

CHILDREN'S ADMINISTRATION  
**Guardianship Approval Checklist**

CHILD'S NAME	DATE OF BIRTH
NAME OF PROPOSED GUARDIAN(S)	NAME OF CASE WORKER

A Shared Planning meeting has occurred which included the following participants as required:

- Child (when appropriate per age and developmental capacity)
- Potential Guardian
- Birth Parents (when appropriate and available)
- Current Caregivers (if different from potential Guardian)

The child's / youth's opinions were considered in determining the Permanent Plan.

The completed Shared Planning Meeting form and sign-in sheet are attached.

Clearly state the reason(s) that the permanent plans listed below are not in the child's best interests:

Reunification:

Adoption:

The current caregiver was provided the [Permanency Planning Matrix, DSHS 16-231](#).  
The proposed guardian is a  Relative  Non-Related Foster Parent  Other Suitable Person

CA case worker has complied with all Federal Indian Child Welfare Act requirements with respect to the child.  
Tribal or LICWAC decision  supports  or does not support a plan of guardianship.

A thorough relative search has been conducted and documented.

Placement with siblings was considered.  
If not placed with sibling(s), provide an explanation:

The proposed guardian understands and is willing to accept their roles and responsibilities to be a guardian and has signed the Declaration of Proposed Guardian. **(Please attach the signed Declaration of Proposed Guardian).**

The proposed guardian is informed about and is prepared to manage any court ordered visits with birth family members. Recommended visitation plan is attached.

CA has provided disclosure of information about the child to the proposed guardian, in order to ensure proper care for the child. (All information regarding this child from the health and education section of the file. Also include a copy of all court reports, and ICW information.) Date provided:

The proposed guardian has an approved home study. (Case Services Policy Manual Section 3240, Practices and Procedures Manual Section 4261, RCW 74.15.090).

The child has been placed in the proposed guardian's home for at least six months prior to the guardianship being established. Date of placement:

- The proposed guardian meets the requirements of, and will apply for, an R-GAP subsidy:  Yes  No
- If yes:
- The proposed guardian has been informed that the guardianship hearing cannot take place until the R-GAP agreement is signed by the proposed guardian and the Regional R-GAP Gatekeeper.
  - The Regional R-GAP Gatekeeper has been notified about the pending R-GAP application.
- The proposed guardian has been informed that s/he is not eligible for a guardianship subsidy through CA but may be eligible for assistance through the local Community Service Office.

COMMENTS:

**I approve establishing a guardianship for this child.**  Yes  No

SUPERVISOR SIGNATURE

DATE

**I approve establishing a guardianship for this child.**  Yes  No

AREA ADMINISTRATOR (OR DESIGNEE) SIGNATURE

DATE

**I approve establishing a guardianship for this child.**  Yes  No

REGIONAL ADMINISTRATOR (OR DESIGNEE) SIGNATURE

DATE