

In Loco Parentis Matrix

****If you are not the biological parent, please select a reason that applies to your situation****

Reason Parent is Unavailable	Documentation Verifying Reason Parent is Unavailable	Documentation Verifying Caretaker is Responsible for the Child
Medical Incapacitation or In Treatment or Rehabilitation	<ul style="list-style-type: none"> ▪ A document from a licensed medical professional, e.g., physician, psychiatrist, or psychologist, stating the medical condition that makes the parent unable to care for his or her children. <p>OR</p> <ul style="list-style-type: none"> ▪ A document from a licensed professional such as a counselor or therapist is an acceptable alternative as long as the recommendation or diagnosis does not exceed the licensed professional's authority <ul style="list-style-type: none"> ▪ If the parent is in a treatment or rehabilitation center, a letter from the facility verifying admission must be signed by an authorized representative of the facility and include both the admission and anticipated release date. A copy of the order mandating the placement will suffice. 	<ul style="list-style-type: none"> ▪ A caretaker must have a notarized power of attorney or a sworn affidavit of temporary custody/guardianship of the child.
Child Protective Services (CPS) Placement	<ul style="list-style-type: none"> • A recent (within six months) CPS safety plan or CPS placement agreement; • A court order naming the individual as the caretaker; or • A letter from CPS that confirms the children's placement with the caretaker is ongoing. 	<ul style="list-style-type: none"> ▪ No other documentation is necessary.
Military Deployment	<ul style="list-style-type: none"> • Military orders; or • A suitable alternative such as a confirmation by the base commander or other military official. 	<ul style="list-style-type: none"> ▪ A military power of attorney appointing the caretaker as the guardian of the child. <p>OR</p> <ul style="list-style-type: none"> ▪ In lieu of a military power of attorney, a military family plan that gives the caretaker the authority to execute decisions on child care matters.

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<p>Incarcerated</p>	<ul style="list-style-type: none"> • A “commitment” order from the court; • Verification from the Texas Department of Criminal Justice (TDCJ) Offender Information Search database (http://www.tdcj.state.tx.us/offender_information) for offenders who are incarcerated in a TDCJ facility; or • A letter from the sheriff’s office confirming incarceration if the parent is in a local jail. <p>▪ The document must include the date of incarceration and anticipated release date.</p>	<p>▪ A caretaker must have a notarized power of attorney or a sworn affidavit of temporary custody/guardianship of the child.</p>
<p>Other Reasons Parent or Legal Guardian is Unavailable</p>	<p>A sworn affidavit of facts attesting to:</p> <ul style="list-style-type: none"> • the circumstances of how and why the caretaker assumed responsibility for the child; • the whereabouts of the natural parent(s); • the caretaker’s relationship to the child; and • the length of time the child has been with the caretaker. 	<p>A caretaker must have a notarized power of attorney or a sworn affidavit of temporary custody/guardianship of the child.</p> <p>In addition, the caretaker must have documentation from a verifiable source that establishes his or her parental responsibility for the child. The documentation may be one of the following:</p> <ol style="list-style-type: none"> 1) the caretaker's most recent IRS tax return listing child as a dependent; 2) a letter from a child care center or other independent, non-relative, verifiable source that can establish the individual’s parental and financial responsibility for the child; 3) a letter from an independent school district; or 4) documentation that the caretaker is receiving Temporary Assistance for Needy Families benefits on behalf of the child, or has received benefits within the past six months