the applicant permanent guardianship over the child
Date Guardianship Granted*
10/01/2009

The applicant continued to be the child's kinship provider when the court entered the permanent guardianship order

The applicant has a financial need for a permanent guardianship subsidy
(i.e. the applicant's federal adjusted gross income is less than $270,470)

Funds are available (the Council has appropriated sufficient funds for any subsidies sought)

Save   Split Case   Cancel

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*).

Figure 9