

Agency Name
Address
City State Zip

Date

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Dear

After careful consideration, it has been determined that we cannot recommend you for juvenile guardianship of child's name. Enclosed is a copy of your Guardianship Assessment. The following concerns were considered in this decision:

(list reason(s) for not recommending)

You may request a case conference (in person or by telephone) within 14 days of receipt of this letter to discuss the decision or information contained in your guardianship assessment. You may bring an attorney or other person(s) of your choice to the case conference.

The case conference provides an opportunity for you to discuss the decision and ask any questions. You may present additional information during the conference. The case conference will be conducted by the agency director or designee.

To request a case conference you may call (worker's supervisor's name and phone number) or (Program Manager's name and phone number), or send a written request to (agency's address).

We will be submitting our recommendation to the Superintendent of the Michigan Children's Institute, who will make the final decision regarding consent to juvenile guardianship. You may provide additional information directly to the Michigan Children's Institute office, attention: William Johnson, MCI Superintendent, Michigan Department of Human Services, 235 S. Grand Ave., Suite 412, P.O. Box 30037, Lansing, MI 48909 (Phone: 517-335-6421).

Sincerely,

Worker

cc: *(Guardian ad Litem)*
(Family's attorney, if known)

Department of Human Services (DHS) will not discriminate against any individual or group because of race, religion, age, national origin, color, height, weight, marital status, sex, sexual orientation, gender identity or expression, political beliefs or disability. If you need help with reading, writing, hearing, etc., under the Americans with Disabilities Act, you are invited to make your needs known to a DHS office in your area.