



Department of Children and Family Services Policy and Procedure Guide

Division No: 3 – CHILD WELFARE
Chapter No: 7 – Permanency Planning, Guardianship
Item No: 1 – Appointing a Successor Guardian

Revision Date: 7/25/04

POLICY: If a guardian(s) is no longer willing or able care to for a child, then a successor guardian will be appointed

PURPOSE: To Provide Permanency Planning staff with the procedure and information necessary to establish a successor guardian.

REFERENCE: Welfare and Institutions Code 360; 362.8:

PROCEDURE:

- I. Within the first 48 hours of notification
 - A. As soon as the social worker is notified:
 1. Social worker will determine the child's whereabouts, safety, and condition.
 2. Social worker will inquire through interviews (either over the phone or in person) with the guardian(s) family if there are other family members or friends who will serve as successor guardian(s).
 3. Social worker will conduct face-to-face contact with the child and assess whether the child can remain in the placement..
 - B. Once potential successor guardian is identified, the social worker will gather information for the background checks. (Please refer to Policy and Procedure Guide Relative and Non-Extended Family Member Approval Process)
 - C. Social worker will file an Application for Modification (388 petition) with the court, within 48 hours of notification, addressing the whereabouts and stability of the child, the situation with respect to the guardian, and recommended action.
 - D. Once the court orders the social worker to name successor guardian(s), please refer to the Policy and Procedure Guide for Establishing Guardianship.

Submitted by: Vicki Carrillo, Program Manager
Approved by: Cathi Huerta, Assistant Director
DCFS Director: Gary D. Zomalt

Date: 7/19/04
Date: 7/22/04
Date: 7/22/04