

Practice Alert



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Issued by: Vickie Stoneberger

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LG CONTRACT DIVISION APPROVAL SIGNATURE LINE CHANGE

The purpose of this practice alert is to make staff aware that the signature line on ALL guardianship subsidy agreements have been amended to the following: **“Authorized Signature of the Department of Social Services”**. This update has been made on the current and previous revision dates of CDSG contracts and amendments as well as contract versions of LGCS and attachment pages.

Prior revision dates are still used when a party is being removed due to divorce or death and will require the updated form be used. The initial revision date remains on the form for easy identification. Nothing has changed in the process to submit initial contracts, amendments, or attachments. The new wording on the signature line is the only change to this update.

The amended forms are to be accessed by downloading from E-Forms and must be used and signed by families as of April 1, 2021.

