



## Tennessee Department of Children's Services

# Work Aid- Electronic Filing for Subsidized Permanent Guardianship

## Supplemental to: Protocol for Subsidized Permanent Guardianship Case File Contents

This work aid serves as a supplement to the [Protocol for Subsidized Permanent Guardianship Case File Contents](#). It should be utilized to identify information required for the initial approval and finalization of the Electronic subsidy record in **PART A**, and the style and format in which content should be organized and uploaded to the Electronic Subsidy Record and Subsidy Packet in **Part B**.

### PART A: Information Required for Initial Approval and Finalization of the Electronic Subsidy Record

#### Section I.

##### Initial Subsidy Approval

Information documented in this section is required for the initial approval of the Electronic subsidy record and prior to obtaining signatures on form, [CS-4199, Subsidized Permanent Guardianship Eligibility](#) and form CS-0721, Subsidized Permanent Guardianship Agreement or [CS-4238, Subsidized Permanent Guardianship Agreement Title IV-E \(Effective on or after January 1, 2023 for Youth 16 or older\)](#). Please note that the required documentation for initial approvals will vary depending on the requested rate type of the Subsidized Permanent Guardianship.

Rate Type	Required Documentation for Initial Approval
<b>Regular Rate</b>  Documents in this section are required for review and approval of a regular subsidy rate.	<ul style="list-style-type: none"><li>– <b>Protective Custody Order:</b> Court order that led to the child's removal from the home and resulted in the child's custody being transferred to the Department of Children's Services. <u><b><i>This court order should be provided by the Child Welfare Benefits Unit when the Maximization Specialist determines eligibility for the subsidy record.</i></b></u></li><li>– DCS form <a href="#">CS-0660, Full Disclosure Statement: Permanency Options for Relative or Kin Caregivers</a></li></ul>

<p><b>Special or Extraordinary Rate</b></p> <p>Documents in this section are required for review and approval of a special or extraordinary subsidy rate.</p>	<ul style="list-style-type: none"> <li>- <b>Protective Custody Order:</b> Court order that led to the child’s removal from the home and resulted in the child’s custody being transferred to the Department of Children’s Services. <u><b><i>This court order should be provided by the Child Welfare Benefits Unit when the Maximization Specialist determines eligibility for the subsidy record.</i></b></u></li> <li>- DCS form <a href="#">CS-0660, Full Disclosure Statement: Permanency Options for Relative or Kin Caregivers</a></li> <li>- DCS form, <a href="#">CS-0674, Special or Extraordinary Rate Request, if applicable</a>;</li> <li>- DCS form <a href="#">CS-0934, Special Needs Justification or other documentation to support the Special or Extraordinary Rate Approval.</a></li> </ul>
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## Section II.

### Finalizing the Subsidy Record for Payment

Information documented in this section is required to finalize the Electronic subsidy record for payment. All documents are organized, labeled, and uploaded to the Electronic subsidy record in accordance with [Protocol for Subsidized Permanent Guardianship Case File Contents](#).

- Applicable documents obtained during the initial approval process – See Section I.
- DCS form [CS-0719, Intent to Obtain Permanent Guardianship Placement Agreement](#)
- DCS form [CS-4201, Application for Subsidized Permanent Guardianship](#)
- DCS form [CS-4199, Subsidized Permanent Guardianship Eligibility](#)
  - DCS form [CS-0721, Subsidized Permanent Guardianship Agreement](#) or [CS-4238, Subsidized Permanent Guardianship Agreement Title IV-E \(Effective on or after January 1, 2023 for Youth 16 or older\)](#)
- Form [W-9](#)
- Final Order of Guardianship

## PART B: Organizing Content Uploaded to the Electronic Subsidy Record

### Section I. Labeling Documents in the Electronic Record

- Documentation uploaded to the Electronic Subsidy Records must be labeled and organized uniformly, in accordance with the Protocol for Subsidized Permanent Guardianship Case File Contents.
- Electronic Subsidized Permanent Guardianship files will be maintained as dictated by current Electronic Record structure. All documents will be uploaded and named as outlined by the storyboards located on the [TFACTS Knowledge Base](#) site.
- For documents related to *Renewals/Revisions/Terminations, Reviews of Eligibility, Appeals or ICAMA*, the *Date on the Document* field must be entered when the document is uploaded to the Electronic Record.
- For additional information on the document storage functionality and category types, see the [Document Storage Tip Sheet](#) and [Document Category and Type Organization](#).

### Section II. Organizing Documents/Labeling Documents in Subsidy Packets

- ✦ Once documents have been uploaded to the Electronic Record using the format described above, the individual items should be added to a Subsidy packet as outlined below.
- ✦ Each subsidy packet should represent a section from the [Protocol for Subsidized Permanent Guardianship Case File Contents](#) , as also outlined above.
- ✦ All subsidy packets should be named as outlined by the storyboards located on the [TFACTS Knowledge Base](#) site. In addition to the structure provided in the storyboards around the Packet Name, the appropriate packet/section title should also be included in the Packet Name, as detailed below.
- ✦ As additional documents which fall under the same section title are uploaded to the Electronic Record, they can be added to the existing packet.

