

Questions?

Contact CEU Toll Free at
1-877-265-0086 or email

Centralized.Eligibility@dcs.IN.gov

REMINDERS:

- Guardianship Assistance applications (*available on the IARA site*) must be signed and dated by the prospective guardians and the FCM.
- The signature date on the application should be within 60 days of the date the application is submitted to CEU.
- The child's case plan goal must be guardianship. Reunification or adoption cannot be a concurrent goal.
- All of the guardianship questions in the case plan must be answered prior to submitting an application.
- The prospective guardian(s) must be licensed for a minimum of 6 months (*prior to submitting an application*) while the child is placed in the home.
- A child must be a ward of DCS for guardianship assistance.

2023

Guardianship Assistance Eligibility *Fact Sheet*



Did You Know?

- ✓ The Central Eligibility Unit (CEU) has 45 days to complete an eligibility determination, once all necessary information is received.
- ✓ CEU will attempt to prioritize cases with scheduled hearing dates; please notify CEU as soon as a hearing date is known.
- ✓ CEU will request documentation 3 times within a 30 day period before determining the case ineligible due to missing documentation:
 - 1st email request: to the FCM
 - 2nd email request: to the FCM, Supervisor, CEU Management (*Asst. Deputy Director of Client Eligibility and Enrollment and CEU Supervisor*)
 - 3rd email request: to the FCM, Supervisor, CEU Management, and Local Office Director
- ✓ Eligibility cannot be processed until all required documentation is received. If documentation is not received, the child will be determined ineligible.
- ✓ Children under 13 years of age must have a letter/email from the Regional Manager (RM) that approves the guardianship.
- ✓ Children under 13 years of age who have a physical, mental, or emotional disability must have documentation from a licensed physician or psychologist detailing the diagnosis and impact of the diagnosis on his or her development (*unless they are the sibling of a child age 13 years or older with the same guardianship arrangement*).
- ✓ If a child is determined ineligible and circumstances change, or missing information is now available, the FCM can submit a new application for an updated determination.
- ✓ CEU does not determine Medicaid eligibility for children eligible for State Guardianship Assistance (SGAP). The guardian can apply for Medicaid once the guardianship finalizes. If the guardian will claim the child on his/her taxes, his/her income may be included in the Medicaid determination.

Guardianship Assistance Documentation

- ✓ MaGIK does not notify CEU that an application for guardianship needs to be processed; the FCM must submit the following to CEU:
 - **CEU Guardianship Assistance Eligibility and Finalization Checklist**
 - **Signed Guardianship Assistance application** (*all questions on the application must be completed*)
 - Copy of **foster home license and background checks** from licensing file:
 - Qualified letters for all household members age 18 and older
 - CPS checks for all household members age 6 and older
 - SOR checks for all household members age 14 and older
 - **Documentation of disability, if applicable**
 - **Documentation of RM approval for all children under age 13 years**
- ✓ All court orders, including the removal order, should be uploaded to the applicable court hearing in MaGIK.
- ✓ When the guardianship finalizes:
 - Email the fully signed Guardianship Assistance Agreement and guardianship court order to Centralized.Eligibility@dcs.IN.gov
 - Scan and upload both documents into the case history in MaGIK (to the appropriate court hearing).