



TERRY E. BRANSTAD, GOVERNOR

DEPARTMENT OF HUMAN SERVICES

CHARLES M. PALMER, DIRECTOR

December 22, 1992

GENERAL LETTER NO. 13-D-AP- 26

ISSUED BY: Division of Adult, Children, and Family Services

SUBJECT: Employees' Manual, Title XIII, Chapter D, "Guardianship,"
Appendix, Title page, new; Contents (page 1), new; pages 1 through
9, new; and the following forms:

470-2989, Guardianship Information, new
470-0738, Guardianship Authorization, revised
470-0760, Permission for Publicity, new
470-0787, Travel Permit and Agreement to Return, revised
470-0732, Police Pick-Up, revised
SS-0603-0, Face Sheet, unchanged
470-0729, Placement Contract, revised
470-0741, Medical Referral Request, revised
470-0740, Admission Request, revised

Summary

This appendix is new and replaces XIII-R-Appendix, "Child Advocacy." This appendix updates guardianship forms and instructions to meet current restructuring of guardianship responsibility, policy, and procedures within the Department. Some forms previously used that were found in XIII-R-Appendix, have been deleted and one new form 470-2989, Guardianship Information, has been added.

Effective Date

January 1, 1993

Material Superseded

None

Additional Information

Supplies of revised forms 470-0731, Guardianship Authorization, and 470-0787, Travel Permit And Agreement To Return, and new form 470-2989, Guardianship Information, should be available at Anamosa by February 1. Current forms SS-3901-3 and SS-9701-3 may be used until the revised forms are available from Anamosa. Supplies of form 470-2989, may be photocopied until the form is printed.

Additional Information (Cont.)

Supplies of forms 470-0732, Police Pick-Up; 470-0729, Placement Contract; and 470-0760, Permission for Publicity, may be photocopied from the sample in the manual as needed.

Juvenile institutions shall copy or print their own supplies of forms 470-0741, Medical Referral Request, and 470-0740, Admission Request. Form SS-0603-0, Face Sheet, remains available at Anamosa.

Questions regarding this material shall be directed to the regional service administrator.



TERRY E. BRANSTAD, GOVERNOR

DEPARTMENT OF HUMAN SERVICES

CHARLES M. PALMER, DIRECTOR

February 23, 1993

GENERAL LETTER NO. 13-D-AP-27

ISSUED BY: Bureau of Program Support,
Division of Adult, Children, and Family Services

SUBJECT: Employees' Manual, Title XIII, Chapter D, "Guardianship,"
Appendix, Page 4, revised, and page 4a, new.

Summary

Clarification has been made of the instructions for use of form 470-0787, Travel Permit and Agreement To Return, as to when this form is used, how to complete for a blanket authorization, and when it does not have to be signed by the child.

Effective Date

Immediately

Material Superseded

Remove page 4, dated December 22, 1992, from Employees' Manual, Title XIII, Chapter D, Appendix, and destroy it.

Additional Information

Questions regarding this material shall be directed to the regional service administrator.



STATE OF IOWA

THOMAS J. VILSACK, GOVERNOR
SALLY J. PEDERSON, LT. GOVERNOR

DEPARTMENT OF HUMAN SERVICES
JESSIE K. RASMUSSEN, DIRECTOR

March 5, 2002

GENERAL LETTER NO. 13-D-AP-28

ISSUED BY: Division of Behavioral, Developmental, and Protective Services

SUBJECT: Employees' Manual, Title 13, Chapter D, *GUARDIANSHIP APPENDIX*, Title page, revised; Contents (page 1), revised; pages 1 through 6, revised; and the following forms:

- 470-2989 *Guardianship Information*, updated
- 470-0738 *Guardianship Authorization*, revised
- 470-0760 *Permission for Publicity*, revised
- 470-0787 *Travel Permit and Agreement to Return*, revised
- 470-0741 *Medical Referral Request*, revised

Summary

The guardianship appendix is updated to the current manual format and forms. Forms 470-0732, *Police Pickup*; 470-0581, *Face Sheet*; 470-0729, *Placement Contract*; and 470-0740, *Admission Request*, are no longer in use and are removed from the manual.

