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## GUARDIANSHIP SUBSIDY ELIGIBILITY DETERMINATION

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**CREATION DATE:** October 7, 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 Subsidy Eligibility screen is located within the FACES.NET system. It was developed to allow the IV-E Unit to determine guardianship subsidy eligibility.
3. The Guardianship Subsidy Eligibility Determination requirements include:
  - Determine the child's eligibility based on the child's relationship with the guardian.
  - Determine the child's eligibility based on the home removal.
  - Determine the child's eligibility based on the determination of Title IV-E Foster Care Maintenance Payment Eligibility and Placement with the Prospective Guardian.
  - Child eligibility based on determination by the agency.
  - Sibling eligibility.

#### Guardianship Subsidy Eligibility Screen

##### Steps Include:

- Step 1:** Navigate to **IVE Guardianship Subsidy Search Client** screen by holding cursor over **Admin, Fin Admin, Eligibility, and IVE Guardianship Subsidy**.
- Step 2:** Click on **Search Client**.
- Step 3:** Complete **Search** by entering **client's last name** and or **Client ID** number. Additional info can also be added (*see figure 2*).
- Step 4:** Click **Search**.

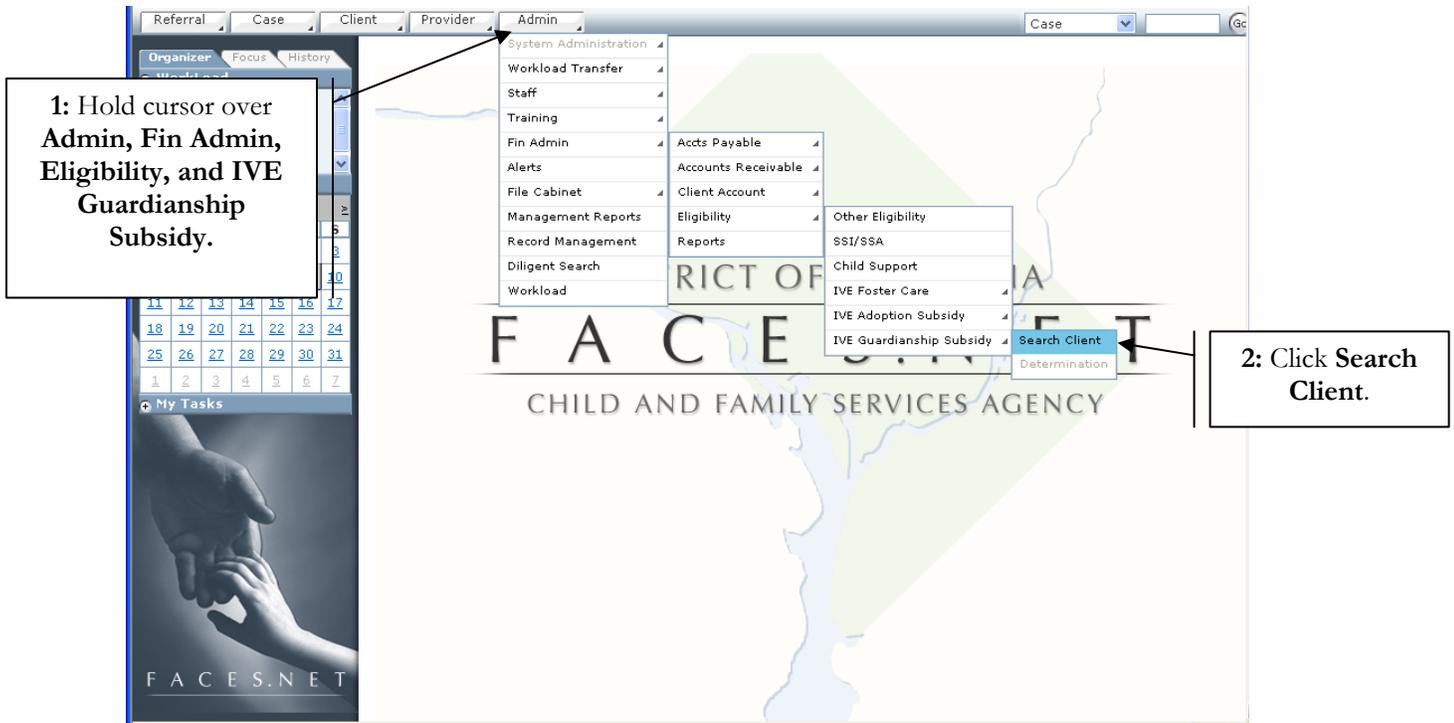


Figure 1

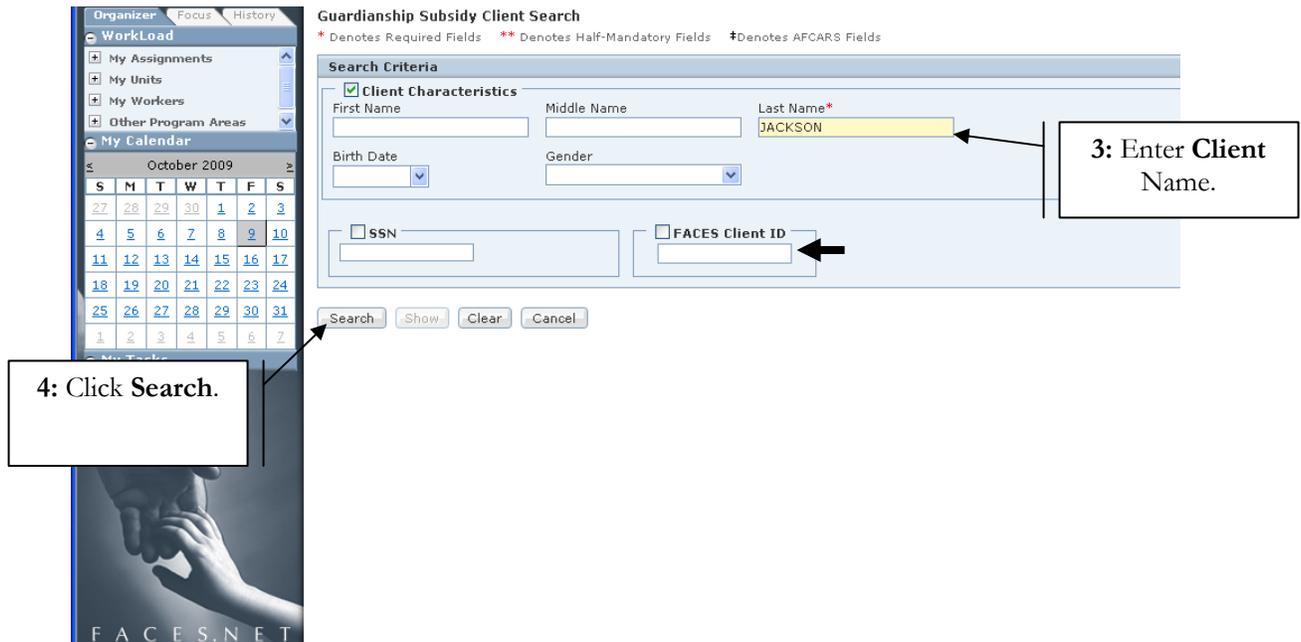


Figure 2

**Step 5:** Select **Client's Guardianship Case**.

**Step 6:** Click **Show** to place case into focus.

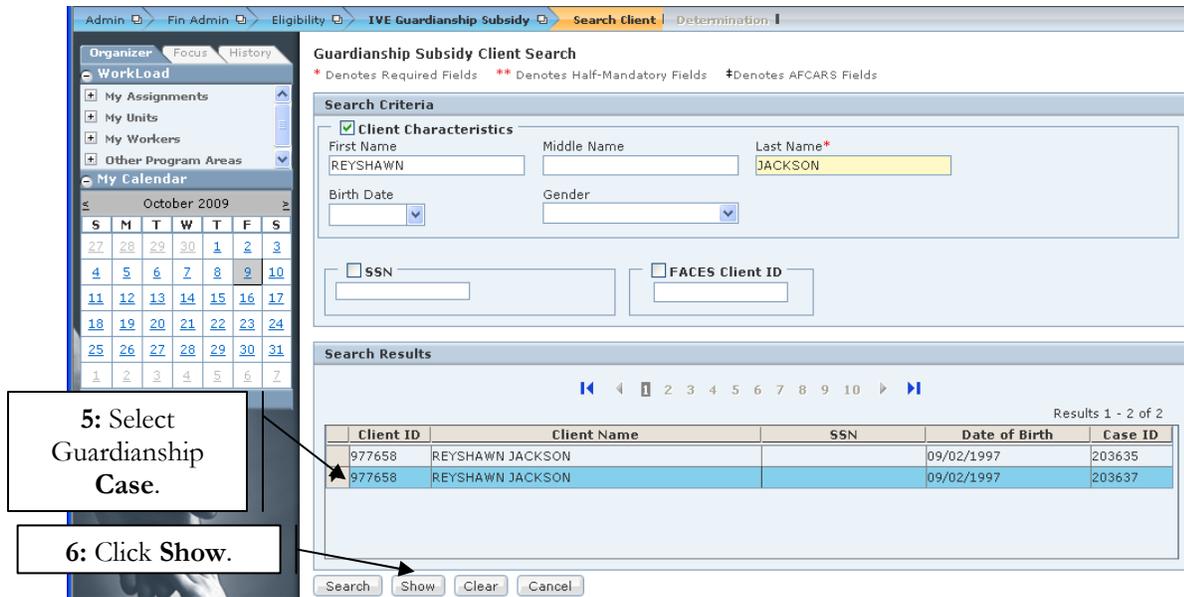


Figure 3

**Step 7:** Click on **Determination** screen on the breadcrumbs.

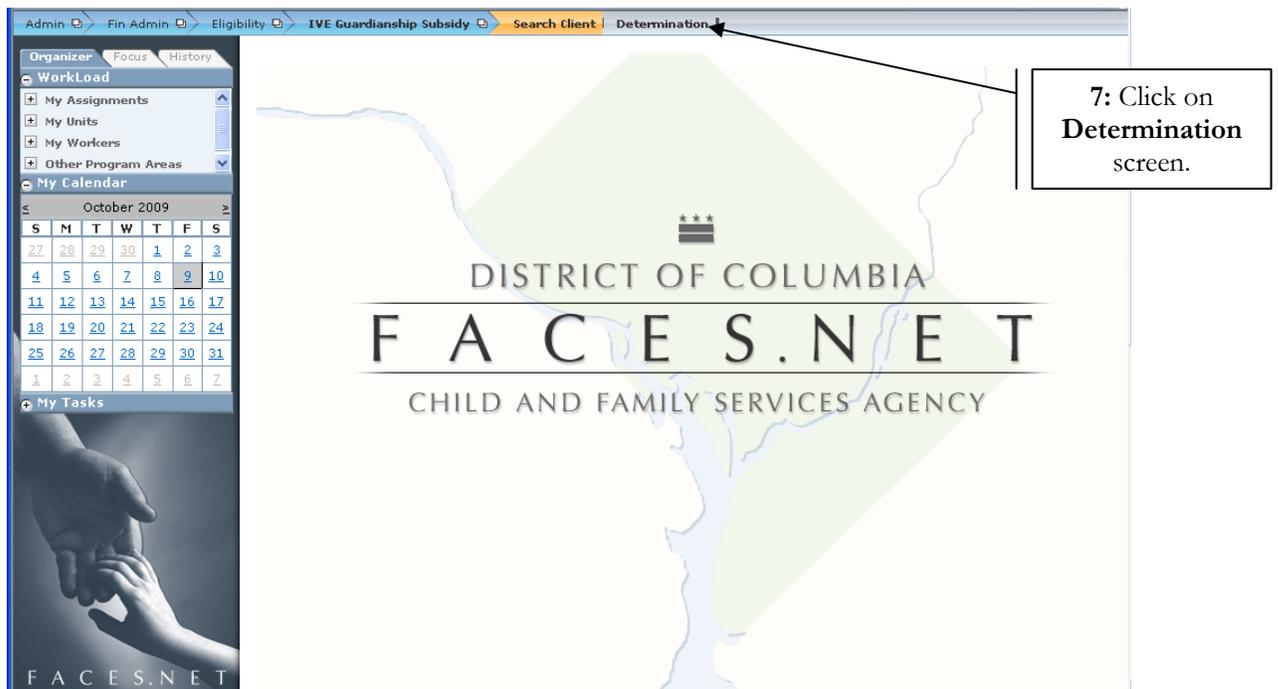


Figure 4

**Step 8:** Review **Eligibility History** Information.

**Client**

Client ID	977658	Date of Birth	9/2/1997
Name	REYSHAWN JACKSON	SSN	
Medicaid		Provider ID	8100
Provider Name	REYSHAWN JACKSON		

IV-E Guardianship | IVE Foster Care | Agency Determination | Sibling | Subsidy Agreement

**Eligibility History**

Start Date	End Date	Eligibility Type	Eligibility Status
10/01/2009		IV-E (Guardianship)	Pending

Determination

Event Date	Status	Type
10/02/2009	Pending	Removal

**8: Review Eligibility History Info.**

**Figure 5**



**Note:**

- IV-E Guardianship tab is “read only” information.
- Clicking the Determination button will calculate the overall eligibility status.
- A new guardianship subsidy eligibility record with “Pending” status will be created for guardianship records granted on or after January 1, 2009.