Packet Name	Document Types
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<b>Initial</b>	<p>This section/packet consists of initial documentation required to support the approval of a Subsidized Permanent Guardianship Agreement and authorize payment of the approved subsidy rate. Appropriate documentation for this section/packet may include the following:</p> <ul style="list-style-type: none"> <li>✦ DCS form <a href="#">CS-0719, Intent to Obtain Permanent Guardianship Placement Agreement</a></li> <li>✦ DCS form <a href="#">CS-4201, Application for Subsidized Permanent Guardianship</a></li> <li>✦ DCS form <a href="#">CS-4199, Subsidized Permanent Guardianship Eligibility</a></li> <li>✦ DCS form <a href="#">CS-0660, Full Disclosure Statement: Permanency Options for Relative or Kin Caregivers</a></li> <li>✦ DCS forms CS-0721, Subsidized Permanent Guardianship Agreement or <a href="#">CS-4238, Subsidized Permanent Guardianship Agreement Title IV-E (Effective on or after January 1, 2023 for Youth 16 or older)</a></li> <li>✦ Final Order of Guardianship</li> <li>✦ DCS form <a href="#">CS-0674, Special or Extraordinary Rate Request</a></li> <li>DCS form <a href="#">CS-0934, Special Needs Justification form</a></li> </ul>
<b>Renewals/Revisions/Terminations</b>	<p>This section/packet consists of required documentation needed to process the approval of a revision, renewal, or termination of a Subsidized Permanent Guardianship Agreement. Appropriate documentation for this section/packet may include the following:</p> <ul style="list-style-type: none"> <li>✦ Cover letter for Renewals</li> <li>✦ Revised, amended, renewed or terminated CS-0721, Subsidized Permanent Guardianship Agreement or <a href="#">CS-4238, Subsidized Permanent Guardianship Agreement Title IV-E (Effective on or after January 1, 2023 for Youth 16 or older)</a> and supporting documentation</li> <li>✦ DCS form <a href="#">CS-0720, Notice of Denial, Termination, or Change in Subsidized Permanent Guardianship</a></li> <li>✦ DCS form <a href="#">CS-0403, Appeal for Fair Hearing</a></li> <li>✦ DCS form <a href="#">CS-0934, Special Needs Justification Form</a></li> <li>✦ DCS form <a href="#">CS-0674, Special or Extraordinary Rate Request form</a></li> </ul>
<b>Eligibility</b>	<p>This section/packet consists of information required to, in-part, support the initial eligibility determination for a Title IV-E or State Funded Subsidized Permanent Guardianship Agreement. Other information in this section may also include documents necessary to validate the child's identity or information relative to additional funding paid on behalf of the child from other state or federal programs outside of the Subsidized Permanent Guardianship subsidy payment. Appropriate documentation for this section/packet may include the following:</p> <ul style="list-style-type: none"> <li>✦ SSA/VA Award Letters</li> <li>✦ Removal/Protective Custody Order</li> <li>✦ Copy of Birth Certificate</li> <li>✦ Copy of Social Security Card</li> </ul>

<b>Reviews of Eligibility</b>	<p>This section/packet consists of any information related to eligibility reviews of the Subsidized Permanent Guardianship Agreement when the youth reaches the age of 18, 19, or 20 to support the continuation for approval or denial of the subsidy payment. Appropriate documentation for this section may include the following:</p> <ul style="list-style-type: none"> <li>✦ Verification of full-time school attendance</li> <li>✦ DCS form <a href="#">CS-0934, Special Needs Justification Form</a> or other supporting medical/psychological documentation</li> <li>✦ DCS form <a href="#">CS-4239, Verification of Employment or Employment Readiness Training (AA/SPG ROE)</a></li> </ul>
<b>Financial/Expenses</b>	<p>This section/packet consists of any financial expenses related to the Subsidized Permanent Guardianship case. Appropriate documentation for this section/packet may include the following:</p> <ul style="list-style-type: none"> <li>✦ Form <a href="#">W-9</a></li> </ul>
<b>Appeals</b>	<p>Appropriate documentation for this section/packet may include the following:</p> <ul style="list-style-type: none"> <li>✦ Appeal Summary</li> <li>✦ Appeal Correspondence</li> <li>✦ Appeal Orders</li> </ul>
<b>Correspondence/Miscellaneous</b>	
<b>ICAMA (Interstate Compact on Adoptions and Medical Assistance) for SPG</b>	<p>Appropriate documentation for this section/packet may include the following:</p> <ul style="list-style-type: none"> <li>✦ ICAMA forms (i.e. 7.00, 7.5)</li> <li>✦ ICAMA cover letter to parents</li> </ul>