

Subsidized Guardianship IV-E Checklist

Child's name & DOB:	Child's State ID:
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Provide the following information to the IV-E IM within three days of receiving the guardianship court order.

- IV-E Changes*, form 470-3918, completed in IV-E Tracking.
 - Entry of the GUSD service in FACS will close the out of home care episode in both FACS and IV-E Tracking (after batch processing). If the episode is closed, contact your IV-E IM to reopen IV-E Tracking.
 - Mark the box "Guardianship transferred for permanent placement" and enter the Date guardianship transferred. In the comments section, note that this is a subsidized guardianship.

Note: *IV-E Changes* will be revised in the future to have a specific area for sub guardianship.

- Copy of *Guardianship Subsidy Application*, form 470-3632, signed and dated.
- Copy of the *Guardianship Subsidy Agreement*, form 470-3631, signed and dated before the guardianship court order.
- Copy of guardianship court order approving subsidized guardianship.
- Birth certificate
- Copy of completed *Application for Foster Care and Subsidized Adoption Medicaid*, form 470-5535
- Copy of Case Plan that addresses the following:
 - Current permanency goal.
 - How the youth meets eligibility for the program, including the requirement that the child has been placed in the home for foster care for six consecutive months before initiation of the guardianship agreement.
 - The youth is age 10 or older and agrees to the guardianship. Or Part of a sibling group with a child aged ten or older that has agreed to the guardianship.
 - Steps taken to determine reunification or adoption is not appropriate.
 - Efforts made to discuss adoption with the relative foster parent and why adoption is not an option.
 - Efforts made to discuss guardianship with the youth's parents or reason efforts were not made.
 - The reason why guardianship and guardianship subsidy are in the youth's best interest.
 - The reasons for any separation of siblings during placement.

Provide the following when the child is age 17½:

- Documentation of continued need for subsidy past the child's 18th birthday dated before the child's 18th birthday.

IMPORTANT!! Remember to report changes in GUSD status to your IV-E IM worker. This includes changes in address, GUSD stopping, etc.

Worker's signature	Date sent to IV-E IM
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