

**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.*

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

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

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

Date Received: \_\_\_\_\_

**Subsidy packet components (with original signatures)**

- CFS 484 Adoption/Guardianship Tracking Form –**OR**- printed out CM-46 & CM-47 (2 copies)
- CFS 483 Caseworker Permanency Planning Checklist (1 original and 1 copy)
- CFS 483-1 Caregiver Permanency Planning Checklist (1 original and 1 copy)
- CFS 1800 A-G Eligibility (4 originals)
- CFS 1800 B-G Application (4 originals)
- CFS 1800 C-G Agreement (4 originals)
- CFS 1800 D, If applicable (1 original and 3 copies)
- CFS 470-H Information Disclosure Form (1 original and 3 copies)
- CFS 1800 P Verification of Monthly Subsidy Payment Amount (4 copies)
- CFS 1800-S Approved Subsidy Maintenance Form (1 original and 3 copies)
- Email from *Benefit Check Subsidies* mailbox verifying child's Title IV-E Eligibility/Benefit Information (4 copies)
- Results from the background checks dated within the appropriate timeframes as follows (2 copies)
  - Household members age 13 through 16 – CANTS/SOR dated within 2 years of the subsidy approval
  - Household members age 17 and older – CANTS/SOR/ISP/FBI dated within 2 years of the subsidy approval
- Birth Certificate (2 copies)
- Social History/SACWIS Integrated Assessment Report (INITIAL – 2 copies)
- Social History/SACWIS Integrated Assessment Report (CURRENT – 2 copies)
- SACWIS Client Service Plan – most recent only-showing SG as goal (2 copies)
- Temporary Custody Order (2 copies)

- Adjudicatory Order (2 copies)
- Dispositional Order (2 copies)
- Child Specific Section – Professional documentation – (eg: on pre-existing conditions, medical, dental, school, psychological reports) (2 copies)
- Home study including back up plan (2 copies)
- 60+ Subsidy Checklist - including forms CFS 604, CFS 718, CANTS 48, when applicable (1 original and 1 copy)

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

- Appointing Order
- Vacating Order
- CFS 906 Placement/Payment – SGH on date of court transfer (0373 relative, 0374 non-relative)
- CFS 1420 Case Review Form – Permanency Goal of 26 GRDN
- 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
- Notify ACR Reviewers to cancel subsequent reviews
- Attach CM 07 screen (Cook Co. only)

Agency: \_\_\_\_\_

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

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

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