

Dear Parents and Guardians,

At Erie 2-Chautauqua-Cattaraugus BOCES, the safety and well-being of our students remain our highest priority. In order to support families in maintaining an environment where every child feels secure and can be successful, we are sharing resources that may help you create a Family Preparation Plan.

A Family Preparation Plan can be a valuable tool if unexpected circumstances prevent you from being immediately available to your child. While such situations are not likely, they can include events such as sudden illness or death, hospitalization, military deployment, arrest, deportation, natural disasters, or other emergencies in which a guardian may become temporarily or permanently unavailable.

Please note that creating a Family Preparation Plan is not required. The decision to make one is entirely a family choice. We are simply providing these resources to assist families who may find them helpful in thinking through what would work best for their unique circumstances.

By preparing in advance, you can help ensure that your child has clarity and security in knowing who they can turn to and what steps will be taken if you are unable to be present. We also encourage you to talk openly with your child in an age-appropriate way as you develop your plan. Involving them in the conversation helps reduce fear and ensures they understand that these steps are meant to protect and support them.

To assist in this process, we are providing a QR code below to four documents that may be useful.

1. The Office of Child and Family Services “Designation of a Person in a Parental Relationship” Form (OCFS 4940)
  - This is not a legal guardianship form. It allows a person to make educational and medical decisions for a child when the parent cannot do so.
  - This form does not invoke any investigation or support from the child welfare system.
  - This form is temporary — usually up to a year, but can be renewed.
2. Designation of Standby Guardian (Surrogates Court) (There is a small filing fee associated with this form)
  - This would be temporary guardianship; parents do not lose their parental rights.
  - The parent will need to file both the Petition for Appointment of Standby Guardian and the Designation of Standby Guardian Form
  - The petition has to be filed with the court BEFORE the triggering event, which in this case would be “administrative separation.”

- Will require other vital documents to be filed with the petition (birth certificate, etc.)
- Once the petition has been filed and approved, the guardianship goes into effect once the triggering event happens.
- 3. Designation of a Standby Guardian (Family Court) (no filing fee)
  - This would be temporary guardianship; parents do not lose their parental rights.
  - The petition has to be filed with the family court
  - The petition has been filed and approved before the guardianship goes into effect once the triggering event occurs.
- 4. Power of Attorney (NYS Short Form)
  - Allows for a person to have authority over PROPERTY and businesses — for example, access bank accounts or protect assets that may be needed for the care of the children.
  - This will need to be used in conjunction with a guardianship order (as mentioned above)
  - This takes effect as soon as it is signed, so parents have to be careful providing this information before there is a triggering event.

Please note that if you are unable to access any of the forms using the QR code or by visiting [www.e2ccb.org/FPP](http://www.e2ccb.org/FPP) and would like printed copies, you can reach out to Lindsay Anderson, Administrative Assistant to the Deputy Superintendent, at 716-805-3212. Additionally, for specific support for new Americans, please visit the Office of New Americans or call 1-800-566-7636. This office can coordinate and provide agency resources for your family during a transition.



Please know that our goal in sharing these resources is not to cause worry, but rather to empower families with tools to think ahead and make informed decisions. Preparation can bring peace of mind and help children feel more secure in the face of unexpected challenges.

Thank you for your partnership in ensuring that all students at Erie 2-Chautauqua-Cattaraugus BOCES continue to learn and grow in a safe and supportive environment.

Respectfully,

A handwritten signature in black ink, appearing to read 'Bryna Moritz', located below the 'Respectfully,' text.

Bryna Moritz  
Deputy Superintendent