



State of South Carolina

Department of Social Services

Work Aid 930.1 : Subsidized Legal Guardianship Assistance Program

Subsidized to DSS Policy:

Purpose: To outline the policy and procedures for governing the eligibility for and participation in the Subsidized Legal Guardianship (SLG) Assistance Program.

A. CFTM Requirements	1. If the agency is going to make the legal plan Subsidized Legal Guardianship, then a formal CFTM must be conducted and include the following people: a. Case Manager b. Team Leader c. Prospective Guardian d. Successor Guardians e. Parent(s) *note the meeting should not be delayed if the parent(s) do not attend.* f. Youth, age 14 years or older, unless they have a mental or physical condition that prevents their involvement, or it has been determined that it would not be in the youth's best interest due to other factors or circumstances that would be detrimental to the youth's well-being. 2. During the CFTM meeting the following topics must be addressed and the answers documented in the CFTM summary as well as the Family Permanency Plan. The following topics must be addressed in the CFTM meeting: a. The Guardians understanding of the differences of all permanency options available, available services, and requirements of SLG. b. The successor's understanding of their role in the permanent plan for the child and what is required of them. c. For youth ages 14 years or older, their thoughts regarding SLG and the impact on their life. 3. The FPP must be updated with the above information within three business days of the CFTM meeting. 4. The CFTM summary must copied into dictation within five business days of the CFTM.
B. Case Manager Responsibility	1. Provide the DSS Form 37141 Kinship Permanency Brochure that describes all available permanency options to a prospective guardian. 2. Case manager must inform the prospective guardian of all known medical, psychological, and educational information. 3. Case manager must complete DSS Form 3048: Subsidized Legal Guardianship Eligibility.

	a. The case manager must complete the following sections: Child Identifying information, legal guardian information, Child's Health and Information, successor guardian information and the home assessment on the successor guardian, and negotiation statement. b. The case manager must submit DSS Form 3048 Subsidized Legal Guardianship Eligibility and all required documents listed on the form) to the email address that relates to the region their county falls within: When emailing State Office the following information must be in the body of the email: Successor Legal Guardian's Name and contact information (email and telephone number). upstateslg@dss.sc.gov midlandsslg@dss.sc.gov lowcountryslg@dss.sc.gov peedeeslg@dss.sc.gov 4. Upon receipt of signed SLG agreement the case manager must link it to the case file in CAPSS and update the Family Permanency Plan. 5. Case manager attends the Guardianship Court hearing and provides the original birth certificate, social security card, and educational passport (if available) to the legal guardian. 6. Case manager will need to obtain a copy of the court order providing legal guardianship and email it to slglegal@dss.sc.gov. 7. Case anage will close all service lines in CAPSS upon receipt of court order after consultation with team leader.
C. Foster Home Licensing Responsibility	1. Regional Licensing Offices: a. Links all current background checks in the licensing screen in CAPSS. b. Will supply State Office with current FBI fingerprint report within two days of request. c. Will provide other documents as requested. 2. CPA managed homes: a. The CPA worker will obtain all current background checks including FBI fingerprints. b. Will provide other documents as requested.
D. State Office Adoptions Responsibility	1. SA receives DSS Form 3048 create the financial folder in OnBase and the financial folder will include will pull the following items from the Foster Home Licensing file or link in CAPSS. • FBI, SLED, sex offender check, central registry, current standard license 2. Contact successor guardian and provide criminal statement form and request copy of driver's license or state issued ID. 3. Complete Sex Offender checks and add to the financial folder.

	4. Make Title IV-E determination and document on DSS Form 3048 Subsidized Legal Guardianship Eligibility, 5. Link DSS Form 3048 Subsidized Legal Guardianship Eligibility and all documents to the financial folder in OnBase. 6. Type up DSS Form 3051 Subsidized Legal Guardianship Agreement and send to the prospective legal guardian to review and sign. 7. When family returns 3051 the SLG program coordinator will send to the FC&APM for signature. 8. Upon receipt of signed 3051 will email to the case manager, county attorney, and prospective legal guardian.
E. Legal	1. The DSS Attorney upon notification of the SLG agreement being emailed to the family will prepare the required court documents so that when the signed agreement is received, they can proceed with filing the pleadings. 2. Upon receipt of the signed SLG agreement the attorney will file the pleadings with the court within 5 business days. the pleadings must include a signed copy of the SLG agreement. 3. Make all effort to schedule the hearing within 30 days of the filing. If the child has another hearing already scheduled within the near future the Guardianship hearing can be heard at that time. 4. At the hearing, the following must be addressed and in the court order that will be presented for signature: a. Visitation b. Child support c. Successor Guardian