



Guardianship

INFORMATION AND QUESTIONS

Subsidy Application, Agreement, Payment, and General Information:

STEP ONE: Fill out the Guardianship Subsidy Application form

To learn whether you are eligible for the Guardianship Subsidy, you must fill out the one-page Guardianship Subsidy Application form. You may print out the form directly through the link or QR code below, or your Department of Child Safety (DCS) Specialist will provide you with the form. If you need assistance in filling out the subsidy application form, please contact your DCS Specialist.

Direct link to DCS forms:

- <https://dcs.az.gov/resource/forms>

The Guardianship Subsidy Application is named on the website as:

- Form # CSO-1028AS - Guardianship Subsidy Application (English version);
- Form # CSO-1028AS - Guardianship Subsidy Application (Spanish version).



Your completed application will be submitted by the DCS Specialist to the Guardianship Subsidy Program. It may be submitted as early as 30 days in advance of the Guardianship, or after the Guardianship is ordered by the Judge. There is not a deadline to submit the application after the Guardianship is ordered; however, the date of receipt of the application by the Guardianship Subsidy Program may affect the date that payments begin.

If you are not working with a DCS Specialist, you may submit your completed form via email to subsidy@azdcs.gov.

The subsidy application must be approved in order for you to receive a subsidy.

Note: A subsidy application can be denied if the child could receive or is receiving state or federal benefits that exceed the subsidy amount for that child.

STEP TWO: Return the signed Subsidy Agreement

If you are approved for a subsidy payment, you will receive a Subsidy Agreement in the mail or by email, and **you must return the signed Subsidy Agreement ASAP before the subsidy payments can begin.**

STEP THREE: Subsidy Payment

The amount of the subsidy payment will depend on the child's specific circumstances.

Once you return the Subsidy Agreement, you should expect to see your first payment within a month. The payments will be paid retroactively to the date the Judge ordered the Guardianship or the application date, whichever is later. This makes it important to submit the subsidy application before the Guardianship is ordered.

Questions about the subsidy amount?

Speak to your Subsidy Specialist or call **(602) 771-6470** (in Maricopa/La Paz/Mohave/Yavapai/Coconino/Navajo/Apache County) or **(520) 885-8002** (in Pima, Greenlee-Graham/Yuma/Cochise/Santa Cruz/Pinal/Gila County) for questions about the subsidy amount.

If you have any questions, please contact your assigned Subsidy Specialist or the Guardianship Subsidy Program.

STEP FOUR: Required Notifications to Guardianship Subsidy Program

You must notify your assigned Subsidy Specialist or the Guardianship Subsidy Program, by phone or in writing (email or letter) within two (2) weeks if any of the following occur:

- There is any change in the amount of state or federal benefits the child is receiving from any source,
- Your address changes,
- The child dies or no longer resides with you,
- The child reaches 18 years of age and continues to attend high school and lives with you,
- The child reaches 18 years of age and obtains a high school diploma or GED certificate,

Maricopa/La Paz/Mohave/Yavapai/Coconino/Navajo/Apache: 602-771-6470
Pima/Greenlee-Graham/Yuma/Cochise/Santa Cruz/Pinal/Gila: 520-885-8002

- The child reaches 18 years of age and the child no longer attends school, or
- The child reaches 18 years of age and is no longer working towards a high school diploma or GED.
- Note: If the Guardianship is terminated by the Court, the Clerk of the Court will send the Minute Entry ordering the termination to the Guardianship Subsidy Program.

Subsidy FAQs:

Who should I contact if I do not receive a subsidy payment or if there is a problem with my subsidy application?

Call or email your assigned Subsidy Specialist or the Guardianship Subsidy Program at the phone number listed below for your county if you do not remember who your subsidy worker is.

What impact does a child's receipt of public assistance have on the subsidy amount?

Social security payments received on behalf of the child will be deducted dollar for dollar from the subsidy payment because the permanent guardian can apply to receive the social security payments. If the social security amount exceeds the approved guardianship subsidy amount, the subsidy application will be denied.

