

No. _____

In the Guardianship of _____

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In the County Court

_____, an Incapacitated Person

Lubbock County, Texas

GUARDIAN'S REPORT ON THE CONDITION AND WELL-BEING OF A WARD

Check One - INITIAL ANNUAL FINAL

Check one: Guardianship of Person Only Guardianship of Person and Estate

Please fill out this form completely, answering every question, except when directed otherwise. "Not applicable" is not a proper response and can delay processing and approval.

On this day, the Guardian in this matter stated the following under penalty of perjury, declaring that each statement is true and correct:

1. WARD: Name _____ Age ____ /DOB _____
Address (no P.O. Box) _____
City/State/Zip _____
Phone _____ New Address? YES NO

2. GUARDIAN(s): Name(s) _____
Age(s) _____ / DOB(s) _____ / Email _____
Address (no P.O. Box) _____
City/State/Zip _____
Phone _____ New Address? YES NO
Relationship to Ward: _____

If co-guardians,
both must be listed.

During the past reporting year, have you been convicted of a felony or a misdemeanor other than a minor traffic offense? YES NO If YES, explain _____

If you are a private professional guardian, a guardianship program, or the Department of Aging and Disability Services, have you been the subject of an investigation conducted by the Judicial Branch Certification Commission during the past reporting year? YES NO

3. If this is your final report, answer the questions in box below. **If this is not your final report, skip to #4.**

FINAL REPORTS ONLY

I am filing a Final Report because (check one)

I am resigning the ward has turned 18 (attach copy of birth certificate)

the ward has died (attach copy of death certificate)

other; if "other," please explain: _____

If you are **resigning**, has a successor guardian been identified? YES NO

Name _____ Age _____ DOB _____

Address _____

City/State/Zip _____

Phone: _____

4. Do you reside with the ward? YES NO If NO, please state how many times during the last year that you visited the Ward in person: _____ times. Date of last visit: _____
* If zero visits, please explain: _____

5. Ward's residence is (check **only one**):

Ward's home Foster home
 Guardian's home Boarding home
 Relative's home (give relative's name and relationship) _____

Or in the type of facility checked below:

Nursing Home Group home Hospital/Medical facility
 State Supported Living Center (State School) Other

Please provide NAME of facility: _____

6. How long has the Ward lived at this address? _____
 Any change in residence in last year? Yes No If YES, explain: _____

7. **All guardians must** report on the amount and source of the Ward's income, regardless of whether the income comes to someone other than the guardian (such as the Ward's residence). Note that Social Security benefits are considered income, but that child support is not.

A. Source of Ward's income: _____
 B. **Annual** amount of Ward's income: _____ (monthly x 12)
 If zero, explain: _____

8. In addition to the Guardian of the Person, is there a **Court-appointed** Guardian of the Ward's **estate**?
 Yes No Note: just because you are the Rep Payee does not necessarily mean there is a guardianship of the estate.

Depending on your answer, please answer the questions in only one of the boxes below:

If you answered "NO" to question 8


A. If there is NOT a Guardian for the Ward's estate, please answer the following questions and attach additional information as directed:

(1) Has a Court Order directed you to manage funds up to \$20,000 of the Ward **other than Social Security funds**? Yes No

→ **If YES, you MUST report on your management of those funds by attaching an income and expenses worksheet to this Annual Report.** Forms are available on the Court's website or at the Court (904 Broadway, Second Floor).

(2) Are you the **representative payee** of the Ward's Social Security Disability (SSI) or Social Security Retirement Benefits? Yes No

OR

If you answered "YES" to question 8


B. If there IS a Guardian for the Ward's estate, please answer the following two questions:

(1) Are you the Guardian for the Ward's estate? Yes No

(2) Do you as Guardian of the Person receive an allowance from the Guardian of the Estate?
 Yes No
 If YES, annual amount of allowance received _____

9. **Has the Court approved a formal "Case Management Agreement" for case management services to the Ward?** A Case Management Agreement is a signed contract with a professional case manager *that has been formally approved by the Court.* (This is not the same as a "Care Plan" from a medical provider.)
 Yes No

→ **If YES, you MUST attach an updated copy of the case manager's care plan for the Ward for the Court's approval.**

10. During the past year ward has been treated or evaluated by the following professionals.

As a guardian, it's your duty to know this information and to provide the information to the Court even if the Ward's residential facility arranges the services.

Physician. Name: _____

Describe: _____

Does the Ward see this doctor on a regular basis? Yes NO

Psychiatrist. Name: _____

Describe: _____

Social Worker or other case worker. Name: _____

Describe: _____

Dentist. Name: _____

Describe: _____

Other. Name: _____

Describe: _____

11. Social Conditions: During the past year the ward has participated in the following activities.

*What does your ward do all day? Note that for each type of activity checked, **you must describe the activities** (e.g., movies, bowling, Special Olympics, church, eating out, etc.). Don't leave blank or simply write the name of the residential facility.*

Recreational: _____

Educational: _____

Social: _____

Occupational: _____

None available.

Refuses or is unable to participate.

