



1872 GUARDIAN AD LITEM SERVICES	
Chapter: Services for Children, Youth, and Families	Section: Direct and Purchased Services
	<p>New Hampshire Division for Children, Youth and Families Policy Manual Policy Directive: 07-20 Effective Date: October 2007 Scheduled Review Date:</p>
	<p>Approved:  Maggie Bishop, DCYF Director</p>
<p>Related Statute(s): RSA 126-A, RSA 169-B, RSA 169-C, RSA 169-D, and RSA 170-G Related Admin Rule(s): Related Federal Regulation(s): SSA Section 422, and SSA Section 475</p>	<p>Related Form(s): Bridges' Screen(s) and Attachment(s):</p>

Purpose

To define the purchased service specifications for guardian ad litem services.

Definitions

"Guardian Ad Litem" means a court-appointed representative designated to represent the best interests of children legally considered to be incapable of managing their own affairs.

"Service Unit" means 1 hour.

"Service Code" means GA.

"Service Population" means children age birth through 20 for whom petitions under RSA 169-B or RSA 169-D have been filed at the court of jurisdiction.

Policy

Provider Qualifications/Requirements

- I. Service providers must:
 - A. Complete the guardian ad litem certification program through the Administrative Office of the Court prior to applying for certification;
 - B. Be appointed by the court to represent the best interest of children and youth who are at risk, in need of services, or delinquent; and
 - C. Comply with statutes and rules of the court relative to the appointment of individuals to serve as a guardian ad litem.
- II. The guardian ad litem must meet with the child and the caregiver within 2 weeks of appointment and continue to maintain regular contacts, both face-to-face and telephone as necessary to keep abreast of the case circumstances and to understand the current needs of the child.
- III. The guardian ad litem must submit to DCYF and/or DJJS, upon completion, copies of the reports required by the court.
- IV. Guardian ad litem services shall be limited to individual actions only.

- V. No financial reimbursement is made by DCYF or DJJS for class-action suits filed against DCYF or DJJS, fee-generating cases, criminal actions, or representation of parents for children in need of services and delinquency cases.
- VI. Legal fees are not paid by DCYF or DJJS for participation at administrative case reviews, pursuant to Titles IV-B, Section 422 and IV-E, Section 475(5) of the Social Security Act.

Service Provision Guidelines

- I. DCYF authorizes payment for guardian ad litem services when authorized by statute and ordered by a court.
- II. The CPSW or JPPO must cooperate with the guardian ad litem and provide current and historical information about the child, the family, and the circumstances of the case.

Payment/Billing Procedures

- I. The District or Family Court Judge appoints the guardian ad litem..
- II. The guardian ad litem submits an invoice to the court of jurisdiction; the judge approves the invoice and forwards the invoice to the county human services administrator.
- III. No payment is allowed for bills received after one year from the date of service, pursuant to RSA 126-A:3 II.
- IV. The county human services administrator receives the invoice pursuant to RSA 126-A:3 II-a and RSA 169 and forwards the invoice to DCYF for payment.

<p>Practice Guidance</p>

What is the Service Rate for this Service?

- Refer to [Item 2700 Rates](#) (Fiscal Management Chapter, Rates Section) for current rate.