



**STATE OF WASHINGTON**  
**DEPARTMENT OF CHILDREN, YOUTH, AND FAMILIES**  
1115 Washington St, SE • P.O. Box 40983 • Olympia WA 98504-0975

May 1, 2023

To: Child Welfare Field Operations  
From: Natalie Green, Assistant Secretary *N. Green*  
RE: Revised Procedure under Policy 4340 - Guardianships

Issue: There is current procedure under [Policy 4340 - Guardianships](#) which requires staff to obtain consent from the parent(s) to release disclosure information for the child to the proposed guardian. This procedure is causing a delay in permanency when parent consent is not obtainable.

Revised Procedure: Parental consent is not necessary when providing disclosure as defined under the Procedures Section. [RCW 74.13.280 Client information](#) gives DCYF the authority to provide specific information to the caregiver thus permitting limited disclosure to be provided to the proposed guardian.

The following changes took effect May 1, 2023:

[Policy 4340 – Guardianships: Finalizing Guardianship as the Permanent Plan. Caseworkers should:](#)

- i. Follow the [Consent Decision Tree DCYF CWP\\_0006](#) publication to determine when youth consent is required.
- ii. Provide guardianship disclosure to the proposed guardian, including but not limited to:
  1. Medical and dental records
  2. Court reports
  3. Educational records
  4. Evaluations and assessments
  5. Indian Child Welfare information
- iii. Complete Acknowledgement of Child(ren)'s Guardianship Disclosure File Provided to Guardianship Family DCYF 09-027form.
  1. Section 1 Receipt of Disclosure
    - a. Request guardian(s) to sign acknowledging they received disclosure for the guardianship child.
    - b. Provide USB with disclosure and document password on form DCYF 09-027.

- iv. If the guardian requests information beyond the scope of a routine disclosure to caregivers, as authorized by [RCW 74.13.280 Client information](#), the caseworker should take the following steps:
  1. Attempt to obtain parental consent to authorize the release of information beyond limited disclosure using the DCYF Consent 14-012 form.
  2. If parental consent is not obtainable, the caseworker should:
    - a. Attempt to obtain the court's permission to release information.
    - b. If disclosure is not authorized by court order, then complete Section 2 (Additional Disclosure Denied) of the Guardianship Family DCYF 09-027 and have the proposed guardian sign attesting that the proposed guardian wants to proceed with the guardianship absent the additional requested disclosure.

#### Title 11: Guardianship of a Minor

- The above procedure would apply to Title 11 disclosure request when there is an open dependency.
- In all Title 11 Minor of a Guardianship cases "before entering a final order" the court must have the WSP and the DCYF background checks to make a final ruling in the guardianship case.
  - This request is different than providing disclosure on the child to the guardian.
  - This request must go through the Public Disclosure Unit:

#### [DCYF Public Disclosure website](#)

By Phone: 360-407-5520.

US Mail: P.O. Box 40992, Olympia, WA 98504-0992

Email: [dcyf.publicdisclosure@dcyf.wa.gov](mailto:dcyf.publicdisclosure@dcyf.wa.gov)

All other requirements within Policy 4340 – Guardianships continue to apply. If you have any questions please contact:

Geene Delaplane, Guardianship and Kinship Program Manager

DCYF – HQ

Cell: 360-688-0331

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