

Employees' Manual

Title 13

Chapter D Appendix

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Guardianship Appendix

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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 using the template available in SharePoint under Employee Manual/Forms.
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 manual or SharePoint.
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.

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 using the template available in SharePoint under Employee Manual/Forms.

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	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.

The facility staff is responsible for:

- ◆ 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

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.

Medical Referral Request, Form 470-0741

Purpose	Form 470-0741 is used to refer a child in placement at Eldora to University of Iowa Hospitals.
Source	Department staff can complete this form using the template available in SharePoint under Employee Manual/Forms.
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	<p>After the superintendent has signed the form, forward it to the Admissions Office, University Hospitals.</p> <p>After appropriate signatures have been obtained at University Hospitals, make copies for:</p> <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	Form 470-3632 serves as the agreement between the Department and the guardian.
Source	Department staff can print the form from the online manual or from SharePoint under Employee Manual/Forms.
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. The worker may need to assist the family in completing the application.</p> <p>Complete the application before the hearing to finalize the guardianship. The guardian signs the form. The adoption worker signs the bottom portion to record receipt of the application.</p>
Distribution	Make a copy for the guardian after all signatures are obtained. Keep the original in the child's subsidy case record.
Data	<p>The applicants complete the 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 serves as the agreement between the Department and a child's guardian.
Source	Department staff can print the form from the online manual or from SharePoint under Employee Manual/Forms.
Completion	<p>The Department worker prepares a separate agreement for each child. Each guardian, the worker, and the worker's supervisor must sign the agreement.</p> <p>Payments cannot be made before the application is completed and the agreement is signed by the Department and the guardians, and guardianship has been transferred by the court.</p> <p>The agreement for subsidy is prepared initially at the time of the transfer of guardianship, and whenever the terms of the agreement are modified.</p>
Distribution	<p>After all signatures have been obtained, distribution is as follows:</p> <ul style="list-style-type: none">◆ Keep a copy in the child's file.◆ Give a copy to the guardian.◆ Provide a copy to the court.
Data	<p>The form identifies:</p> <ul style="list-style-type: none">◆ The parties to the agreement (the Department and the guardian).◆ The terms of the agreement.◆ A successor guardian if named.◆ A summary of the benefits agreed to:<ul style="list-style-type: none">• The guardianship subsidy maintenance payment.• Non-recurring expenses related to finalizing the guardianship.• Any agreed upon special services and the reason for special services. <p>Each agreement must be signed and dated by the guardian, the Department worker, and the service area manager or designee. Enter the date a copy of the agreement was provided to the guardian.</p>

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>https://www.iowacourts.gov/for-the-public/court-forms/</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>