

# Juvenile Guardianship Policy

## Changes effective February 1, 2014

GDM 600, 701, 715, 720, and 760.



# GDM 600, Juvenile Guardianship

When a child is a temporary or permanent court ward and the prospective guardian is **not** requesting juvenile guardianship assistance, the worker is **not** required to obtain DHS Subsidy Office approval prior to the court appointing a juvenile guardian.

When the child is an MCI ward, the worker **must** request consent from the Michigan Children's Institute (MCI) on all MCI cases, including those where juvenile guardianship assistance is not being requested.

# GDM 600, Juvenile Guardianship (Continuation)

For temporary court wards, when the prospective guardian is requesting assistance, the worker must complete the DHS-591, Juvenile Guardianship Best Interest Determination for Temporary Court wards form.

The completed DHS-591 form must be submitted to the DHS subsidy office with the juvenile guardianship assistance application packet. The completed DHS-591 must also be submitted to the court holding jurisdiction over the child's abuse/neglect case.

When the worker determines that it is not in the best interest of the temporary court ward to be placed in a juvenile guardianship, the worker must attempt to state his/her determination on the record during a court hearing.

# GDM 600, Juvenile Guardianship (Continuation)

Additional documentation requirements for guardianship assistance packets for temporary court wards:

- ✎ Any special evaluation/licensing complaints for prospective guardian(s).
- ✎ DHS-591, Juvenile Guardianship Best Interest Determination for Temporary Court Wards.
- ✎ Written letter signed by the prospective guardian acknowledging that he/she understands that guardianship is permanent, that he/she plans to care permanently for the child and does not wish to adopt the child.

# GDM 600, Juvenile Guardianship (Continuation)

For MCI wards, when the prospective guardian(s) is requesting guardianship assistance, a single application packet must be submitted to the DHS subsidy office to request consent and juvenile guardianship assistance.

# GDM 600, Juvenile Guardianship (Continuation)

Additional documentation requirements for guardianship assistance packets for MCI wards:

- ✎ It is required that any special evaluations and/or licensing complaints for the prospective guardian be provided to the court along with the consent request and guardianship assistance packet.

The following additional documents must be submitted with the consent packet for all Indian children:

- ✎ Documentation of tribal consultation.
- ✎ Documentation of the tribe's recommendation.

# GDM 600, Juvenile Guardianship (Continuation)

A guardianship assistance agreement must be signed by both the prospective guardian(s) and the DHS designee prior to the court's appointment of the guardian and is effective on the date of the guardian's appointment by the court.

If the guardianship assistance agreement is not signed by all parties before the date of the court's appointment of the guardian, the child **will not** be eligible for juvenile guardianship assistance.

# GDM 701, Forms and Publications

This section has been added to the policy as a reference for the necessary forms required to request juvenile guardianship assistance.

The DHS Publication 162, Michigan's Juvenile Guardianship Assistance Program, has been created to provide an overview of the program for prospective guardians.

# GDM 715, Juvenile Guardianship Assistance Eligibility

The DHS-2051, Caregiver's Permanency Planning Checklist and the DHS-2052 or DHS-2053, Caseworker's Permanency Planning Checklist are required forms that must be part of the juvenile guardianship assistance application.

The need to have the local DHS office sign the DHS-3310, Juvenile Guardianship Assistance Application, was removed and the form has been updated.

# GDM 715, Juvenile Guardianship Assistance Eligibility (Continuation)

For temporary court wards, the following documents must be included in the juvenile guardianship assistance packet :

- ☞ The DHS-2051, Caregiver's Permanency Planning Checklist.
- ☞ Permanent Guardianship Consent Request for Temporary Court Wards (DHS-2053)
- ☞ Copy of the child's birth certificate.
- ☞ Copy of the current foster home evaluation (BCAL-3130) and any addenda.
- ☞ Copies of any special evaluations/licensing complaints for the prospective guardian(s).
- ☞ A copy of the DHS-591, Juvenile Guardianship Best Interest Determination for Temporary Court Wards (for temporary wards only).
- ☞ Written letter signed by the prospective guardian acknowledging that he/she understands that guardianship is permanent, that he/she plans to care permanently for the child, and does not wish to adopt the child.

# GDM 715, Juvenile Guardianship Assistance Eligibility (Continuation)

For permanent court wards, the following documents must be included in the guardianship assistance packet:

- ∞ The DHS-2051, Caregiver's Permanency Planning Checklist.
- ∞ Permanent Guardianship Consent Request for Permanent Court Wards (DHS-2052).
- ∞ Copy of the child's birth certificate.
- ∞ The Order Terminating Parental Rights (Child Protective Proceedings) (JC-63).
- ∞ The applicable legal documents committing a child to the court following a voluntary release (PCA 305, 306, 318).
- ∞ Copy of the current foster home evaluation (BCAL-3130) and any addenda.
- ∞ Copies of any special evaluations/licensing complaints for the prospective guardian(s).

# GDM 715, Juvenile Guardianship Assistance

## Eligibility (Continuation)

When the child is an MCI ward and guardianship assistance is being requested, a single packet should be submitted to apply for MCI consent and guardianship assistance to the DHS Subsidy Office. The packet should contain the following:

- ☞ Permanent Guardianship Consent Request for MCI Wards (DHS-2050).
- ☞ Copy of the child's birth certificate.
- ☞ The Order Terminating Parental Rights (Child Protective Proceedings) (JC-63).
- ☞ The applicable legal documents committing a child to DHS following a voluntary release (PCA 305, 306, 318, 322).
- ☞ Copy of the current foster home evaluation (BCAL-3130) and any addenda.
- ☞ Copies of any special evaluation/licensing complaints for the prospective guardian(s).
- ☞ Child Adoption Assessment and any addenda, if available.

# GDM 715, Juvenile Guardianship Assistance Eligibility (Continuation)

Juvenile Guardianship Assistance eligibility determination timeframes:

DHS will assess and either approve or deny the request for guardianship assistance within 30 calendar days of receiving a complete application in the DHS subsidy office.

# GDM 720, Juvenile Guardianship Assistance Rate Determination

The following requirement was added:

- ∞ The documentation required for applying for juvenile guardianship assistance must be current at the time the complete application is received in the DHS subsidy office in order for it to be accepted and not subject to expiration during the review process.
- ∞ A copy of the most recent (within the last six months) Determination of Care (DOC) assessment must be submitted with the juvenile guardianship assistance application. This includes cases where there is no DOC rate.

# GDM 760, Address Change/Out of State Cases

The following changes were made:

- ☞ Reference to the RFF manual was removed as this manual is no longer available.
- ☞ The DHS subsidy office address was updated.

# Contact Office:

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