- Eligibility status will read “Pending” until the determination is completed.
- The start date will be the date that Guardianship was granted.

**Step 9:** Click on **IVE Foster Care** tab.

**Step 10:** Complete the **IVE Foster Care Eligibility Duration** Information.

**Step 11:** Click **Save**.

**9: Click on IVE Foster Care tab.**

**10: Complete Info.**

**11: Click Save.**

Client ID 977658	Date of Birth 9/2/1997
Name REYSHAWN JACKSON	SSN 
Address 	Provider ID 8100
Provider Name JOHNICE JACKSON	

IVE Guardianship | **IVE Foster Care** | Agency Determination | Sibling | Subsidy Agreement

**Guardianship**

Has guardianship been granted to this child?

Date Guardianship Granted\*  
10/02/2009

Is the child related (up to 5 degrees) to anyone of the guardians?

**Relationship between the child and the guardians**

JOHNICE JACKSON is the Aunt (Maternal) of REYSHAWN JACKSON

Specify

is the of REYSHAWN JACKSON

is the of REYSHAWN JACKSON

**IVE Foster Care Eligibility Duration**

Was the child eligible for IVE Foster Care maintenance payments for at least 6 consecutive months prior to the date guardianship was granted?

Explain \*

System calculated IVE foster care eligibility status during that time  
Unable to Determine

**Placement Duration**

Was the child placed with the guardian during the 6 consecutive months that he/she was eligible for IV-E Foster Care maintenance payments?

**Placement Episodes**

Date Entered	Date Exited	Provider Type	Provider Name	Status	Location Category
01/01/2009	10/02/2009	Non-Contracted	JOHNICE JACKSON	Authorized	Regular

**Provider License**

Was the guardian licensed and approved during those 6 consecutive months?

**Licensing Status**

License Number	License Type	Current Status	Approved By	Approval Date	Start Date	End Date

**FACES Review**

Status Ineligible

**Figure 6**



**Note:**

- The “Date Guardianship Granted” field can be updated to rectify any mismatch between dates entered on the “Guardianship Information” screen. If changed the date will be updated on the Guardianship Information screen.
- The “Is the child related...field” can be changed by the eligibility unit. If changed, it will factor in the determination of eligibility.
- If the child was eligible for IV-E Foster Care maintenance payments for at least 6 consecutive months prior to the date guardianship was granted, the checkbox is not checked, and an explanation is mandatory. (See Figure 6).

