



## JUDICIAL BRANCH CERTIFICATION COMMISSION

CHAIR  
THE HONORABLE LEE HAMILTON

CERTIFICATION DIVISION DIRECTOR  
JEFFERY L. RINARD

January 3, 2019

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

Re: Annual Report to Judicial Branch Certification Commission (JBCC) – Calendar Year 2018  
Due January 31, 2019

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 2018, is currently or will be providing guardianship services to a ward of HHSC, the county or counties in which each employee is providing or is authorized to provide those services, and the total number of wards who receive guardianship services from the Office of Guardianship which is a new reporting requirement in Rule 7.3(g) of the JBCC Rules effective April 12, 2018.

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 <http://www.txcourts.gov/jbcc/guardianship-certification/#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 [jbcc@txcourts.gov](mailto:jbcc@txcourts.gov) or at 512/475-4368.

Michele L. Henricks  
JBCC Compliance Manager  
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