

Lois A. Day, Administrator
Office of Safety & Permanency for Children

Authorized Signature

Number: CW-IM-10-014

Issue Date: 07/15/2010

Topic: Other

Subject: Guardianship Assistance

Applies to (check all that apply):

- | | | | |
|-------------------------------------|-------------------------------|--------------------------|--------------------------------------|
| <input type="checkbox"/> | All DHS employees | <input type="checkbox"/> | County Mental Health Directors |
| <input type="checkbox"/> | Area Agencies on Aging | <input type="checkbox"/> | Health Services |
| <input checked="" type="checkbox"/> | Children, Adults and Families | <input type="checkbox"/> | Seniors and People with Disabilities |
| <input type="checkbox"/> | County DD Program Managers | <input type="checkbox"/> | Other (please specify): |

Message:

New Policy: The Guardianship Assistance policy, I-E.3.6.2, rule is now permanent. The definition of a relative, OAR 413-070-0905(16), expands the pool of potential guardians for children by identifying certain kith and kin relationships as "relatives" to the child. For case specific consultation, contact the coordinator listed below. The new policy can be found at:

http://www.dhs.state.or.us/policy/childwelfare/manual_1/i-e362.pdf

Central Office Caseload Assignments: Effective immediately, new guardianship assistance applications will be assigned to the Central Office coordinators on a rotation basis. The assigned coordinator will notify the caseworker(s) by e-mail of the assignment when the coordinator receives the completed application packet for processing.

After legal establishment of the guardianship, ongoing cases will be assigned, by the last name of the guardian, as follows:

Guardian Last Name	Coordinator	Telephone	Support	Telephone
A – F	Becki Luckman	503-945-6729	Karen Cremer	503-945-6642
G – L	Scott Wickline	503-947-5311	Courtney Nichols	503-947-5092
M – R	Lorri Harris	503-945-6632	Courtney Nichols	503-947-5092
S – Z	Bonnie Klohs	503-947-5371	Sue Bakke	503-947-5312

CANS: A child is referred for a Child and Adolescent Needs and Strengths (CANS) screening to determine the needs of the child for case planning. If a child has a Level of Care payment based on a CANS assessment while in foster care, the Level of Care payment will follow the child into the guardianship assistance program. *However*, it is inappropriate to request a CANS assessment for the sole purpose of potentially increasing the amount of the guardianship assistance payment for the child. If there are changes in the child’s behavior or functioning after a legal guardianship is established, the Guardianship Assistance Program can arrange for the child to have a CANS assessment at that time.

Early Reviews: An early review of the potential guardianship assistance payment may be requested prior to the Permanency Committee Staffing when the prospective guardian is ambivalent about moving ahead with guardianship due to financial concerns. Contact the guardianship coordinator listed above for guidance in gathering and submitting early review documentation to the Adoption and Guardianship Assistance Program. A tentative guardianship assistance offer will be made based on the information provided.

Foster Care Services: *Do not* close foster care services (including Enhanced Supervision and Personal Care payments) at the branch level when the plan is for the child to receive guardianship assistance benefits. The foster care services will be closed by central office when guardianship assistance is opened so there is no interruption in the child’s medical card coverage and payment.

Training: To schedule training on Guardianship Assistance contact Cathy Reeves.

If you have any questions about this information, contact:

Contact(s):	Cathy Reeves (503)945-5685 Carla Crane (503)945-5998		
Phone:		Fax:	(503)945-6633
E-mail:	cathy.r.reeves@state.or.us carla.crane@state.or.us		