What if the child is no longer residing with me permanently or temporarily?

Contact your Subsidy Specialist or the Guardianship Subsidy Program at the number below for your county. Each case will be looked at individually based on the circumstances.

GUARDIANSHIP REVIEWS:

THERE ARE TWO SEPARATE BUT IMPORTANT REVIEWS OF ALL GUARDIANSHIPS. THE FIRST IS THE ANNUAL SUBSIDY REVIEW, AND THE SECOND IS THE COURT'S REVIEW OF THE GUARDIANSHIP AFTER ONE YEAR.

Annual DCS Subsidy Review:

Either electronically or by mail you will be sent a Guardianship Subsidy Annual Review form 45 days prior to the one year anniversary of the subsidy. If you don't receive this form, please contact your Subsidy Specialist or the Guardianship Subsidy Program.

Upon receipt you must immediately fill out and return the completed form to your Subsidy Specialist so that they can verify the child is still in your care to continue the subsidy payment.

You may scan and email the completed Guardianship Subsidy Annual Review form back to your Subsidy Specialist. If you do not have the ability to scan the form, a legible picture of the completed form may be emailed.

The DCS Subsidy Review will take place every year, starting one year from the date that the subsidy payment begins, for as long as the Guardianship continues.

Court's Review of the Permanent Guardianship:

a) Guardians will be contacted by a DCS contracted agency who will prepare a report for the Judge for the Annual Review in Court. Guardians should also expect to be contacted by the child's attorney prior to the annual Court Review.

b) The agency will sometimes contact the family immediately upon the referral from DCS to introduce themselves to the family and stay apprised of address changes and generally initiate contact with the Guardian. They will not typically contact them again until they are close to the one-year hearing.

c) The hearing will be scheduled by the Judge ordering Guardianship one (1) year from the date the Guardianship was ordered. Typically, this is the only review by the Court of the Guardianship. The Judge may set additional hearings or reviews if necessary.

d) Guardians should expect to be contacted approximately three (3) months before the scheduled Annual Court Review. The 1-year hearing is typically set at the time the Guardianship is established. Child's counsel will be aware of the hearing scheduled. They will contact the Guardians sometime before the hearing, generally about 2 to 3 weeks prior to the hearing.

e) A home visit will be set by both the DCS contracted agency and the child's attorney. This will generally take place about 2 months prior to the hearing (around month 9 of the Guardianship). If a Guardian has moved outside of Tucson, arrangements can be made for a telephonic or virtual home visit.

f) The contracted agency that conducts the review and writes the report will have information on community resources to address some of the Guardian or child's needs.

Who should be notified if the Permanent Guardian moves?

If the address of a Guardian changes, they should contact:

1. **Pima County Juvenile Court Clerk of Court:** 520-724-2064
(who will notify the child's attorney)

The Clerk of Court's Office has an address change form. You can either call the main line to the Pima County Juvenile Court (520 724-2064) and ask to be connected to the Clerk of Court, or come to the Pima County Juvenile Court in person and go to the Clerk's Office.

If a Guardian lives outside of Tucson/Pima County, the Clerk's Office can send the change of address form.

If any address/contact information is changed for a Guardian, the Clerk's Office will send the new contact information to Child's Counsel.

2. **Subsidy Office:** Guardians should call their assigned Subsidy Specialist or email them and let them know the new address.

3. **AHCCCS:** If the family has open **AHCCCS** they should call the AHCCCS number (602) 417-7000 to alert them of the change. DCS cannot take care of this change.

Insurance – Medical/Dental/Behavioral Health:

AHCCCS Annual Renewal: The permanent Guardian will be contacted to renew the child's AHCCCS eligibility. The renewal date will occur in the month of the child's initial enrollment into AHCCCS (which could be prior to their time in foster care). Please contact your local DES office or re-apply online at www.healthearizonaplus.gov

Contact for questions? re: Insurance/AHCCCS?

