

- To be completed by CSB Representative, DD Agency or Training Center Community Integration Manager.
- Referrals are **not accepted from agencies not listed above.**
- Please save in Word Format, a secure link can be requested by emailing Public.Guardianship@dbhds.virginia.gov
- Individuals are added to the waitlist based on the following criteria:
 1. Un-friended-No family, friends, or other support partners in place.
 2. Indigent- No significant financial resources outside of Waiver/SSI.
 3. Primary diagnosis of intellectual disability **prior to the age of 18.**
- Individuals added to the waitlist will be assigned a public guardianship slot based on the number of days on the waitlist.
- **In submitting this referral the CSB and/or Individual assumes the responsibility for securing an attorney and paying for any associated petitioning costs.**

Date of Referral	Click here to enter a date	
Referring CSB	Click here to enter referring agency.	
Training Center if applicable	Click here to enter training center.	
Support Coordinator/DD Case Manager/CIM	Click here to enter Support Coordinator/DD Case Manager/CIM	
Address	Click here to enter address.	
Phone	Click here to enter Phone	
Fax	Click here to enter Phone	
Email	Click here to enter Email	
Individual/Date of Birth	Click here to enter Individual's Name	Click here to enter Date of Birth.
Gender/ Race	Click here to enter Gender	Click here to enter Race.
Address	Click here to enter Address	
Chart Number/Avatar number if applicable	Click here to enter number	
If Applicable Discharge Date from Training Center	Click here to enter DC Date	
Does the individual have a documented diagnosis of Intellectual Disability prior to age 18?	Select One.	
Current Residential Status/History of residential status	Click here to enter current residential status and history of residential status.	
Other important information	Click here to enter additional information	
Is this individual indigent?	Select One.	
Funding Support	Click here to enter funding supports	
Is this individual un-friended?	Describe family/friend/support and attempts at contact/social history	