

Re: \_\_\_\_\_, DOB \_\_\_\_\_

Whom It May Concern:

This is to advise that \_\_\_\_\_'s Legal Custody and Legal Guardianship has been transferred to this \_\_\_\_\_ department. We have placed this child into the home of \_\_\_\_\_, who reside at \_\_\_\_\_, telephone number \_\_\_\_\_.

As \_\_\_\_\_'s Legal Custodian and Legal Guardian, we have delegated to \_\_\_\_\_ the authority to consent to all day-to-day social and school activities. Furthermore, \_\_\_\_\_ can approve all ordinary medical care. However, we do request to be advised of and give our verbal and/or written approval for major medical, surgical and psychiatric treatment when there is reasonable time to do so and it is not of an emergency nature. In the event of an emergency, \_\_\_\_\_ may consent to emergency medical, surgical and psychiatric care. We do ask to be advised of emergency major medical, surgical and psychiatric care after the fact when it was not possible to do so before the fact.

If you have any questions, please contact me at \_\_\_\_\_ or my supervisor, \_\_\_\_\_ at \_\_\_\_\_. In the event of an emergency and neither of us are available, please explain the nature of the situation to the receptionist so \_\_\_\_\_ another worker may take appropriate action.

Sincerely,

\_\_\_\_\_  
Adoption and Consultation Unit  
Division of Safety and Permanence

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