

GUARDIAN OF THE PERSON OF A MINOR



CHECKLIST

Thank you for agreeing to serve as a guardian. The court appointed you because you are the best person for the job. Remember, you are not alone. You are the court's partner in a guardianship. We hope that this checklist will get you off to a great start. Good luck!

You have been appointed Guardians of the Person for: _____

[Minor's Name]

by the: _____

[Court's Name]

Important information about your case:

Case Number: _____

Date of Appointment: _____

Annual Report of Guardian of Minor Due Date: _____

Court Contact: _____

Do the following as soon as possible after your appointment:

READ THE GUARDIANSHIP ORDER

Your powers and duties are laid out in the Guardianship Order. It is your responsibility to understand what the order says about what you can and cannot do as a guardian. The order is also proof that you have been appointed as guardian of the person and what authority you have. Be aware of any other order affecting the minor, such as child support orders.

DEVELOP A PLAN OF ACTION

Create a plan for how you are going to meet the identified needs of the minor. You are the coordinator and monitor of services for the minor. Evaluate and prioritize the actions and decisions you need to make. Notify health care professionals, school administrators, and service providers of your appointment as guardian of the person. If you plan to cover the minor under your health insurance plan, notify your employer or the carrier about adding the minor as a dependent. Set goals and timelines for necessary actions and decisions.

Become familiar with community resources. The Maryland Community Services Locator is a statewide online directory of resources and social services. The directory includes programs that can assist you or the minor with housing, food, clothing, medical and mental health care, education, recreation, family support, job readiness/employment, and more. Visit mdcsl.org for

more information. The Maryland Department of Human Resources, the state's primary social services provider, can also help you find programs and services you or the minor may be eligible for. Call 800-332-6347 (for TTY, dial the Maryland Relay Service: 800-735-2258) for assistance.

CREATE A PLAN FOR THE MINOR'S PERSONAL NEEDS

Contact the guardian of the property, representative payee, or whoever is managing the minor's financial affairs. Coordinate a plan about how you will work together to meet and pay for the minor's food, housing, clothing, medical care, education, recreation, and other needs.

CREATE A GUARDIANSHIP FILE

Create an electronic or paper system to keep documents related to the guardianship in one place. Include in the file court orders, reports filed with the court, contact information for important people, medical information (medical records, doctors, current medications, etc.), and a log of actions you take on behalf of the minor. This file will help you prepare reports to the court and to keep track of everything related to the guardianship.

RECOMMENDATIONS:

- Read closely the order appointing you as guardian. Understand what you can and cannot do.
- Contact an attorney or the Maryland Courts Self-Help Centers (410-260-1392 or mdcourts.gov/selfhelp) if you have questions or are not sure how to handle a particular situation.
- Notify the minor's health care professionals, school administrator, and other service providers about your appointment as guardian.
- Notify the court if there is a significant change in the minor's condition or circumstances.
- Notify the court if your contact information changes.
- Get approval from the court before you:
 - o perform any action not authorized in the order appointing you as guardian;
 - o move the minor from one type of housing to another;
 - o commit the minor to a mental-health facility ; or
 - o start, stop, or withhold medical treatment that would involve a substantial risk to the life of the minor.
- Do not take any actions that are not authorized in the Guardianship Order. If you are unsure about whether you are authorized to take a particular action, ask for the court's permission in writing first.