Once the child is in placement with AHCCCS, the local DES Office should be the first point of contact. Guardians will get notices in the mail re: coverage/start dates and the DES call center phone number should be included. Please note that their hold times tend to be long and to call AHCCCS directly first. No specific case manager from DES will be assigned.

To contact AHCCCS call: 602-417-7000

FAQs for Guardians:

Does the child's Mercy Care automatically switch to another health plan?

If you reside in Arizona, your child's AHCCCS health plan will be changed from the Comprehensive Health Plan (CHP), which only applies to children who were in foster care. You will receive your child's health plan information directly from AHCCCS, including information on how to obtain ID cards and change plans. If you do not receive notice from AHCCCS within 4-6 weeks of the Guardianship being granted, please call HEA+ Eligibility at 1-855-432-7587.

(This number will be included in the notice Guardians will receive in the mail).

If I have private insurance, do I need to switch the child to my private insurance?

AHCCCS does not require this.

If Guardians choose to switch the child to their private insurance, they lose the option of using AHCCCS as the child's primary insurance for any coverage including mental health as AHCCCS can only be used as their secondary coverage.

DCS recommends that Guardians switch if it is not cost prohibitive. DCS doesn't follow up on, or require this.

If the child receives state or federal funds and/or is denied a guardianship subsidy, does that mean the child will not qualify for AHCCCS?

Possibly, but it depends. If the child is receiving a large social security benefit and the subsidy is therefore denied, this may affect the child's eligibility for AHCCCS. The social security income is taken into consideration in determining their eligibility for AHCCCS.

How do I get a birth certificate for the child?

Use this link to the AZ Department of Vital Records for information on how to order a birth certificate in person or online:

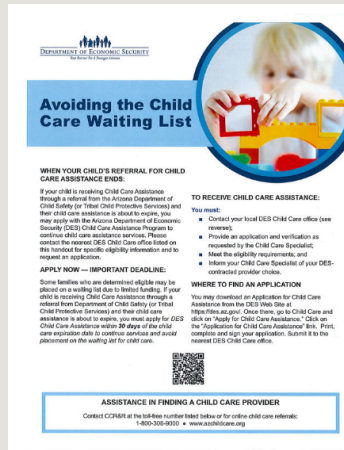
<https://www.azdhs.gov/licensing/vital-records/index.php#birth-certificates-who-can-obtain>

Childcare:

The Guardianship Subsidy Program does not assist with childcare.

DES has childcare specific for Guardians. Guardians need to apply for this through DES.

The flyer below contains information on the childcare available through DES. The full flyer is attached at the end of this guide.



Petition to Revoke Permanent Guardianship – A.R.S. § 8-873

How does a Guardian or a child submit a Petition to Revoke the Permanent Guardianship? Appoint a Successor Guardianship? Appoint a Co-Guardian?

A packet with forms and instructions to initiate each of these is available at the Pima County Juvenile Court's Resource Center. Once filled out, you file with the Juvenile Clerk of Court. The Clerk's Office will send up a copy of the Motion and Order for signature from the Judge. When the Judge makes a decision, they will sign the Order. The Clerk of the Court will send a copy of the filed Order to the Guardian's address as it appears on the filed Motion.

What happens if a Parent files a Petition to Revoke a Permanent Guardianship?

A parent uses the same process and forms outlined above.

Maricopa/La Paz/Mohave/Yavapai/Coconino/Navajo/Apache: 602-771-6470
Pima/Greenlee-Graham/Yuma/Cochise/Santa Cruz/Pinal/Gila: 520-885-8002

Appointment of a Successor Guardian – A.R.S. § 8-874:

What happens if the Permanent Guardian is unable or unwilling to continue serving as the Permanent Guardian?

A Successor Guardian may be appointed:

If a Successor Guardian wishes to have the subsidy transferred to him/her, they should contact the assigned Subsidy Specialist or Guardianship Subsidy Program at the number below to request an application.

The new Guardian must apply for the program and provide the Subsidy Office with a copy of their Successor Guardianship Order. The Successor Guardian will fill out an application for the subsidy. A packet with forms and instructions is available at the Pima County Juvenile Court's Resource Center.

