



MILWAUKEE COUNTY
DEPARTMENT OF HEALTH
& HUMAN SERVICES
**BEHAVIORAL
HEALTH SERVICES**

Date Issued 12/13/2017
Last Approved Date 8/16/2022
Effective Date 9/1/2022
Last Revised Date 8/16/2022
Next Review 12/31/2024

Owner Dana James
Policy Area Wraparound
(Wrap, REACH,
youth CCS)-
Administration

#020- Guardianship- Signatures Required (versus Custody)

I. POLICY

It is the policy of Milwaukee County Children's Community Mental Health Services and Wraparound Milwaukee that certain guidelines must be followed when the signature of a parent/legal guardian is required. Only a parent/legal 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.

NOTE: This policy utilizes the term "Care Coordinator", which applies to Wraparound/REACH/CCS/CORE/ Youth Connect Care Coordinators and FISS Case Managers. The term "Youth" is used in this policy and applies to the enrollee in the program, whether a child, adolescent, or young adult.

II. PROCEDURE

A. Guardian of the State

When a youth is in the guardianship of the State (CHIPS - Child in Need of Protection and Services) and an authorized signature is needed, the Care Coordinator, in collaboration with the youth's Division of Milwaukee Child Protective Services (DMCPS) Ongoing Case Manager (OCM), should request the signature of the Director of the Division of Milwaukee Child Protective Services or his/her designee (each DMCPS 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 youth with the foster parent and/or pre-adoptive parents.
8. Out of State travel by the youth on his/her own to visit friends or relatives.
9. Photographs of the youth for public review.

B. Guardian of the County

When a youth is in the guardianship of the County (Delinquency or JIPS) and an authorized signature is needed, the Human Service Worker/Care Coordinator should request the signature of Milwaukee County Children, Youth and Family Services (CYFS) Manager at Children’s Court Center or his/her designee.

C. Custody of the State

When a youth 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 DMCPs 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 youth is in the custody of the County and an authorized signature is needed, the Human Service Worker/Care Coordinator should request the signature of the CYFS Manager or his/her designee.

E. Signatures Required After Hours

If signatures are required after normal working hours, the State has DMCPs on call at 414-220-7233 (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.

Approval Signatures

Step Description	Approver	Date
	Michael Lappen: BHD Administrator	8/16/2022

Brian McBride: ExDir2 – Program Administrator 8/16/2022

Dana James: Integrated Services Manager- Quality Assurance 8/10/2022

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