

Lois Ann Day, Director

Authorized Signature

Number: CW-IM-12-002

Issue Date: 03/02/2012

Topic: Guardianship

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:

This is a notification of the new process for submitting requests for guardianship assistance and clarification regarding the requirements. Compliance with the new process and requirements will assist in the timely processing of applications.

New Guardianship Assistance Process

Effective immediately, there is a new process for field staff to submit the [Guardianship Assistance Application](#) and supporting materials to Central Office. The new process is as follows:

- 1) The Guardianship Assistance Application and supporting materials must be in OR-Kids. If a document did not originate in OR-Kids, it must be scanned into the file cabinet. Paper copies should no longer be sent to Central Office. The CF 0982 lists the required documents.
- 2) Notification to Central Office that all documents are in OR-Kids should occur via the child's caseworker sending the CF 0982 Guardianship Assistance Requirements form as an attachment to the following email address: NEW APPS AAGA. The child's case number should be included in the subject line.
- 3) In addition to the required documents being in OR-Kids prior to sending the CF 0982, the following must be completed:
 - a) The certifier must have added the 4 guardianship assistance services to the provider case in OR-Kids. These services must be opened to Central Office and

included GA Subsidy and Medical, GA Medical Only, GA Subsidy Only, and GA Agreement Only.

b) A new IV-E eligibility determination for guardianship assistance must be completed in OR-Kids by the IV-E specialist and the supporting materials scanned into OR-Kids.

The updated CF 0982 and a tool to assist with naming conventions are [attached to this message](#).

Please note that applications are not assigned to a Guardianship Assistance Coordinator for negotiation until all of the requirements listed on the CF 0982 have been met.

In addition, compliance with the following requirements will help speed the processing of applications:

- 1) Prospective guardian families shall be notified by their caseworker prior to completing the Guardianship Assistance Application that the amount of guardianship assistance cannot exceed the amount of the foster care payment (inclusive of the base foster care rate and the level of care payment).
- 2) Families requesting a guardianship assistance payment must clearly document their out-of-pocket expenses regarding the child on the application as guardianship assistance must be negotiated based on the out-of-pocket expenses of the family.
- 3) Although the family lists all out-of-pocket expenses regarding the child to provide a comprehensive picture of the expenses, they should not request more than the maximum rate they may receive, and they should understand that guardianship assistance is not intended to fully cover the costs of raising the child. Please make sure the guardian family has read the entire guardianship assistance application instructions which will further assist them in filling it out correctly.

Thank you for your assistance.

If you have any questions about this information, contact:

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