Once filled out you file with the Juvenile Clerk of Court. The Clerk's Office will send a copy of the Motion and Order to the Judge to review. When the Judge makes a decision, they will sign the Order. The Clerk of the Court will send a copy of the filed Order to the Guardian's address as it appears on the filed Motion.

If the previous Guardian was not receiving a subsidy, as long as the first Guardianship was a Title 8 Guardianship, there is nothing precluding the Successor Guardian from applying for the subsidy, once granted by the Court. If there was a denial of the initial Guardian related to the child's social security benefits, the same review would be taking place for the Successor Guardian and the social security benefits would be taken into consideration.

It is very important to use the correct forms for a Title 8 Guardianship – the Guardianship Subsidy Program Office can assist with directing you to the correct forms and completing them.

How would you apply for an adoption subsidy?

Title 8 Permanent Guardians interested in adoption:

A.R.S. § 8-143.A.2. allows permanent Guardians who are planning to adopt the child for whom they are a Guardian to apply for Permanent Guardian Adoption Subsidy (PGAS). The AZ DCS Post-Permanency Supports Program (Adoption & Guardianship Subsidy) can assist with this process. Interested Guardians can inquire with the program at any time or indicate their interest in moving toward adoption on the Guardianship Subsidy annual review form by checking the box on the form. If the Guardian requests, the Subsidy Specialist can provide a list of attorneys in their area that may be familiar with the Permanent Guardian Adoption process. Upon finalization of the adoption, as with other adoption subsidies, there are four components if approved for PGAS:

1. Insurance - Medical/Dental/Behavioral Health - Upon finalization of an adoption, a child living within Arizona's AHCCCS insurance would be changed to a type that is partially managed through the DCS Post-Permanency Units and does not require yearly renewal.
2. Monthly maintenance payments - As governed by A.R.S. § 8-143.C. The PGAS rate is equivalent to the permanent guardianship subsidy rate and not eligible for rate increases.
3. Special Services - After finalization, adoptive parents can request assistance with needs or services not otherwise covered by health insurance, Medicaid, or community resources.
4. Non-recurring Adoption Expenses - Most often used to cover legal fees associated with the adoption. Payment can be made directly to an attorney or reimbursed to a parent as appropriate. Costs associated with the termination of parental rights are not included and may be incurred at the Guardian's expense.

Guardians should contact their subsidy specialist or the DCS Post-Permanency Supports Program (Adoption & Guardianship Subsidy) for guidance and the proper forms to apply. ***As with any AZ Adoption Subsidy, the application process, approval, and signing of agreements must be completed before the adoption is finalized.***



DEPARTMENT OF ECONOMIC SECURITY
Your Partner For A Stronger Arizona



Avoiding the Child Care Waiting List

WHEN YOUR CHILD'S REFERRAL FOR CHILD CARE ASSISTANCE ENDS:

If your child is receiving Child Care Assistance through a referral from the Arizona Department of Child Safety (or Tribal Child Protective Services) and their child care assistance is about to expire, you may apply with the Arizona Department of Economic Security (DES) Child Care Assistance Program to continue child care assistance services. Please contact the nearest DES Child Care office listed on this handout for specific eligibility information and to request an application.

APPLY NOW — IMPORTANT DEADLINE:

Some families who are determined eligible may be placed on a waiting list due to limited funding. If your child is receiving Child Care Assistance through a referral from Department of Child Safety (or Tribal Child Protective Services) and their child care assistance is about to expire, you must apply for *DES Child Care Assistance within 30 days of the child care expiration date to continue services and avoid placement on the waiting list for child care.*

TO RECEIVE CHILD CARE ASSISTANCE:

You must:

- Contact your local DES Child Care office (see reverse);
- Provide an application and verification as requested by the Child Care Specialist;
- Meet the eligibility requirements; and
- Inform your Child Care Specialist of your DES-contracted provider choice.

