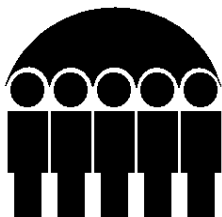


Revised March 5, 2002

Employees' Manual
Title 13
Chapter D Appendix

GUARDIANSHIP

APPENDIX



Iowa
Department
of
Human Services

	<u>Page</u>
Guardianship Information, Form 470-2989	1
Guardianship Authorization, Form 470-0738.....	2
Permission for Publicity, Form 470-0760.....	3
Travel Permit and Agreement to Return, Form 470-0787	4
Medical Referral Request, Form 470-0741	6
<u>Guardianship Subsidy</u>	
Guardianship Subsidy Application, Form 470-3632	7
Guardianship Subsidy Agreement, Form 470-3631	8
Initial/Annual/Final Report of Guardian and Order.....	9
Making the Decision to Become a Child’s Permanent Family, Comm. 269	10

Guardianship Information, Form 470-2989

Purpose	Form 470-2989 is used to notify the service area manager or designee when the court has placed a child under the guardianship of the Department and when the child is no longer under guardianship of the Department.
Source	Department staff can complete this form on line using the template in the public state-approved guardianship form folder on Outlook.
Completion	The social worker who is assigned to the child prepares the form when the social worker receives information that the child has been placed under the guardianship of the Department or has been removed from the Department's guardianship.
Distribution	Send the original to the service area manager or designee. File a copy in the child's case record.
Data	The form is self-explanatory.
	Complete all items in the "Court Venue" section of the form when the child is placed under guardianship of the Department.
	Complete all items in the "Discharge" and "TYPE OF DISCHARGE" sections of the form when the child no longer is under the guardianship of the Department.

Guardianship Authorization, Form 470-0738

Purpose	Form 470-0738 is used to record authorization for a child under the guardianship of the Department to get medical care, enlist in the military, marry, or get a driver's license.
Source	Print supplies of this form from the sample in the manual.
Completion	<p>The social worker or facility staff member prepares the form when a child under the guardianship of the Department:</p> <ul style="list-style-type: none">◆ Is placed in foster care or pre-adoptive care (to authorize emergency care only);◆ Needs major medical, psychiatric, or surgical (before requests are submitted to hospitals or physicians); or◆ Is seeking to operate a motor vehicle, to enlist in the armed forces, or to marry. <p>The form is valid for one authorization only. Keep presigned forms in each office for emergency medical situations only.</p>
Distribution	<p>Submit the unsigned original to the service area manager or designee or to the facility superintendent. After the form has been signed, it is sent back to originator for distribution as follows:</p> <ul style="list-style-type: none">◆ Send the original:<ul style="list-style-type: none">• To the medical provider in medical cases;• To the recruiter in enlistment cases; or• To the child for marriage or operation of a motor vehicle.◆ Send one copy to the court with jurisdiction over the child.◆ When the child has parents with residual parental rights, send one copy to the parents.◆ File a copy in the child's case record.◆ When the child is in a facility, keep one copy in the institutional record.
Data	The form identifies the child, the department's authority, and the purpose of the authorization.

Permission for Publicity, Form 470-0760

Purpose	Form 470-0760 is used to authorize the use of photographs or video or audio tapes of a child under the Department's guardianship for the purpose of recruiting adoptive parents.
Source	Department staff can complete this form on line using the template in the public state-approved guardianship form folder on Outlook.
Completion	The social worker prepares two copies of the form for the area manager's signature before: <ul style="list-style-type: none">◆ Listing the child on the Iowa Adoption Exchange or◆ Releasing identifiable information about the child through other media.
Distribution	When the service area manager or designee has signed the form, send the original to the station, facility, or office making the release. Keep a copy in the case record.
Data	The form is self-explanatory.

Travel Permit and Agreement to Return, Form 470-0787

- | Purpose Form 470-0787 is used when any child under guardianship of the Department is permitted to travel out of state.
- This form is also used for a blanket authorization for a child whose residence is contiguous to a county in a bordering state and for blanket approval for children frequently traveling out of state to receive special services.
- | Source Department staff can complete this form on line using the template in the public state-approved Interstate Compact form folder on Outlook.
- Completion When a child is to be given permission to travel out of state for visits, the Department social worker or the facility staff prepares this form and has it signed by the guardian before the child leaves the state.

