



# Practice Points

## GUARDIANSHIP SUBSIDY

The purpose of this practice point is to alert staff to best practice standards relating to guardianship subsidy and the process of negotiating the guardianship subsidy contract.

It is recommended that staff with responsibility for completing guardianship subsidies negotiate subsidy contracts prior to the guardianship being awarded. This will ensure that payments, including all fees associated with the guardianship will be paid without delay to the guardians as **we are no longer able to back date payments.**

Policy states that staff are able to negotiate guardianship subsidies following the guardianship being awarded, **if this option is utilized families are to be notified that no payments will be made until the Director has approved the contract and the contract is entered into the system.**

Alternative care and subsidy staff are encouraged to work together to ensure that all payments and fees associated with the guardianship are paid. Staff handling the alternative care case can notify the subsidy worker as soon as the case plan has changed to guardianship or as soon as a guardianship date has been scheduled as long as this allows the subsidy worker sufficient time to negotiate the subsidy contract with the family obtaining guardianship. Guardianship workers are encouraged to allow 30 to 45 days following submission of the contract for it to be entered into the system.

See Memo [CD08-17](#) as well as Child Welfare Manual in [Section 4 Chapter 30.3](#).