

SUCCESSOR GUARDIAN INFORMATION INSTRUCTIONS

PURPOSE:

The purpose of this letter is to assist in the discussion with the guardian(s) in regard to their option to name a successor guardian on the guardianship agreement.

This letter may be given to the guardian(s) by the subsidy worker. The worker is to review the letter with the guardian(s). Once reviewed, the guardian(s) and the worker shall sign the letter. This letter serves as documentation the discussion occurred and the option to name a successor guardian was given.

Each letter is child specific and is therefore completed for each child for which guardianship is being or has been established.

The letter shall be sent out during annual contact with the guardianship family. If already completed, a copy of the letter shall be sent as a reminder to the guardian(s) along with a letter explaining the option to change or update the information at any time.

This letter does not replace the need for an agreement or amendment if the guardian(s) elect to name a successor.

NUMBER OF COPIES RETAINED AND DISTRIBUTION:

The CD-222 is comprised of one (1) individual page and is completed for each eligible child placed for the purpose of guardianship.

When completed, the original CD-222 will be placed in the subsidy file with the guardianship subsidy agreements, a copy will be given to the guardianship family.

INSTRUCTIONS FOR COMPLETION:

General Instructions:

This letter is completed with guardian(s) who are petitioning or have had guardianship awarded for an eligible child.

Address Heading: Enter the county responsible for the guardianship subsidy case, circuit manager, address, telephone and fax number.

Date: Enter the date the discussion occurred.

At the top of the letter enter the child's name as known in FACES for whom the letter is in regards.

After discussion with the guardian(s) of both options (to name or not name a successor guardian) has occurred, the guardian(s) will check the appropriate box.

For the first check box, the guardian(s) will complete this section by adding the child's full name on the first line. The guardian(s) will add the successor guardian's full name, relationship to child, address (including mailing if different from physical address), phone number and email address.

For the second check box, the guardian(s) will complete this section by adding the child's full name, if the guardian(s) chooses not to name a successor guardian.

Below the double line on the letter, the worker will fill in their name as the person who explained the letter to the guardian(s).

The guardian(s) are to sign the letter to acknowledge they have been given information on successor guardian.

Memoranda History:

CD16-33