WHERE TO FIND AN APPLICATION

You may download an Application for Child Care Assistance from the DES Web Site at <https://des.az.gov/>. Once there, go to Child Care and click on "Apply for Child Care Assistance." Click on the "Application for Child Care Assistance" link. Print, complete and sign your application. Submit it to the nearest DES Child Care office.



ASSISTANCE IN FINDING A CHILD CARE PROVIDER

Contact CCR&R at the toll-free number listed below or for online child care referrals:
1-800-308-9000 • www.azchildcare.org

Cochise County

*Benson – 595 S. Dragoon St. 520-586-8351
 FAX 520-586-8317
 *Bisbee – 207 Bisbee Rd. 520-432-5313
 FAX 520-432-5644
 Douglas – 615 Second St. 520-364-7806
 FAX 520-364-1239
 Sierra Vista – 820 E. Fry Blvd. 520-459-7128
 FAX 520-459-0783
 *Willcox – 101 S. Railroad Ave, Ste. 2 520-384-4616
 FAX 520-384-6014

Coconino County

Flagstaff – 1701 N. 4th Street 928-774-5055
 FAX 928-774-1398

Gila County

Globe – 605 S. 7th Street 928-425-3101
 FAX 928-402-9003

Graham County

Safford – 333 N. 8th Ave. 928-428-3002
 FAX 928-428-3010

La Paz County

*Parker – 1032 Hopi Ave. 928-669-9293
 FAX 928-669-8627

Maricopa County

Avondale – 290 E. La Canada Blvd. 623-925-0095
 FAX 623-925-8265
 Mesa – 120 W. 1st Ave. 602-771-6425
 FAX 480-890-7101
 Glendale – 6010 N. 57th Dr. 602-771-0014
 FAX 623-334-6309
 Phoenix – 4635 S. Central Ave. 602-771-0730
 FAX 602-304-5210
 Phoenix – 3150 E. Union Hills Dr. 602-569-4719
 FAX 602-569-6149

Mohave County

Kingman – 519 E. Beale St., Ste. 160 928-753-6621
 FAX 928-753-9806
 Bullhead City – 2601 Hwy 95 928-704-7776
 FAX 928-704-7079
 Lake Havasu City 928-854-0372
 228 London Bridge Rd, Ste. 8 FAX 928-854-0390

Navajo County

Winslow – 319 E. 3rd St. 928-289-3807
 FAX 928-289-1183
 *Showlow – 2500 E. Cooley St., Ste. 410 928-532-4381
 FAX 928-289-1183

Pima County

Tucson – 316 W. Fort Lowell 520-638-2255
 FAX 520-408-5053
 Tucson – 195 W. Irvington 520-638-2368
 FAX 520-295-3142
 Tucson – 1455 S. Alvernon Way, Ste. 129 520-872-9127
 FAX 520-495-4335

Pinal County

Casa Grande – 555 W. Main Ave. 520-858-8870
 FAX 520-316-7681
 *Coolidge – 1155 N. Arizona Blvd. 520-858-8602
 FAX 520-723-3208
 Apache Junction 480-373-2199
 11518 E. Apache Trail, Ste. 115 FAX 480-380-4591
 Santa Cruz County
 Nogales – 1843 N. State Drive 520-377-5907
 FAX 520-281-3413

Yavapai County

*Cottonwood – 1500 E. Cherry, Ste. D 928-639-8404
 FAX 928-774-1398
 Prescott Valley – 3262 Bob Dr., Ste. 4 928-759-1690
 FAX 928-759-1683

Yuma County

Yuma – 1185 S. Redondo Center Dr. 928-247-8625
 FAX 928-373-9238

*** Itinerant sites**

Services are offered on a part time basis only. Call ahead for days and hours of service.

Equal Opportunity Employer / Program • Auxiliary aids and services are available upon request to individuals with disabilities • To request this document in alternative format or for further information about this policy, contact 602-542-4248; TTY/TDD Services: 7-1-1 • Disponible en español en línea o en la oficina local.

