



## Tennessee Department of Children's Services

# Protocol for Subsidized Permanent Guardianship Case File Contents

## Supplemental to DCS Policy 15.15

SPG file maintenance has varied regarding information required to be maintained in the subsidy file or Electronic subsidy record. Case file content requirements are governed by Subsidized Permanent Guardianship (SPG) policies that were in place at the time the Adoption Assistance Agreement went into effect.

Effective **October 1, 2017**, DCS transitioned from maintaining hard copy files for SPG to an electronic filing system. **Beginning June 1, 2019**, the supporting documentation SPG eligibility began to be organized using electronic file sections (subsidy packets). Refer to the [Work-Aid-Electronic Filing for Subsidized Permanent Guardianship](#).

SPG files created prior to either effective date (October 1, 2017 and June 1, 2019) may vary in the way the file is organized or labeled in the Electronic Case Record. However, the SPG file should maintain the supporting documentation to validate the funding source and approval of a subsidy payment.

### A. Initial Eligibility and Approval

1. This section/packet consists of initial documentation required to support the approval of a SPG Agreement and authorize payment of the approved subsidy rate. Appropriate documentation for this section/packet may include the following:
  - ◆ [CS-0719, Intent to Obtain Subsidized Permanent Guardianship](#)
  - ◆ [CS-4201, Application for Subsidized Permanent Guardianship](#)
  - ◆ [CS-4199, Subsidized Permanent Guardianship Eligibility](#)
  - ◆ [CS-0721, Subsidized Permanent Guardianship Agreement](#)
  - ◆ [CS-4238, Subsidized Permanent Guardianship Agreement Title IV-E \(Effective on or After January 1, 2023 for Youth 16 or Older\)](#)
  - ◆ [CS-0674, Special or Extraordinary Rate Request](#) (if Contract Provider is involved)
  - ◆ [CS-0934, Special Needs Justification](#) form, and/or supporting documentation from the licensed provider, board-certified Applied Behavioral Analysis (ABA) provider, or TEIS provider to support approval of Special or Extraordinary SPG Rates, as applicable
  - ◆ Documentation for Medical/Rehabilitative Care Need, if applicable
  - ◆ Removal 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 for cases determined eligible on or after November 20, 2014. For SPG cases made effective prior to November 20, 2014, the court order that led to the child's removal will be maintained in the Child Welfare Benefits Foster Care Eligibility file.

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2. In instances where the initial Subsidized Permanent Guardianship Agreement is not included in the subsidy file, subsequent SPG Agreements or renewal affidavits in the case file shall serve as the Agreement between Permanent Guardian and DCS.

### **B. Revisions to the Subsidized Permanent Guardianship Agreement**

Revision of the SPG Agreement may be requested any time a significant change occurs in the child's circumstances. The Department of Children's Services or the Permanent Guardian can initiate a revision to the SPG Agreement if either party determines a modification is warranted. Any revision to the SPG agreement must be validated by supporting documentation, as listed below and included in the child's subsidy file.

- ◆ ***CS-0721, Subsidized Permanent Guardianship Agreement***
- ◆ [\*\*\*CS-4238, Subsidized Permanent Guardianship Agreement Title IV-E \(Effective on or After January 1, 2023 for Youth 16 or Older\)\*\*\*](#)
- ◆ [\*\*\*CS-0720, Notice of Denial, Termination or Change in Subsidized Permanent Guardianship\*\*\*](#)
- ◆ [\*\*\*CS-0403, Appeal for Fair Hearing\*\*\*](#)
- ◆ [\*\*\*CS-0809, Verification of Full-Time School Attendance\*\*\*](#) or other documentation to support school enrollment, if applicable
- ◆ [\*\*\*CS-0934, Special Needs Justification\*\*\*](#) and/or supporting documentation, if applicable
- ◆ SSA, VA, SSI verification, if applicable
- ◆ Other supporting documentation

### **C. Renewing the Subsidized Permanent Guardianship Agreement**

State Funded Subsidized Permanent Guardianship Agreements are renewed periodically to ensure that the child/youth remains eligible for the SPG program. The items listed below should be maintained in the SPG case file/packet for each renewal, as appropriate: ***CS-0721, Subsidized Permanent Guardianship Agreement***

- ◆ [\*\*\*CS-4238, Subsidized Permanent Guardianship Agreement Title IV-E \(Effective on or After January 1, 2023 for Youth 16 or Older\)\*\*\*](#)
- ◆ Proof of Address
- ◆ [\*\*\*CS-0809, Verification of Full-Time School Attendance\*\*\*](#) or other documentation to support school enrollment, if applicable
- ◆ [\*\*\*CS-0934, Special Needs Justification\*\*\*](#), if applicable
- ◆ Supporting documentation for a Special or Extraordinary SPG rate, if applicable

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### **D. Review of Eligibility**

This section/packet consists of any information related to eligibility reviews of the Subsidized Permanent Guardianship Agreement when the youth attains 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:

- ◆ [CS-0809, Verification of Full-Time School Attendance](#) or other documentation to support school enrollment
- ◆ [CS-0934, Special Needs Justification](#) form or other supporting medical/psychological documentation
- ◆ [CS-4239, Verification of Employment or Employment Readiness Training \(AA/SPG ROE\)](#);

### **E. Financial/Expenses**

This section/packet consists of any financial expenses related to the SPG case. Appropriate documentation for this section/packet may include the following:

- ◆ [W-9](#)

### **F. Termination of Subsidized Permanent Guardianship**

When an SPG case is terminated, the following documentation is maintained in the case file:

- ◆ Notification to parents of SPG termination and appeal rights; forms [CS-0403, Appeal for Fair Hearing](#) and [CS-0720, Notice for Denial, Termination, or Change in Subsidized Permanent Guardianship](#), if applicable.
- ◆ Form **CS-0721, Subsidized Permanent Guardianship Agreement** indicating the date the agreement was terminated.
- ◆ [CS-4238, Subsidized Permanent Guardianship Agreement Title IV-E \(Effective on or After January 1, 2023 for Youth 16 or Older\)](#)

### **G. Appeal Information**

Appropriate documentation for this section/packet may include the following:

- ◆ Appeal summary
- ◆ Appeal correspondence
- ◆ Appeal orders

### **H. Correspondence/Miscellaneous**

Appropriate documentation for this section/packet may include any Subsidized Permanent Guardianship correspondence or other documents not included in other sections/packets.

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**I. Interstate Compact on Adoption and Medical Assistance (ICAMA) for SPG**

Appropriate documentation for this section/packet may include the following:

- ◆ ICAMA forms (i.e. 7.00, 7.5)
- ◆ ICAMA cover letter to parents