

**Juvenile Guardianship (JG) Checklist for filing in Oakland County
(Guardianship may or may not be subsidized)**

**Not an EPIC Guardianship under the Probate Code MCL 700.5201
(NO petition is needed)**

Step One: The Court determines at a post termination or permanency planning hearing that a Juvenile Guardianship is in the child's best interest, the court will order the worker, on the JC 76, to complete:

- A Criminal Record Check and Central Registry Clearance of all residents of the proposed household, if there are no current (**within 365 days**) record checks in the file.* Submit the results to the court within 7 days of the order.
- The DHS 3130 "Home Study" and addendum, if the study is not current (**within 365 days**).* Submit the home study within 28 days.

Step Two: When the goal is changed to Juvenile Guardianship the worker must assemble the following documents, **along with the first two** and submit to the Deputy Register Office before the JG case may be opened.

- A copy of the DHS-2052, Caseworker's Permanency Planning Checklist and DHS-2051, Caregiver's Permanency Planning Checklist
- Consent from MCI, if the child is a 220 Ward.
- Subsidy Contract, if applicable
- Child's Birth Certificate (copy)
- Juvenile Guardianship Face Sheet (Oakland County form available online or from DHHS liaison)

Before the hearing (at which the JG is to be ordered):

Contact **Jenny Lucas** at (248) 858-0234 or lucasj@oakgov.com to submit the requirements and to let us know when you and the guardian(s) will be here for court. You may fax requirements to (248) 858-1735.

Step Three: The Day of the Hearing at which the Judge/Referee orders the JG

- After Judge or Referee notes on the disposition sheet that a JG case is to be opened, the worker is to immediately following the hearing, bring the **Neglect file or a copy of the disposition sheet** along with the **guardians** to the **Deputy Register Office** to open the JG case.
- If we have been notified in advance of the hearing and all requirements are submitted we will have the paperwork ready, if not the forms will be prepared while you wait.
- The guardian(s) will be signing the Acceptance of Appointment (one per child).
- The Order Appointing Juvenile Guardian (JC91) will be generated by the Deputy Register Office after all of the requirements have been submitted and after the court hearing in which the judge orders the JG.
- The court must hold one more review on the NA case within 91 days per MCR 3.979(C).

*Current means within 365 days