

A Note from Our Director

We thank you for your service to the foster care system and for providing a forever family to your loved one. We want your continued involvement with our agency to be a good one.

If at any time you have any questions or concerns about the program or assistance with applying for additional services that you may qualify for please contact the Permanency Specialist.

Best regards,

*Cecile Blucker,
DCFS Director*



Department of Human
Services
Division of Children &
Family Services

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What happens now?:

Finalization & Continuation of Subsidized Guardianship



A Family Guide

Pub-65
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NEXT STEPS



After Court

After the finalization of the Subsidized Guardianship make sure that you:

- Have copies of the guardianship agreement and finalized court order.
- If you received a Medicaid application, complete it and turn in to your local DHS county office.
- Return the required paperwork for the annual review within the specified timeframe to prevent termination of subsidy payments (see next page for more information).
- Contact the Permanency Specialist for all questions or concerns after finalization of guardianship.

* *For children who are on Supplemental Security Income (SSI) or SSA who entered the guardianship without a subsidy, go to local SSI office with court orders to request a change of payee.*

Annual Subsidy Review

For the annual review of Subsidized Guardianship, you will need to submit the following items with the CFS 435-G: You will receive a notice in the mail providing the 435-G and the due date for supporting documentation.

For non-school age children:

- Typed statement on letterhead from child's early intervention (EI) services provider summarizing child's progress and participation in EI services (if applicable).
- Typed statement on letterhead from child's daycare provider confirming enrollment (if applicable).
- Copy of up-to-date immunization records.

For school-age children:

- Copy of up-to-date immunization records.
- Written confirmation on letterhead from child's Arkansas Department of Education accredited school or home school program verifying enrollment and regular attendance.
- Copy of child's up-to-date Individualized Education Plan (IEP), or a 504 plan (if applicable).

Annual Subsidy Review *(cont.)*

For children ages 18 up to the age 21:

- A current transcript from the child's secondary education, post-secondary or vocational education program
- A typed statement on letterhead from the person responsible for managing the child's program or activity, designed to promote, and remove barriers to employment, confirming the child's enrollment and participation.
- Most recent pay stubs from the child's employer indicating that the child is working at least 80 hours per month for that particular employer.
- Typed statement on letterhead from the child's medical professional

For further information, or address any issues or concerns that occur after the finalization of guardianship please contact:

Salethia Weatherspoon
Permanency Specialist Coordinator
At
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501-682-8441 (phone)