12. Supports and Services: During the past year the ward received the following supports and services:

Representative Payee for Social Security benefits

Services from a local mental health/intellectual and developmental disability authority (include name of provider and location where services are provided): _____

Services from a Medicaid program, including a Medicaid waiver program (include name of provider and location where services are provided): _____

Informal supports and services (include name of provider and location where services are provided): _____

Other (include name of provider and location where services are provided): _____

13. During the past year the ward stopped receiving or attempted to receive the following supports and services (provide reason the support or service listed was not received or was discontinued): _____

14. During the past year the ward's mental health has:
 Remained about the same
 Improved. Describe: _____
 Deteriorated. Describe: _____

15. As Guardian of the Person, I HAVE FILED HAVE NOT FILED for **Emergency Detention of the Ward** pursuant to the Texas Health & Safety Code. (An example of emergency detention is a request for an emergency hospitalization of the Ward for mental health or safety reasons.) If you answered HAVE FILED, please list the number of times and the dates: _____

16. During the past year the ward's physical health has:
 Remained about the same
 Improved. Describe: _____
 Deteriorated. Describe: _____

17. As guardian, I believe the Ward's living arrangements are Excellent Average Below average
If below average, explain: _____

18. As guardian, I believe that my ward is:
 Happy/Content with living situation Unhappy with living situation

19. As guardian I believe my ward DOES DOES NOT have unmet needs.
(Unmet needs = problems with food, shelter, medical care)
If you answered DOES, please explain: _____

20. The power authorized by this guardianship should be:
 Unchanged
 Decreased (explain: _____)
 Increased (explain: _____)

21. As guardian, it is my opinion that the Ward DOES HAVE capacity or sufficient capacity with supports and services for (check one):

- 1. complete restoration of the Ward's capacity Yes NO
- or
- 2. modification of the guardianship Yes NO

If no, state the reason/s why the Ward does not have capacity or sufficient capacity with supports and services for a complete restoration of their capacity or modification of the guardianship: _____

22. As guardian, I am taking the following actions to encourage the development of the ward's maximum self-reliance and independent: _____

23. Check each box immediately below to affirm that you already have taken care of the specified duty or that you will do so within the time indicated. **These duties are required by Texas law.**

I affirm that I already have done the following or will do so within one week of the date I sign this Report: I have communicated or will communicate to the ward that (1) I am seeking to continue, modify, or terminate the guardianship and (2) the ward has the opportunity to appear before the court to express the ward's preferences and concerns regarding whether the guardianship should be continued, modified, or terminated.

I affirm that I will give the ward a copy of this annual report within 30 days of the date I sign the Report.

24. **Guardian's Bond:** Check the appropriate box below, adding an explanation if requested.

Note: Even if Ward's residential facility pays your bond premium for you, it is your responsibility to verify that the bond payment is current and then mark "have paid." If you are not sure, you can look for a statement that the premium was paid on one of the accountings the facility sends you, or you can call the facility and ask.

I have a corporate surety bond with a yearly premium and **HAVE PAID** the bond premium for the next reporting period.

I have a corporate surety bond with a yearly premium and **HAVE NOT PAID** the bond premium for the next reporting period (explain: _____)

I have a corporate surety "forever" bond and I have paid the one-time bond premium.

I have a **CASH BOND** on file with the Court.

HHSC guardianship.

25. Please state any additional information concerning the ward that you would like to share with the Court. (You may continue on another page.)

26. Remember to order fresh "Letters of Guardianship."

A. **Fill out the request form on the next page.** Letters are **not** sent automatically; you must complete and submit the following form for the clerk's office to issue Letters.

B. **Please note two additional things:**

- (1) There may be fees required by the clerk. You can call the clerk's office to verify: (806) 775-1076.
- (2) If there is also a guardianship of the estate, new Letters cannot be issued until the annual account is approved. (Note that an annual account cannot be approved until your attorney has submitted *everything* necessary to the Court, including required back-up.)

Complete the following. The signature below does not require a notary.

I, _____, the guardian of the person for _____,
(insert name of guardian of the person) (insert name of ward),

in Lubbock County Texas, declare under penalty of perjury that the foregoing is true and correct.

Executed on _____ 20 _____
Guardian's signature

If this report is for Co-Guardians, also complete the following:

I, _____, the guardian of the person for _____,
(insert name of co-guardian of the person) (insert name of ward),

in Lubbock County Texas, declare under penalty of perjury that the foregoing is true and correct.

Executed on _____ 20 _____
Co-Guardian's signature (if any)

Mail to:
Lubbock County Clerk's Office
P.O. Box 10536
Lubbock, TX 79408

Or deliver to:
Lubbock County Clerk's Office
904 Broadway, Second Floor
Lubbock, TX 79401

Or electronically file with the Clerk's office.

Probate Guardianship Letter Request Form

Customer Name (s): _____

Guardianship of: _____

Cause Number: _____

Customer Request:

_____ Number of Letters Requested

_____ Check here if you would like a copy of the Order Approving Annual Report

Please note:

- Filing and issuance fees for guardianship documents are subject to frequent change.
- **If you are planning to pay in advance**, please contact the Probate Division of the Lubbock County Clerk's Office at (806) 775-1076, and a clerk will calculate your total. Otherwise, a clerk will contact you once your request has been completed with the total amount due.
- ***If you have an affidavit of inability to pay costs on file with the Clerk's Office, you do not have to pay any fees.***

For Court Use Only:

Order: _____

Oath: _____

Bond: _____

Expires: _____