**Step 12:** Click on **Agency Determination** tab to preview only.

**Client**

Client ID: 977658  
 Date of Birth: 9/2/1997  
 Name: REYSHAW  
 SSN:   
 Medicaid:   
 Provider: JOHNICE JACKSON  
 Provider ID: 8100

IVE Guardianship | IVE Foster Care | **Agency Determination** | Sibling | Subsidy Agreement

**Determination By Agency**

Has Reunification or Adoption been ruled out for this child?  
 Does the child demonstrate a strong attachment to the prospective relative guardian?  
 Does the relative guardian have a strong commitment to caring permanently for the child?

**14+ Years Old Child**

Is the child 14 years or older?  Has child been consulted regarding the kinship guardianship arrangement?

**FACES Review**  
 Status: Eligible

**Figure 7**

**Step 13:** Click on **Sibling** Tab to preview only.

**Client**

Client ID: 977658  
 Date of Birth: 9/2/1997  
 Name: REYSHAWN JACKSON  
 SSN:   
 Medicaid:   
 Provider Name: JOHNICE JACKSON  
 Provider ID: 8100

IVE Guardianship | IVE Foster Care | Agency Determination | **Sibling** | Subsidy Agreement

**Sibling Eligibility**

Client ID	Sibling Name	Provider ID	Provider Name	Relationship	Sibling Guardianship Subsidy Eligibility Status

**FACES Review**  
 Status: Ineligible

**Figure 8**



**Note:**

- The Sibling tab is read only information that will indicate whether the child is eligible or ineligible for IV-E Guardianship Subsidy due to another sibling being eligible.
- If one sibling is eligible, then all other siblings placed with the same provider are considered to be eligible as well.

**Step 14:** Click on **Subsidy Agreement** tab to preview only.

**Client**

Client ID: 977658 Date of Birth: 9/2/1997

Name: REYSHAWN JACKSON SSN: [ ]

Medicaid: [ ] Provider ID: 8100

Provider Name: DOHNICE JACKSON

IVE Guardianship | IVE Foster Care | Agency Determination | Sibling | **Subsidy Agreement**

**Guardianship Subsidy Agreement**

Has CFSA negotiated and entered into a written & binding kinship guardianship assistance agreement with the prospective relative guardian?

Agreement Date: 10/02/2009

**FACES Review**

Status: Eligible

**Figure 9**



**Note:**

- If the “Agreement Date” is after the “Guardianship Granted Date” then the “FACES Review” status will be “Ineligible”.

**Step 15:** Navigate back to the **IVE Guardianship** tab.

**Step 16:** Click on **Determination** button.

**Guardianship Subsidy Determination**

\* Denotes Required Fields \*\* Denotes Half-Mandatory Fields † Denotes AFCARS Fields

**Client**

Client ID: 977658 Date of Birth: 9/2/1997

Name: REYSHAWN JACKSON SSN: [ ]

Medicaid: [ ] Provider ID: 8100

Provider Name: DOHNICE JACKSON

IVE Guardianship | IVE Foster Care | Agency Determination | Sibling | Subsidy Agreement

**Eligibility History**

Start Date	End Date	Eligibility Type	Eligibility Status
10/01/2009		IV-E (Guardianship)	Pending

**Determination** button

Event Date	Status	Type
10/02/2009	Pending	Removal

**Figure 10**

**Client**

Client ID: 977658      Date of Birth: 9/2/1997

Name: REYSHAWN JACKSON      SSN: \_\_\_\_\_

Medicaid: \_\_\_\_\_      Provider ID: 8100

Provider Name: JOHNICE JACKSON

IVE Guardianship    IVE Foster Care    Agency Determination    Sibling    Subsidy Agreement

**Eligibility History**

Start Date	End Date	Eligibility Type	Eligibility Status
10/01/2009		IV-E (Guardianship)	Ineligible

Event Date	Status	Type
10/09/2009	Ineligible	Determination
10/09/2009	Ineligible	Determination
10/02/2009	Pending	Removal

Figure 11



**Note:**

- The Determination status will appear in the bottom grid after clicking on the Determination button.
- The IV-E Unit has the ability to click the Determination button more than once if changes were made in FACES regarding the IV-E Eligibility for a case. For example, since the last determination was made on the current client, a sibling placed with the same provider was determined to be eligible. If the current client was not previously eligible, then clicking Determination again will make them eligible.

