



- **Bio parent's signature** – no supportive paperwork needed.
- **Adoptive parent signature** – If we are aware that the parent is an Adoptive Parent, we will ask if the adoption has been finalized and if so – no paperwork is needed, if the adoption has not been finalized – the CM will need to sign until the adoption has been finalized.
- **CM signature** – need a complete copy of the Shelter Order signed by judge (not petition for Shelter Order)
- **CPI signature** – need a letter on letterhead, stating that there is an open investigation and that CPI has removed the client.
- **Relative's signature** – Need a medical POA signed by the parent (with rights still intact) or legal guardian (along with the guardianship paperwork) or need a notarized letter from a parent, or if the client is under the protective custody of DCF, then DCF can provide us with a letter stating that they have placed the client with the relative or CM will need to sign and we need a copy of the Shelter Order, unless relative is listed in the Shelter Order, then no additional paperwork is needed. If DCF is not involved and caregiver cannot get a notarized note from Bio parent, then we need legal guardianship papers to support signature.
- **Foster Parent signature** – CM will need to sign or provide a letter that they have placed the client in the custody of the FP along with a copy of the Shelter Order, unless the FP is listed in the Shelter Order then the CM does not need to sign or provide custody letter. A Medical POA signed by the parent (with rights still intact) will allow the designee to sign.
- **Non-Relative's signature** - CM will need to sign or provide a letter that they have placed the client in the custody of the non-relative along with a copy of the Shelter Order, unless the non-relative is listed in the Shelter Order then the CM does not need to sign or provide custody letter. If DCF is not involved and caregiver cannot get a notarized letter or a Medical POA from Bio parent (with rights still intact), then we need legal guardianship papers to support the signature.
- **Step Parent's signature** – Bio parent (with rights still intact) must sign or provide a letter stating that the Step can sign. A Medical POA signed by the parent (with rights still intact) will allow the designee to sign.

\*The Shelter Order gives the CM the legal right to sign and if the CM provides us with a custody letter then the person listed in the custody letter can sign.

\*If a parent (with rights still intact) gives us a notarized letter giving the right to sign to another, then they can sign.

\*A Medical POA signed by the parent (with rights still intact) will allow the designee to sign.

\*Legal guardianship papers will allow the designee to sign.

**Basically we need proof of the chain of custody.**

**It should also be noted that if the caregiver that will be present during therapy does not have the legal right to sign the Consent to Treat, then we need an authorization also known as a Release of Information (ROI) signed by the legal guardian allowing the caregiver to receive verbal information on the client.**