Effective Date

Upon receipt.

Material Superseded

Remove the entire Chapter D, Appendix, from Employees' Manual, Title 13, and destroy it. This includes:

| <u>Page</u> | <u>Date</u> |
|-------------------|-------------------|
| Title page | December 22, 1992 |
| Contents (page 1) | December 22, 1992 |
| 470-2989 | 12/92 |
| 1-3 | December 22, 1992 |
| 470-0738 | 12/92 |
| 470-0760 | 12/92 |
| 4, 4a | February 23, 1993 |
| 470-0787 | 12/92 |
| 470-0732 | 12/92 |
| 5-9 | December 22, 1992 |
| SS-0603-0 | 3/90 |

| | |
|----------|-------|
| 470-0729 | 12/92 |
| 470-0741 | 12/92 |
| 470-0740 | 12/92 |

Additional Information

Please discard supplies of the previous versions of these forms. Print supplies of all forms except form 470-2989 from the samples in the on-line manual.

Refer questions about this general letter to your superintendent or service area manager.



STATE OF IOWA

THOMAS J. VILSACK, GOVERNOR
SALLY J. PEDERSON, LT. GOVERNOR

DEPARTMENT OF HUMAN SERVICES
KEVIN W. CONCANNON, DIRECTOR

December 1, 2006

GENERAL LETTER NO. 13-D-AP-29

ISSUED BY: Bureau of Permanency Services, Division of Child and Family Services

SUBJECT: Employees' Manual, Title 13, Chapter D, **GUARDIANSHIP APPENDIX**, Contents (page 1), revised; pages 1 through 6, revised; pages 7 through 10, new; and the following forms:

| | |
|-----------|---|
| 470-2989 | <i>Guardianship Information</i> , revised |
| 470-0738 | <i>Guardianship Authorization</i> , revised |
| 470-0760 | <i>Permission for Publicity</i> , revised |
| 470-0741 | <i>Medical Referral Request</i> , revised |
| 470-3632 | <i>Guardianship Subsidy Application</i> , new |
| 470-3631 | <i>Guardianship Subsidy Agreement</i> , new |
| | <i>Initial/Annual/Final Report of Guardian and Order</i> , new |
| Comm. 269 | <i>Making the Decision to Become a Child's Permanent Family</i> , new |

Summary

This chapter is revised to:

- ◆ Reflect the Subsidized Guardianship IV-E Waiver Program.
- ◆ Update form 470-2989, *Guardianship Information*, to include a field for the guardian's name and address.
- ◆ Update the letterhead on the following forms to reflect the Department's current director:
 - 470-0738, *Guardianship Authorization*
 - 470-0760, *Permission for Publicity*
- ◆ Update form 470-0741, *Medical Referral Request*, to include the address where the completed form should be sent.
- ◆ Add the following forms:
 - 470-3632, *Guardianship Subsidy Application*
 - 470-3631, *Guardianship Subsidy Agreement*

- ◆ Add the following judicial form, *Initial/Annual/Final Report of Guardian and Order*, which is used to provide information to guardians who need to report annually to the probate court.
- ◆ Add Comm. 269, “Making the Decision to Become a Child’s Permanent Family,” to help prospective guardian families in considering their decision to become a child’s permanent family. This brochure also explains the differences between adoption and guardianship and the post-permanency services available to guardians.

Effective Date

November 1, 2006

Material Superseded

Remove the following pages from Employees’ Manual, Title 13, Chapter D, Appendix, and destroy them:

| <u>Page</u> | <u>Date</u> |
|-----------------|---------------|
| Contents (p. 1) | March 5, 2002 |
| 470-2989 | 12/92 |
| 1, 2 | March 5, 2002 |
| 470-0738 | 3/00 |
| 470-0760 | 1/01 |
| 3-6 | March 5, 2002 |
| 470-0741 | 8/00 |

Additional Information

Destroy existing supplies of form 470-2989, *Guardianship Information*, as no further supply will be printed.

