

Virginia Public Guardian & Conservator Program Referral Form

Instructions:

To be eligible for guardianship (and/ or conservatorship), through the Virginia Public Guardian & Conservator Program (“Program”), a person must be an adult who is incapacitated, indigent, and without any other suitable person willing and able to serve as the referred individual’s legal decision-maker. See <https://www.vda.virginia.gov/publicguardianship.htm> for additional information.

To refer a person to the Program:

1. **Identify** the Program Provider who serves the geographic area where the person needing guardianship services lives, or if the person is in residential treatment, where the person is expected to live after discharge. A list of Program Providers and their service areas is attached as Appendix A.
 2. **Submit** the completed referral form directly to the appropriate Program Provider. The provider will review the form and may contact you with follow-up questions.
- The Program Provider must screen all referrals for appropriateness and eligibility. If it is determined that the referred person is not appropriate or eligible for services, the Program Provider will notify the entity or individual that made the referral.
 - Getting the referral completed and submitted as quickly as possible is important. Slots in the Program are limited, so many Program Providers have a waiting list for services. The date on which a completed referral form is received effects the order in which referred individuals are considered for open slots with the Program Provider.
 - Guardianship **must** be established by a Virginia circuit court. If a person is accepted for services through a Program Provider, the entity or individual that submitted the referral will need to initiate that legal proceeding. **Financial assistance may be available** to cover some, or all, of the related attorney’s fees incurred. The Program Director for the applicable Program Provider can provide information about this process and the availability of financial assistance.

SPECIAL INSTRUCTIONS FOR CSB SUPPORT COORDINATORS & TRAINING CENTER COMMUNITY INTEGRATION MANAGERS

454 Program slots are reserved for individuals diagnosed with (1) an intellectual disability prior to age 18, or (2) a developmental disability prior to age 22, who have been referred by the Department of Behavioral Health and Developmental Services (DBHDS). If your client has this diagnosis, the referral form should be completed and sent to DBHDS so the individual can be added to the DBHDS ID/DD PGP Waitlist. The referral form should not be sent directly to a Program Provider.

Please save the completed PDF referral form and submit it by secure email to DBHDS at Public.Guardianship@dbhds.virginia.gov. A secure link may be requested at the same email address if needed.

Financial assistance may be available to cover some, or all, of the attorney’s fees incurred by a CSB or Training Center in bringing the court case required to establish a guardianship through the Program.

Additional information about financial assistance and how these CSB/Training Center referrals will be managed by DBHDS can be found at <https://dbhds.virginia.gov/developmental-services/training-centers>.