

**Information Memorandum Transmittal**  
**Children, Adults and Families**

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Safety and Permanency for Children

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Number: CW-IM-13-003

Issue date: 8/19/13

**Topic:** Permanency

Due date: 8/19/13

**Subject:** Guardianship Assistance

**Applies to (check all that apply):**

- |  |   |
|--|---|
| <input type="checkbox"/> Addictions and Mental Health  | <input type="checkbox"/> Self Sufficiency               |
| <input type="checkbox"/> All DHS employees   | <input type="checkbox"/> Shared Services                |
| <input type="checkbox"/> Area Agencies on Aging  | <input type="checkbox"/> County DD program managers     |
| <input type="checkbox"/> Aging and People with Disabilities                                    | <input type="checkbox"/> County mental health directors |
| <input checked="" type="checkbox"/> Child Welfare Programs                                     | <input type="checkbox"/> Health services                |
| <input type="checkbox"/> Directors Office  |   |
| <input type="checkbox"/> Developmental Disabilities  |   |
| <input checked="" type="checkbox"/> Other (please specify): <u>Tribes with IV-E Agreements</u> |   |

**Message:** This is notification of form changes regarding applications for Guardianship Assistance.

**The Case Plan Addendum: Program Eligibility for Guardianship Assistance (CE0311g)** was revised in July of 2013. *Please delete all prior electronic versions of this form and only use the current form from the DHS Forms Directory.* The updated form can be found at the following link:

<https://apps.state.or.us/Forms/Served/ce0311g.doc>

**The Guardianship Assistance Application Requirements - (CE0982)** is the form that DHS child welfare staff complete and submit to DHS Central Office when applying for guardianship assistance for a child in the care or custody of DHS. It can be found on the DHS Forms Directory or at the following link:

<https://apps.state.or.us/Forms/Served/ce0982.doc>

**The Guardianship Assistance Application Requirements – Tribe (CE0981)** is a new form available on the DHS Forms Directory. This form was recently created for use by Tribal child welfare staff when applying for guardianship assistance for a child in the care or custody of a Tribe with a IV-E agreement with DHS. It can be accessed at the following link:

<https://apps.state.or.us/Forms/Served/ce0981.doc>

**If you have any questions about this policy, contact:**

Contact name(s):	Phone:	Fax:	Email:
Carla Crane, Post Adoption Services Program Manager	(503)945-5998	(503)945-6633	<a href="mailto:carla.crane@state.or.us">carla.crane@state.or.us</a>