

 <b>WRAPAROUND MILWAUKEE Policy &amp; Procedure</b>	Date Issued: <b>9/1/98</b>	Date Revised: <b>6/17/08</b>	Section: <b>ADMINISTRATION</b>	Policy No: <b>020</b>	Pages: <b>1 of 2</b>
	<input checked="" type="checkbox"/> Wraparound <input type="checkbox"/> Wraparound/REACH <input type="checkbox"/> FISS	Effective Date: <b>1/1/09</b>	Subject: <b>GUARDIANSHIP – SIGNATURES REQUIRED (versus Custody)</b>		

## I. POLICY

It is the policy of Wraparound Milwaukee that certain guidelines must be followed when the signature of a Guardian is required. Only a guardian may perform or consent to the activities described below in Section II, A or B. A custody order allows the State or County to perform only those responsibilities described in Section II, C or D.

## II. PROCEDURE

### A. Guardianship of the State

When a child is in the guardianship of the State (CHIPS - Child in Need of Protection and Services) and an authorized signature is needed, the Worker/Care Coordinator should request the signature of the Director of the Bureau of Milwaukee Child Welfare or his/her designee (each BMCW region has identified designees) for the following:

1. Inpatient hospitalization, including surgery.
2. Inpatient psychiatric treatment.
3. Legal papers involving estates, trusts and inheritances.
4. Recommendation for adoption, an adoptability letter to the court, agency report regarding the investigation for the adoption and intrastate adoption and/or placement forms.
5. Consent to marry.
6. Consent to enter the Armed Forces.
7. Out of State travel by the child with the foster parent and/or pre-adoptive parents.
8. Out of State travel by the child on his/her own to visit friends or relatives.
9. Photographs of the child for public review.

### B. Guardianship of the County

When a child is in the guardianship of the County (Delinquent or JIPS) and an authorized signature is needed, the Probation Officer/Care Coordinator should request the signature of the Delinquency Management Services Division Manager at Children's Court Center or his/her designee.

Note: For children in the Wraparound Milwaukee Program, the signature of the Wraparound Milwaukee Program Director, Deputy Director or his/her designee may be sought instead of the signature of the Delinquency Management Services Division Manager at Children's Court Center.

(See items 1 through 9 above)

### C. Custody of the State

When a child is in the custody of the State and an authorized signature is needed, the Ongoing Case Manager /Care Coordinator may obtain the signature of the designee of the Director of the Milwaukee Bureau of Child Welfare for the following:

1. School related signatures, including individual education programs (IEP), permission for school placements, reports and assessments.
2. Consent to the release of educational, medical and treatment records.
3. Ordinary (routine) medical care including evaluations by clinics and hospitals (does not include hospitalization).

**D. Custody of the County**

When a child is in the custody of the County and an authorized signature is needed, the Probation Officer /Care Coordinator should request the signature of the Delinquency Management Services Division Manager or his/her designee.

Note: For children in the Wraparound Milwaukee Program, the signature of Wraparound Milwaukee Program Director, Deputy Director or his/her designee may be sought instead of the signature of a Delinquency Management Services Division Manager.

(See Section C – 1-3)

**E. Signatures Required After Hours**

If signatures are required after normal working hours, the State has Bureau of Milwaukee Child Welfare Workers on call at 220-7233 (who are in contact with a State Supervisor) who have the authority to represent the State and County in guardianship or legal custody matters as dictated by existing court orders or duty judge court orders. If additional authorization is required due to an extraordinary situation, the after hours Worker will make all necessary arrangements.

Reviewed & Approved by:   
**Bruce Kamradt, Director**