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| *North Carolina Infant-Toddler Program* |       |

## SURROGATE PARENT IDENTIFICATION OF NEED

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| **Child’s Name:** |  | **Date of Birth:** |       |
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| **NC Infant Toddler Program Definitions** |
| **Parent** is a biological or adoptive parent of a child; a foster parent (unless contractual obligations with a State or local entity prohibit a foster parent from acting as a parent); a guardian generally authorized to act as the child’s parent, or authorized to make early intervention, educational, health or developmental decisions for the child (but not the State if the child is a ward of the State); an individual acting in the place of a biological or adoptive parent (including a grandparent, stepparent, or other relative) with whom the child lives, or an individual who is legally responsible for the child's welfare; or a surrogate parent. |
| **Ward of the State** is a federal phrase that means, in North Carolina, that a county Department of Social Services has been given legal custody of the child. For North Carolina Infant-Toddler Program (NC ITP), if the child has a foster parent who meets the definition of parent then the child is not considered to need a surrogate parent. |
| **If a *parent* has been appointed by a Judicial Decree or Order and meets NC ITP requirements, then completion of this form is not necessary.****A copy of the decree or order must be maintained in the child’s Infant-Toddler Program Record.** |
| **Parent Identification Framework** | **EXPLANATION / DOCUMENTATION** |
| *Moving from top to bottom, determine if there is someone that meets the definition of ‘Parent’, for the NC ITP. If a person cannot be identified, then Surrogate Parent will need to be assigned.*  | *Required: explanation or reference available documentation (e.g., correspondence, notes, court orders)* |
| [ ]  A **biological or adoptive parent** cannot be located or is unable or unwilling to act as the parent. |       |
| [ ]  A **foster parent** is assigned but due to state law, regulations, or contractual obligations with a state or local entity is prohibited from acting as the parent. |       |
| [ ]  There is not a **guardian** who is qualified to serve as the parent. *If DSS is the legal guardian, they are prohibited from acting as the parent.* |       |
| [ ]  There is not an **individual** acting in the place of a parent. |       |
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| [ ]  **Surrogate Parent Appointed by Judge** *(allowable if a child is a Ward of the State and meets NC ITP requirements)* ***--*OR--**[ ]   **A Parent (as defined above) cannot be identified and a Surrogate Parent needs to be appointed. If child is a Ward of the State, document results of consultation with DSS:**  |
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| *The NC ITP has ensured that the person selected as a* ***surrogate parent*** *is not an employee of the lead agency or any other public agency or EIS provider that provides early intervention services, education, care, or other services to the child or any family member of the child; has no personal or professional interest that conflicts with the interest of the child he or she represents; and has knowledge and skills that ensure adequate representation of the child.***Surrogate Parent Appointment** *(by CDSA or list as appointed by Judge via legal orders):* |
| Name: |       |
| Address: |       |
| Phone: |       |
|       |
| Children’s Developmental Services Agency Director or Designee:      |  |       |
| Signature/Title |  | Date |

*North Carolina Infant-Toddler Program*

*SURROGATE PARENT IDENTIFICATION OF NEED*

**Purpose:** The purpose of this form is to document the reason for needing and appointing a surrogate parent. Completion of this form follows determination of needing surrogate parent services.

**Instructions:** Enter child’s name, date of birth, and check box indicating reason for surrogate parent services. Record surrogate parent information and reason for selection. CDSA Director or designee should sign and date. File completed form in child’s Infant-Toddler Program record.

**Disposition:** Infant-Toddler Program records, including financial and automated information,must be maintained based upon the Infant-Toddler Program’s record retention policy. Records must be archived in accordance with state requirements to ensure their preservation for the required length of time.