



CASEWORK ACTIVITY:

Signature of Guardian and Legal Custodian

Revised 8/2007

PURPOSE

To provide guidance on obtaining authorizing signatures for children in the guardianship and/or legal custody of the Department of Health and Family Services (DHFS) or the Bureau of Milwaukee Child Welfare (BMCW).

PROCEDURES

1. If a child is in the guardianship or legal custody of the DHFS or the BMCW and an authorized signature is needed, the Ongoing case manager (OCM) will seek the signature of the **director of the BMCW** or designee (deputy director, section chief, regional manager) for the following documents:
 - Inpatient hospitalization including surgery
 - Admission to inpatient psychiatric facility
 - Consent to administer medication
 - Consent to enter the Armed Forces
 - Consent for a minor to marry
 - Out-of-state travel by the child on his/her own to visit friends or relatives
 - School related signatures, including permission for school placements, and requests for reports and assessments
 - Consent for the release of educational, medical and treatment records
 - Routine medical care including evaluations by clinics and hospitals
 - Out-of-state travel by the child with the foster parents/adoptive parents
 - Intrastate adoption or placement forms
 - Photographs
 - School related signatures, permission for school placements, reports and assessments
 - Consent to the release of educational, medical, and treatment records
 - Routine medical care, including evaluations by clinics and hospitals, and any treatment short of inpatient hospitalization

NOTE: BMCW staff on After-Hours duty in consultation with the on-call supervisor, have the authority to represent the supervisor in guardianship or legal custody matters as dictated by existing court orders or duty judge orders. The director for the BMCW must give verbal or written permission for any extraordinary medical treatment after hours. Emergency surgery and other emergency medical procedures can be done without consent if it is a life-threatening emergency. In such cases, medical personnel determine if the procedure may be done without consent.

Documentation: The assigned OCM documents all requests for an authorizing signature and all documents signed by authorized agents of BMCW in a case note in the family's eWiSACWIS record.



OCM 21.01

3. In the event that legal papers involving estates, trusts, and inheritance must be signed on behalf of a child in custody, BMCW must consult with the Court.
4. Signatures for an Individualized Education Plan (IEP) created for the child must be provided by a proxy appointed by the school to represent the parent.

FORMS REFERENCED

None

CROSS REFERENCE

Medical Treatment for Children
Transfer of Permanent Guardianship
Temporary Guardianship