Child's Status

Copies Required

Adjudicated delinquent	5
Adjudicated delinquent and placed at Eldora or Toledo	6
Adjudicated CINA	3
All others	2

- | Distribution Send all copies to the area manager or designee or the facility's superintendent for signature and approval. For delinquents, send the original and three copies to the Interstate Compact Unit in central office for approval.
- The original and a copy are returned to the social worker after approval. Give the original to the child and file the copy in the child's case record. The child shall be in possession of the approved form signed by the guardian while traveling out of Iowa.

	<p>The facility staff is responsible for:</p> <ul style="list-style-type: none">◆ Giving the original to the child,◆ Sending a copy to the child’s social worker,◆ Placing a copy in the child’s case file, and for◆ Sending to central office for interstate approval, if appropriate.
Data	<p>The child’s signature is needed only if the child is old enough to know and understand what the child is signing, not for young children.</p>

Medical Referral Request, Form 470-0741

Purpose	Form 470-0741 is used to refer a child in placement at Eldora or Toledo to University of Iowa Hospitals.
Source	Department staff can complete this form on line using the template in the public state-approved guardianship form folder on Outlook.
Completion	The facility staff prepares this form for approval of the superintendent when a physician recommends sending a child to University of Iowa Hospitals and after the physician has contacted the hospital for an appointment for the child.
Distribution	After the superintendent has signed the form, forward it to the Admissions Office, University Hospitals. After appropriate signatures have been obtained at University Hospitals, make copies for: <ul style="list-style-type: none">◆ The counselor◆ The child case file◆ The facility office file◆ The court
Data	List the days and reasons for treatment.

Guardianship Subsidy Application, Form 470-3632

Purpose	<p>Form 470-3632 is used to provide:</p> <ul style="list-style-type: none">◆ A formal request by the prospective guardian for the placement of a child in the guardian’s home.◆ Identifying and descriptive information concerning the prospective guardian to be used by the worker assigned to make a home study.
Source	<p>Department staff can complete this form on line using the template in the public state-approved guardianship form folder on Outlook.</p>
Completion	<p>When an individual or couple wishes to become a guardian for a child through the Department, the worker is responsible for having the form completed and signed by the applicants and the child.</p> <p>The worker may need to assist the family in completing the application.</p>
Distribution	<p>Keep the original in the applicant’s file. Make a photocopy of the completed form for the applicant and for the service area office, if requested.</p>
Data	<p>The worker completes section, “For initial application only.”</p> <p>The applicants complete all of the other sections on:</p> <ul style="list-style-type: none">◆ Identifying information.◆ Factual information about the applicants.◆ Acknowledgements and signature.

Guardianship Subsidy Agreement, Form 470-3631

Purpose	Form 470-3631 is used as the agreement between the Department and the guardians.
Source	Department staff can complete this form on line using the template in the public state-approved guardianship form folder on Outlook.
Completion	<p>The worker prepares a separate agreement for each child. Three copies are prepared for the agreement. Each guardian parent, the worker, and the service area manager must sign the agreement.</p> <p>No payments can be made before the application is completed and the agreement for subsidy is completed and signed by all parties.</p> <p>The agreement for subsidy is prepared before finalizing the adoption and whenever the subsidy agreement is revised.</p>
Distribution	<p>After all signatures have been obtained, distribution is as follows:</p> <ul style="list-style-type: none">◆ Keep the original in the child's file.◆ Provide one copy to the adoptive family.◆ Include one copy with the court report.
Data	The form identifies the parties to the agreement (DHS and the guardian parents) and the terms of the agreement.

Initial/Annual/Final Report of Guardian and Order

Purpose	<p>The <i>Initial/Annual/Final Report of Guardian and Order</i> is used:</p> <ul style="list-style-type: none">◆ By a guardian appointed in a probate proceeding to complete the required initial, annual and final reports to the district court.◆ By the judge to enter an order either to continue the guardianship or to set a hearing on the guardianship.
Source	<p>http://www.judicial.state.ia.us/wfdata/frame3104-1592/File1.pdf</p>
Completion	<p>A probate guardian may complete this report on line at the URL address above. Guardians who report to a juvenile court may use this form as a guide for their reports.</p>
Data	<p>The form reports on the ward's living arrangement and current condition, the services provided to the ward, and the guardian's activities on behalf of the ward during the reporting period.</p>

[Making the Decision to Become a Child's Permanent Family, Comm. 269](#)

Purpose	Comm. 269 is used to inform prospective guardians when they are considering becoming a child's permanent family. This brochure explains the differences between adoption and guardianship and the post-permanency services available to guardians.
Source	Print this brochure as needed from the on-line manual.
Distribution	Give a copy of this brochure to any prospective guardian who request information regarding guardianship and is considering becoming a guardian.