

Guardianship Process Flowchart

Assessing Appropriateness of Guardianship Plan

- Consider guardianship plan only if reunification is not safely possible & adoption is not in the child's best interest
- Seek input from the child, parents, tribe (if applicable) and the child's team (CASA, child's atty, foster parents etc.)
- Review diligent efforts to identify/engage/place with relatives and keep siblings together
- If applicable, obtain ICWA placement preferences and confirm tribe is in support of plan change
- Share information above with supervisor and obtain approval to pursue Guardianship Plan
- With supervisor, contact AAG to schedule staffing to discuss approval for guardianship

If potential guardianship resource exists

If no guardianship resource identified

Requirements for Considering Family

- Worker w/certifier assesses family's ability to meet child's safety, well-being and permanency needs/willing to be guardian
- Provide family w/ info re: duties/responsibilities of guardian
- Certifier ensures family has Certificate of Approval/child specific home study or addendum prior to perm committee
- Consult with family re: eligibility for GA

Permanency Committee

- Request Permanency Committee for plan change and approving family
- Committee gives recommendations
- Child Welfare Program Manager/designee approves or denies plan/family
- Notify AAG of outcome from committee

Permanency Hearing

- If CWPM/designee approves, AAG requests Permanency Hearing to change plan within 30 days
- Court approves Guardianship plan

Permanency Committee

- Request Permanency Committee for plan change
- Committee gives recommendations
- Child Welfare Program Manager/designee approves/denies plan change
- Notify AAG of outcome from committee

Permanency Hearing

- If CWPM/designee approves, AAG requests Permanency Hearing to change plan within 30 days
- Court approves Guardianship plan

Identification & Recruitment

- If court approves, diligently identify guardianship resource, use recruitment if necessary
- Place child once appropriate family is identified

2nd Permanency Committee

- If Requirements for Considering Family met (see box on left), request 2nd Permanency Committee to approve identified resource
- Committee gives recommendations
- CWPM/designee approves/denies family

Guardianship Assistance Process

- Submit GA checklist to GA program
 - Child placed in home 6 months if relative or 12 of the last 24 months if non-relative
 - Family has been fully certified for at least 6 months
- GA negotiated and agreements signed by family
- Worker submits recommendation to finalize to GA program

Guardianship Finalization

- GA program sends Go To Court Memo

- AAG/Paralegal notified to schedule hearing
- Court establishes Legal Guardianship

- Order of Guardianship from the court scanned into ORKids
- Worker notifies GA Program
- GA Program sends GA Open Memo