

## SUBSIDIZED GUARDIANSHIP (KINGAP) CASE RECORD CHECKLIST

*Please submit your packets in the order noted below. When submitting for a group of siblings, a separate packet is required for each child. All of the original signatures should preferably be in blue ink.*

Child's Name: \_\_\_\_\_ CYCIS ID#: \_\_\_\_\_

SACWIS ID#: \_\_\_\_\_

Worker's Name/Number: \_\_\_\_\_

### **Subsidy packet components (3 sets):**

- CFS 1800 A-G Eligibility (3 originals)
- CFS 1800 B-G Application (3 originals)
- CFS 1800 C-G Agreement (3 originals)
- CFS 1800 D, If applicable (1 original and 2 copies)
- CFS 470-H Information Disclosure Form (1 original and 2 copies)
- CFS 1800 P Verification of Monthly Subsidy Payment Amount (3 copies)
- Email from *Benefit Check Subsidies* mailbox verifying child's Title IV-E Eligibility/Benefit Information (3 copies)
- CFS 1800-SC, Post Permanency Sibling Contact Agreement, when applicable. (3 copies)

### **For the remaining documents, only 1 copy is needed of each item:**

- CFS 1800-PAGS, Post Adoption & Guardianship Services Acknowledgement (1 copy)
- Initial and Final Reports of Investigation for Guardianship - CFS 411-G (the final must be completed within the last 4 months), including the Back-Up Plan (1 copy)
- CFS 483 Caseworker Permanency Planning Checklist (1 copy)
- CFS 483-1 Caregiver Permanency Planning Checklist (1 copy)
- CFS 484 Adoption/Guardianship Tracking Form (1 copy)
- Results from the background checks dated within the appropriate timeframes as follows (1 copy)
  - Household members age 13 through 17 – CANTS/SOR dated within 2 years of the subsidy approval
  - Household members age 18 and older – CANTS/SOR/ISP/FBI dated within 2 years of the subsidy approval
- Certified copy of Birth Certificate (1 copy)
- ICWA documentation if child of Native American heritage (1 copy)
- CFS 458-B Relative Resources and Positive Supports Worksheet (1 copy)
- Social History/SACWIS Integrated Assessment Report (INITIAL – 1 copy)
- SACWIS Client Service Plan – most recent only-showing SG as goal (1 copy)

- Temporary Custody Order (1 copy)
- Adjudicatory Order (1 copy)
- Dispositional Order (1 copy)
- Professional documentation [e.g., psychological report(s), medical report(s) and other medical records] (1 copy)
- New CFS 2000 Part 1 and II, Day Care Application, signed and dated by all when requesting for Employment Related Day Care for Children Under Age 3 (1 copy)
- CFS 1800-U, 60+ Subsidy Checklist - including form CFS 604 (1 copy)

I have reviewed the attached documentation and attest that all required documents are included in the packet.

**Caseworker Supervisor's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Supervisor's Printed Name \_\_\_\_\_

Agency name and address: \_\_\_\_\_

Phone number: \_\_\_\_\_

**The subsidy and case record content has been reviewed by:**

Adoption Coordinator: \_\_\_\_\_ Date: \_\_\_\_\_

Quality Control Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Subsidy Packet after Court Transfer of Guardian:**

- Appointing Order
- Vacating Order
- CFS 906-E, Placement/Payment – SGH on date of court transfer
- CFS 1425 Change of Status – Transfer (do not close case)
- CFS 1425L Legal History – Legal Status = NO, Guardian = SG
- Close Juvenile Court Case before transfer to Post Adoption Unit
- ACR notification to cancel subsequent reviews
- Attach CM 07 screen (Cook Co. only)