**SUCCESSOR GUARDIAN INFORMATION**

**INSTRUCTIONS**

**PURPOSE:**

The purpose of the CD 222 is to assist in the discussion with the guardian(s) in regard to their option to name a successor guardian on the guardianship agreement. The form is not required and is meant to be used as a tool in explaining the family’s option to name a successor. ***The CD 222 does not replace the need for an agreement or amendment to the subsidy contract with successor information completed.***

The worker may review this information with the guardian(s). Once reviewed, the guardian(s) and the worker shall sign at the bottom of page 1. This serves as documentation the discussion occurred and the option to name a successor guardian was given. The CD 222 is not part of the subsidy agreement and should only be maintained in the local file.

The CD 222 is child specific and is therefore completed for each child for which guardianship is being or has been established.

During annual contact a reminder to the guardian(s) explaining the option to change the successor or update the successor guardian contact information at any time should be included.

**INSTRUCTIONS FOR COMPLETION:**

General Instructions:

The CD 222 is completed with guardian(s) who are petitioning or have had guardianship awarded for an eligible child.

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 at the bottom of page 1.

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

The guardian(s) are to sign and date to acknowledge they have been given information on successor guardianship.

Page 2 should be completed by the subsidy worker to provide their contact information. The current guardian may also add additional information at the bottom that would assist the successor should the need for them to assume the care of the child arise. A copy of page 2 can be provided to the successor guardian by the guardian family.

**NUMBER OF COPIES RETAINED AND DISTRIBUTION:**

The CD-222 is comprised of two pages and is completed for each eligible child placed for the purpose of guardianship. Page 1 is for the current guardian’s understanding and page 2 may be shared with the named successor guardian(s).

If 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. The guardianship family may provide a copy of page 2 to the named successor guardian.

**Memoranda History:**

**CD16-33**

**PA22-AD-02**