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**CASE OPENING****Guardianship  
Assistance and  
Medical Subsidy**

The assigned worker is responsible for informing the DHS subsidy office of the appointment of a guardian immediately after the court signs the guardianship order. Guardianship assistance, nonrecurring expenses and medical subsidy is opened when all of the following are completed:

1. A guardianship assistance and medical subsidy agreement, signed by the guardian(s) and the Department of Human Services designee, is complete.
2. The foster care payment has been closed.
3. The assigned worker has submitted the DHS-1344G, Guardianship Assistance Case Opening Request, signed by the guardian(s).

**Note:** The DHS-1344G is required to initiate the guardianship assistance payment and to determine the appropriate funding source for the guardianship assistance (title IV-E or state funds).

4. The assigned worker has submitted a copy of the court's signed appointment of guardianship.

**GUARDIANSHIP  
ASSISTANCE  
DURATION**

Guardianship assistance eligibility shall exist until one of the following conditions occurs:

- The child becomes 18 years of age.
- The child has not yet reached his/her 18th birthday, but is emancipated by any of the following:
  - Court order.
  - Marriage.
  - Entering the military service.
- The child dies.

- The child is adopted.
- The guardianship is revoked or terminated.
- The guardian has requested in writing that the guardianship assistance payment permanently stop.
- A determination of ineligibility is made by the Department of Human Services.

One or more of the following are reasons for a determination of ineligibility:

- The guardian dies.
- The guardian is no longer legally responsible for the support of the child.
- The guardian is no longer providing support for the child.

### Reporting Changes

The guardian (or guardian's representative, in the event of the guardian's death) must notify the DHS subsidy office in writing within 30 days after any of the above changes occur. Recoupment procedures will be followed for changes not reported timely.

### Notice of Agreement Termination

The guardian shall be notified of guardianship assistance agreement termination due to one or more of the above conditions by a DHS-4103-G, Guardianship Assistance Case Closure/Overpayment Notice. A copy of this form must also be sent to the court with jurisdiction over the juvenile guardianship.

### MEDICAL SUBSIDY DURATION

**Note:** Medical subsidies are not title IV-E funded or subject to title IV-E regulations.

Medical subsidy eligibility shall exist until one of the following conditions occurs:

- The child becomes 18 years of age.

- The child has not yet reached his/her 18th birthday, but is emancipated by any of the following:
  - Court order.
  - Marriage.
  - Entering the military service.
- The child dies.
- The guardianship is terminated.
- A determination of ineligibility is made by the Department of Human Services based on one or more of the following:
  - The guardian receives a Family Support Subsidy for the child from the Michigan Department of Community Health.
  - The child is removed from his/her home as a temporary court ward due to delinquency or due to a child protective proceeding (MCL 712A.2(a) or.2(b)).

**Reporting  
Changes**

The guardian must notify the DHS subsidy office in writing within 30 days after any of the above changes occur. Recoupment procedures will be followed for overpayments.

**Notice of  
Agreement  
Termination**

The guardian shall be notified of the medical subsidy agreement termination due to one or more of the above conditions by a DHS-4103G, Guardianship Assistance Case Closure/Overpayment Notice, from the DHS subsidy office. Recoupment of excess payments will be initiated if necessary.

**CHILD MADE A  
TEMPORARY  
COURT WARD****Guardianship  
Assistance**

If a child is removed from his or her home due to delinquency as a temporary court ward under MCL 712A.2(a) or a child protective

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proceeding under MCL 712A.2(b), the guardianship assistance payment must be continued unless the guardian is no longer providing any support for the child. Support includes various forms of financial support such as payments for therapy, tuition, clothing, maintenance of special equipment in the home, or services for the child's special needs. If the state determines that the guardian is providing some form of financial support to the child, the state may continue the guardianship assistance payment after renegotiation of the ongoing monthly guardianship assistance payment and signatures by the guardian(s) and the DHS designee on the renegotiated agreement.

**Child Removed  
and Placed  
Outside the Home  
as a Temporary  
Court Ward**

MCL 712A.18(2) requires a court to order a guardian to reimburse the costs of care or service when a child is placed outside of his or her home.

**Child Placed in  
Own Home as a  
Temporary Court  
Ward**

MCL 712A.18(3) permits the court to order a guardian to reimburse the costs of care or service when a child is placed in his or her own home.

**Medical Subsidy**

Medical subsidy will be closed during the period when a child is removed from the home as a temporary court ward due to delinquency or due to a child protective proceeding. The medical subsidy may be reopened upon the child's return to the home.

**Adoption by the  
Guardian**

If a guardian is receiving guardianship assistance and subsequently applies to adopt the child, a DHS-1341, Adoption Support Subsidy/Nonrecurring Adoption Expenses Application must be submitted to the DHS subsidy office prior to the finalization of the adoption. If the child is determined eligible as a special needs child, an adoption support subsidy agreement must be signed by the

adoptive parent(s) and the DHS designee prior to the finalization of the adoption. If the child was eligible for title IV-E adoption support subsidy prior to the guardianship, the title IV-E funding eligibility will be available for the adoption.