



JUDICIAL BRANCH CERTIFICATION COMMISSION

CHAIR
THE HONORABLE LEE HAMILTON

CERTIFICATION DIVISION DIRECTOR
JEFFERY L. RINARD

January 3, 2018

To: Health & Human Services Commission Office of Guardianship (HHSC)

Re: Annual Report to Judicial Branch Certification Commission (JBCC) – Calendar Year 2017
Due January 31, 2018

Texas Estates Code 1104.258 [formerly Probate Code § 697A(b)] and Rule 7.3(g) of the JBCC Rules require the Health & Human Services Commission Office of Guardianship (formerly known as DADS Guardianship Program) to submit a statement to the Judicial Branch Certification Commission (JBCC). The statement must include the name, address and telephone number of each employee who has provided guardianship services to a ward of HHSC in 2017, is currently or will be providing guardianship services to a ward of HHSC, and the county or counties in which each employee is providing or is authorized to provide those services. Reporting requirements are the same as last year.

Following the same protocol as previous years, HHSC will send one report to the JBCC for all its affected employees. Please visit the JBCC website at www.txcourts.gov/jbcc/guardianship-certification.aspx#AnnualReportingReqs to download a form for use in reporting this information. Please submit the completed form to my attention at the e-mail address or post office box address shown on the form; e-mail submission is preferred.

If you have any questions or need assistance, please contact us at guardians@txcourts.gov or at 512/475-4368.

Michele L. Henricks
JBCC Compliance Manager
Certification Division
Office of Court Administration