



Policy Attachment to: 16.39, Subsidized Permanent Guardianship Agreements

Subject:	Protocol for Subsidized Permanent Guardianship Case File Contents
-----------------	--------------------------------------------------------------------------

Additional Information:

- All Subsidized Permanent Guardianship Case Files should be organized and filed in accordance with the outline in this protocol.

1. Case File:

- a) Use top tab letter size classification folders with 2 dividers
- b) Confidential should be stamped on the outside front cover
- c) File should be labeled with child's last name, first name, DOB, as well as county, month, and year of initial contract.
- d) Most current information should be at the top of each section(section headings would be labeled with card stock colored paper)
- e) It should be noted that all files will not have all of the following documentation with the exception agreements and renewals.

2. Initial:

This section consists of initial documentation required to establish a Subsidized Permanent Guardianship case. Appropriate documentation for this section should include the following:

- a) [CS-0403, Appeal for Fair Hearing](#)
- b) [CS- 0674, Special or Extraordinary Board Rates Request](#)
- c) [CS-0719, Intent to Obtain Subsidized Permanent Guardianship/ Subsidized Permanent Guardianship Application](#)
- d) [CS-0720, Notice of Denial, Termination or Change in Subsidized Permanent Guardianship](#)
- e) [CS-0721, Subsidized Permanent Guardianship Agreement](#)
- f) [CS-0722, Subsidized Permanent Guardianship Renewal Affidavit](#)
- g) [Substitute W-9](#)
- h) [CS-0916, Subsidized Permanent Guardianship \(SPG\) Checklist and Approval](#)

Subject: Subsidized Permanent Guardianship Case File Contents

3. Renewals/Revisions:

This section consists of all information needed for Renewal or Revisions made in the Subsidized Permanent Guardianship case. Appropriate documentation for this section should include the following:

- a) Cover letter for Renewals
- b) Certified letter/receipt for [CS-0721, Subsidized Permanent Guardianship Agreement](#) not returned
- c) [CS-0720, Notice of Denial, Termination or Change in Subsidized Permanent Guardianship](#)
- d) Revised [CS-0721, Subsidized Permanent Guardianship Agreement](#)
- e) [CS-0722, Subsidized Permanent Guardianship Renewal Affidavit](#)
- f) [CS-0403, Appeal for Fair Hearing](#)
- g) Supporting documentation for Special or Extraordinary Rates

4. Eligibility:

This section consists of information related to the child's funding source and continued eligibility for Subsidized Permanent Guardianship payment. Appropriate documentation for this section should include the following:

- a) [CS-0508, Notice of Child Welfare Benefits Summary for Custodial Children](#)
- b) SSI/SSA Award Letters
- c) [CS-0917, Certification of Eligibility for Subsidized Permanent Guardianship](#)

5. Financial/Expenses:

This section consists of any financial expenses related to the Subsidized Permanent Guardianship case. Appropriate documentation for this section should include the following:

- a) Attorney Fee Invoice (dependent on specific situations)
- b) Ongoing Services Invoices
- c) Referral to provide permanency services as needed
- d) ChipFins Screen (from foster care)
- e) Purchase Services & Goods (PSG) Authorizations
- f) Substitute W-9 (optional)

Subject: Subsidized Permanent Guardianship Case File Contents

6. Appeals:

Appropriate documentation for this section should include the following:

- a) Appeal Summary
- b) Appeal Correspondence
- c) Appeal Orders

7. Correspondence/Miscellaneous:

8. ICPC (Interstate Compact on the Placement of Children):

Appropriate documentation for this section should include the following:

- a) Copy of Memo to Central Office
- b) Original ICPC forms