

Date: June 2022  
Issued by: Vickie Stoneberger

PA22-AD-02

## Subsidy Updated Tools

The purpose of this practice alert is to notify staff of two updated subsidy forms and introduction of a new subsidy talking point tool.

**CD-222 Successor Guardian Information for Legal Guardians.** This updated form is to aid in the discussion of a successor guardian only. It is kept in the file, but NOT sent with the contract pages. It has been separated into two pages to split the information that is needed for the current guardian's understanding and the successor guardian's understanding. A successor guardian is the person(s) named in the guardianship agreement to assume guardianship in the event of the current legal guardian's death or incapacitation. Without a successor named in the agreement or amendment, a child is not automatically eligible for guardianship assistance in a subsequent guardianship without returning to the legal custody of the Division prior to a subsequent guardianship being awarded. This updated form will be available in E-Forms.

**CD-302 Adoption and Guardianship Subsidy Residential Referral.** This form has been updated to add a 4+ and *aftercare* level of care as well as a clear prompt to write the daily rate amount in dollar signs. This form is used as supporting documentation when submitting an initial subsidy contract, amendment, or attachment that includes a request for residential services, including aftercare. This updated form will be available in E-Forms.

**Subsidy Talking Points for families.** The introduction of the Subsidy Talking Points for Families is a tool for staff to have the information needed to fully explain the subsidy contract to families. These Agreements are LEGAL DOCUMENTS and legally binding. Having a complete explanation of what they are signing is essential. These talking points explain some general information about the agreement itself, basic services, additional services that may be available to them as needed, successor guardian criteria, and reasons for termination of the contract. This tool is available on the CD Intranet under the Adoption tab and upon request from the subsidy unit.