

Record Checks for Successor Guardians

REQUESTING RECORD CHECKS

The Recruitment, Retention, Training and Support (RRTS) provider will conduct record and background checks in accordance with state and federal policy for a successor guardian named in an Iowa Department of Health and Human Services (HHS) subsidized guardianship agreement.

Prior to any request to the RRTS provider, the HHS worker must:

1. Ensure the child has a valid subsidized guardianship agreement with an identified successor guardian named.
2. Notify the successor guardian of the process and need for a record and background check for the subsidized guardianship payment to be transferred to the identified successor guardian.

RECORD CHECK PROTOCOL

1. The HHS worker is notified of the need to move payment to the successor guardian.
2. The HHS worker will notify the successor guardian of the process and need for a record and background check for the subsidized payment to be transferred to the successor guardian.
3. The HHS worker will provide name, contact information, need for record, and background checks to the RRTS provider.
4. RRTS provider will provide information to successor guardian and will complete records and background checks.
5. RRTS provider will provide results (as allowed by federal guidance) of record and background checks to HHS.
6. HHS staff will document record check completion in case file.