

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

3/22/2013

M E M O R A N D U M

TO: REGIONAL EXECUTIVE STAFF, CIRCUIT MANAGERS, AND
CHILDREN'S DIVISION STAFF

FROM: CANDACE A. SHIVELY, DIRECTOR

SUBJECT: Legal Guardianship – FACES Updates

DISCUSSION:

The purpose of this memorandum is to provide direction to staff regarding upcoming FACES changes impacting Legal Guardianship cases scheduled to go live the week of 3/25/2013.

Children's Division has the opportunity to claim Federal IV-E funding for guardianship subsidies in the same manner as adoption subsidies. In order to be able to claim the IV-E dollars, the child and prospective guardian(s) must meet eligibility criteria outlined in policy and discussed in Memo CD10-80. The FACES development discussed in this memo allow eligibility to be determined and ensures that we are capturing data required for the IV-E Federal dollars to be claimed on behalf of the subsidy.

Court Information:

For Guardianship cases in which a guardianship subsidy is not being negotiated the worker should close the Alternative Care episode from Legal Status 1 using the close reason 'Legal Guardianship Awarded (No Subsidy)'. For cases in which a guardianship subsidy is being negotiated with a qualifying relative the Court Information screen has been updated, staff entering a Legal Status of '9-Legal Guardianship' will be required to answer the yes/no question "Child will be receiving GAP funding". (GAP – Guardianship Assistance Program)

When the checkbox is marked 'Yes' additional questions will populate requiring the worker to answer. Questions pertaining to the child's education will be 'display only' as information will be extracted from the 'Educational Information' screens in FACES. To enter the legal Guardianship Hearing information in FACES, the child's current educational information is required. If the educational information has not been entered in FACES, the hearing screen cannot be updated to reflect the Legal Guardianship Hearing information. There will be an "Educational Information" link on this screen allowing workers to enter the child's educational information for the current school year. School year has been defined as July 1 – June 30.

What's Inside:

FACES Updates
impacting Legal
Guardianship cases

Missouri Department of Social Services Children's Division - Internet Explorer

https://casel.dss.state.mo.us/AS30

Legal Guardianship Hearing

DCN: 04429683 Last Name: SMITH First Name: TESTER Middle Name: Suffix: Race: White DOB: 02/03/1999 SSM:

Sex: Male

Guardian ad Litem (GAL):

Court Appointed Special Advocate(CASA):

Juvenile Officer:

*Circuit Court: Cole - 19 *Court Case #: 1231123 *Hearing Date: 02 / 01 / 2013

*Judge Name: Joe

*Hearing for Functions:
 Alternative Care (AC)

Potential Attendees

SMITH, TESTER - Child
WOOD, SHEILA L - Program Development Specialist

Actual Attendees

Legal Status: Legal Guardianship

Child will be receiving GAP funding: Yes No

Guardianship Petition Filed Date:

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https://casel.dss.state.mo.us/AS30

Court Order Date:

Date/Time Next Hearing: AM

Next Hearing Type: Make Selection

IV-E Guardianship Determination - Additional Data Entry

Education Questions

Is the child a full time elementary or secondary school student or less than 7 years old?: Yes

Expected Graduation Date: 05/00/2016

Is the child incapable of attending school due to a documented medical condition?: No

Education Information

Permanency Questions

1. Has reunification been ruled out as an appropriate permanency option?: Yes No

2. Has adoption been ruled out as an appropriate permanency option?: Yes No

3. Does the child have a strong attachment to prospective relative guardian?: Yes No

4. Does the guardian have a strong commitment to care permanently for the child?: Yes No

5. Has the child been consulted regarding the kinship arrangement?: Yes No

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Medical Information:

Information will be populated from the 'Medical Information' screen in FACES to answer the question: Is the child incapable of attending school due to a documented medical condition? The Medical Information screen in FACES must be completed by the worker for this question to reflect accurate information.

Permanency Questions:

Workers will be required to answer the five permanency questions listed on the IV-E Guardianship Determination – Additional Data Entry screen. These questions are yes/no check boxes. Workers will be required to answer all five permanency questions if the child's age is 14 or above. If the worker does not answer all five questions they will receive an error message directing them to answer all five permanency questions. If the child is age 13 or under, workers will be required to answer the first four permanency questions. If the worker does not answer the four questions they will receive an error message directing them to answer the permanency questions.

Once the Legal Status has been updated on the Court Information Screen for the child, the worker will receive an informational message "Please Change Placement and/or Temporary Location information for Legal Guardianship". This is a reminder message to staff to ensure that the placement information is updated to reflect Legal Guardianship placement type in FACES.

Placement Information:

The Placement Information screen has been changed as well to capture relationship information needed for GAP Determination. Workers will be required to list a personal relationship for the child with the Legal Guardian(s) (Individual 1 and 2). If the individuals (Legal Guardian(s)) have been entered on the case member screen with a personal relationship to the child, this information will automatically populate for the worker. If the information has not been added to the case member screen, the worker will need to select a personal relationship.

If the relationship is one that qualifies for IV-E guardianship subsidy; Grandparent, including Great, Aunt/Uncle, including Great, Adult Sibling or Adult First Cousin, the worker will receive an informational message if the personal relationship does not match the qualified relatives listed above. At that point the worker can elect to continue or they may cancel and correct the personal relationship information.

Missouri Department of Social Services Children's Division - Internet Explorer

https://sust.dss.state.mo.us/P625

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Missouri Department of Social Services

Vendor Information

DVN: 002395368

Name: smith, mrs and mr

Placement Address:

Address Line 1: 50 WOODS RD

Address Line 2:

City: ELDON State: Missouri Zip Code: 65026 - 6415

Country: USA

Phone #: 645 - 454 - 6455 - Ext:

Residence County: Miller - 131

smith, mrs Personal Relationship to Child: Grandparent (also Great) *Relationship can be only updated on Case Member Screen

smith, mr Personal Relationship to Child: Select Relationship

Placed with Siblings: Make Selection

Least Restrictive Environment: Make Selection

Explain:

Placement in Close Proximity to Current Community and Family: Make Selection

Consultation with MSW Prior to Removal of Child from the Home: Make Selection

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Local intranet

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Workers have a responsibility to complete the information pertaining to the GAP Guardianship screens so that the Eligibility Specialists can complete accurate determinations which will enable the State to receive IV-E funding associated with qualifying guardianship cases.

NECESSARY ACTION	
<ol style="list-style-type: none"> 1. Review this memorandum with all Children’s Division staff. 2. All questions should be cleared through normal supervisory channels and directed to: 	
PDS CONTACT Emily Montgomery, MSW (573) 522-8620 Emily.M.Montgomery@dss.mo.gov	PROGRAM MANAGER Amy Martin (573) 751-3171 Amy.L.Martin@dss.mo.gov
CHILD WELFARE MANUAL REVISIONS N/A	
FORMS AND INSTRUCTIONS N/A	
REFERENCE DOCUMENTS AND RESOURCES N/A	
RELATED STATUTE N/A	
ADMINISTRATIVE RULE N/A	
COUNCIL ON ACCREDITATION (COA) STANDARDS N/A	
CHILD AND FAMILY SERVICES REVIEW (CFSR) N/A	
PROTECTIVE FACTORS N/A Parental Resilience Social Connections Knowledge of Parenting and Child Development Concrete Support in Times of Need Social and Emotional Competence of Children	
FACES REQUIREMENTS As directed in Memo	