Refer questions about this general letter to your service area manager.

July 26, 2019

GENERAL LETTER NO. 13-D-AP-30

ISSUED BY: Bureau of Child Welfare and Community Services
Division of Adult, Children and Family Services

SUBJECT: Employees' Manual, Title 13, Chapter D, ***Guardianship Appendix***, Title page, revised; Contents (page 1), revised; pages 1 through 8, revised; and the following forms:

470-0738 *Guardianship Authorization*, revised
470-0741 *Medical Referral Request*, Revised
470-3632 *Guardianship Subsidy Application*, revised
470-3631 *Guardianship Subsidy Agreement*, revised
Initial/Annual/Final Report of Guardian and Order, revised

Summary

Chapter 13-D-Appendix is revised to:

- ◆ Reflect changes in the guardianship subsidy program.
- ◆ Update the letterhead to remove the names and titles of the Governor, Lieutenant Governor, and Director. Removal of the names eliminates form revisions due to changes in administration. This change was made to form 470-0738, *Guardianship Authorization*.
- ◆ Remove references to the Iowa Juvenile Home/State Training School for Girls in Toledo on form 470-0741, *Medical Referral Request*.
- ◆ Revise form 470-3632, *Guardianship Subsidy Application*, to capture the eligibility requirements for the guardianship subsidy program.
- ◆ Revise form 470-3631, *Guardianship Subsidy Agreement*, to change the terms of the agreement to align with:
 - Changes in eligibility for the program.
 - Inclusion of special services funds.
 - Grounds to suspend or terminate the agreement.
- ◆ Update the instructions to reflect the availability of forms.
- ◆ Remove the instructions and forms identified as obsolete during the 2018 Forms Audit.
- ◆ Update the link and sample of *Initial/Annual/Final Report of Guardian and Order*.

Effective Date

Immediately.

Material Superseded

This material replaces the following pages from Employees' Manual, Title 13, Chapter D, Appendix:

| <u>Page</u> | <u>Date</u> |
|--|------------------|
| Title page | March 5, 2002 |
| Contents (page 1) | December 1, 2006 |
| 1, 2 | December 1, 2006 |
| 470-0738 | 11/06 |
| 470-0760 | 11/06 |
| 3-6 | December 1, 2006 |
| 470-0741 | 11/06 |
| 470-3632 | 11/06 |
| 7, 8 | December 1, 2006 |
| 470-3631 | 11/06 |
| Initial/Annual/Final Report of Guardian and Order | 9/03 |
| 9, 10 | December 1, 2006 |
| Comm. 269 | 11/06 |

Additional Information

Refer questions about this general letter to your service area manager.

June 5, 2020

GENERAL LETTER NO. 13-D-AP-31

ISSUED BY: Bureau of Child Welfare and Community Services
Division of Adult, Children and Family Services

SUBJECT: Employees' Manual, Title 13, Chapter D, ***Guardianship Appendix***,
obsolete.

Summary

Guardianship Appendix is rescinded. Forms and instructions are now located in Title 18, ***Family Services Appendix***.

Effective Date

Upon receipt.

Material Superseded

This material rescinds the entire Chapter D Appendix from Employees' Manual, Title 13, which includes the following pages:

| <u>Page</u> | <u>Date</u> |
|---|---------------|
| Title page | July 26, 2019 |
| Contents (page 1) | July 26, 2019 |
| 470-2989 | 11/06 |
| 1, 2 | July 26, 2019 |
| 470-0738 | 1/19 |
| 470-0787 | 8/00 |
| 3, 4 | July 26, 2019 |
| 470-0741 | 7/19 |
| 5, 6 | July 26, 2019 |
| 470-3632 | 7/19 |
| 470-3631 | 7/19 |
| 7, 8 | July 26, 2019 |
| Rule 7.11 – Form 2: <i>Initial/ Annual/Final Report of Guardian and Order</i> | May 2014 |

Additional Information

Refer questions about this general letter to your area service administrator.