

FORM SP-206: Closed Case Form
Surrogate Parent Program

Instructions: Prior to sending this form, complete the electronic SP-205 form to notify the Surrogate Parent Office that you are closing a case. Complete this form and enclose it with the file returned, along with any supporting documentation that verifies or explains the reason for case closure. You may send your file by mail using previously provided pre-paid Surrogate Parent Program labels or by email to surrogate.parent@ct.gov. It is the responsibility of the surrogate parent to return the files to the surrogate parent office **within one week** of notifying the office of file closure unless written permission is given to do otherwise.

Student Name: _____ DOB: _____ Effective Close Date: _____

Surrogate Parent Name: _____ Date: _____

Reason for Case Closure:

- ☐ 1. **Graduated** *The child has received a regular education diploma, per the exit criterion determined by a PPT, and no one has requested a due process hearing to challenge the end of the child's eligibility for special education.* (Effective close date is the date of graduation)
- ☐ 2. **Adoption** (Effective close date is the date of adoption, include supporting documentation if available)
- ☐ 3. **DCF no longer guardian** (Effective close date is the date of the transfer of guardianship, include supporting documentation if available)
- ☐ 4. **Exited from Special Education & 504 services** are not required (Effective close date is the date of the PPT)
- ☐ 5. **At least 18 and indicated a written refusal of surrogate services.** Submit signed Form SP-500 with file. (Effective close date is the date the student signed to inform refusal of services)
- ☐ 6. **At least 18 years old and no longer in school** (Effective close date is the date the student withdrew)
- ☐ 7. **Aged out** – End of the school year in which they turn 22 (Effective close date is the last day of school)
- ☐ 8. **Ineligible for special education by PPT without evaluation** (Effective close date is the date of the PPT)
- ☐ 9. **Ineligible for special education by PPT after evaluation;** Please include copies of evaluations if not available in CT-SEDS (Effective close date is the date of the PPT)
- ☐ 10. I have determined there's **no need to refer to a PPT** for evaluation; Please include written basis for decision in file. This decision must be made within six weeks of appointment unless permission is given to do otherwise.
- ☐ 11. **Plenary Guardian appointed** (DDS client) *The individual/child has reached eighteen years of age and has an intellectual disability, and a Probate Court has determined that the individual is not legally competent to make informed decisions and has issued a decree appointing a guardian, pursuant to CGS 45a-669 through 45a-684, whose duties include consenting to specifically designed educational programs.* (Effective close date is the date of the appointment)
- ☐ 12. **Conservator appointed** (DMHAS client) *The individual/child has reached eighteen years of age, and a Probate Court has determined that the individual is "incapable of caring for oneself" and has issued a decree appointing a Conservator of the Person, pursuant to CGS 45a-644 through 45a-667, whose duties include consenting to professional care, treatment or services.* (Effective close date is the date of the appointment)
- ☐ 13. **Deceased**
- ☐ 14. **Mistake** Please explain: _____
- ☐ 15. **Other** Please explain: _____

Please note:

- An eligible student who withdraws from school remains eligible for a surrogate parent; therefore, the case should not be closed for reason of withdrawal from school.
- Sometimes students who remain under DCF guardianship are placed home with a parent on a trial basis as reunification is attempted. These students continue to be eligible for surrogate parent representation until DCF's guardianship ends.