



Tennessee Department of Children's Services Protocol for Subsidized Permanent Guardianship Case Planning

Supplemental to DCS Policy 15.15

Subsidized Permanent Guardianship (SPG) involves a federal subsidy for permanent guardians, so there are specific federal requirements that must be addressed on the Permanency Plan. Most of these issues can be addressed in the "Justification for Goal Change" to Permanent Guardianship on the Permanency Plan.

- The steps that the agency has taken to determine that it is not appropriate for the child to be returned home or adopted;
- The reasons why a permanent placement with a fit and willing relative through a kinship guardianship assistance arrangement is in the child's best interest;
- The ways in which the child meets the eligibility requirements for a kinship guardianship assistance payment;
- The efforts the agency has made to discuss adoption by the child's relative foster parent as a more permanent alternative to legal guardianship and, in the case of a relative foster parent who has chosen not to pursue adoption, documentation of the reasons;
- The efforts made by the State agency to discuss with the child's parent or parents the kinship guardianship assistance arrangement, or the reasons why the efforts were not made; and
- The reasons for any separation of siblings during placement (*this can be captured in the section of the plan related to the description of the safety and appropriateness of the placement.*)

There are other tasks required when Subsidized Permanent Guardianship is being considered. These do not have to be recorded on the permanency plan, but should be documented in case recordings:

- Discussion with the potential guardians regarding the possible daily rate, if they are qualified;
- Preparing the record for closing - this differs from Adoption in that the case is not sealed. If the family qualifies for SPG, then a separate SPG file must be maintained by the region. This file will include all original documentation;
- Completion of all necessary paperwork related to DCS Policy [15.15. Subsidized Permanent Guardianship](#). All paperwork must be completed prior to a court date being established, as a child cannot exit to Permanent Guardianship without the completed SPG agreement and supporting documentation.
- DCS is responsible for regular renewals of any subsidy related to Subsidized Permanent Guardianship.

Please also refer to the [Protocol for Court Exit of Child to Permanent Guardianship](#).