

The background of the entire graphic is a photograph of several hands of different skin tones stacked on top of each other in a circular arrangement, symbolizing unity and support. The hands are positioned with fingers pointing towards the center.

PAM

GUARDIAN & CONSERVATOR SERVICES

A program of **JFS**

PERSONAL AFFAIRS MANAGEMENT

What is a Guardian?

Guardianship is a protective service developed to assist people age 18 or over who are unable to care for themselves.

In Virginia, Guardians are appointed by the state to protect incapacitated persons. To be found *incapacitated*, the person has been identified as being incapable of receiving and evaluating information effectively to remain safe, even with aid.

Only Circuit Court judges in the state of Virginia may decide that an individual is *incapacitated*. This is a legal term.

Only Circuit Court judges may affirm Virginia guardianship.

JFS is designated as a Public Guardianship Program by the Virginia Department on Aging.

Established in 1995, the PAM program was recognized as a Model Program by the Governor's Advisory Council on Aging.

JFS' PAM program serves as both a Public Guardian, and a Private Guardian

Public Guardianship is considered the Guardian of last resort. It is designed for individuals who are incapacitated, indigent and in need of someone to help them make medical, financial or daily living decisions.

JFS' Public Guardian designated service are:
Counties of Gloucester, Halifax, Henry, Isle of Wight, James City, King and Queen, King William, Matthews, Mecklenburg, Middlesex, Patrick, Pittsylvania, Southampton, and York Cities of Chesapeake, Danville, Franklin, Hampton, Martinsville, Newport News, Norfolk, Poquoson, Portsmouth, Suffolk, Virginia Beach and Williamsburg.

Private Guardianship services are similar, but are not constrained by indigent status.

JFS Private Guardianship program serves the entire Commonwealth.



The PAM Public Guardianship program is monitored by the Department of Aging and Rehabilitation, and is overseen by a multi-disciplinary Advisory Board.

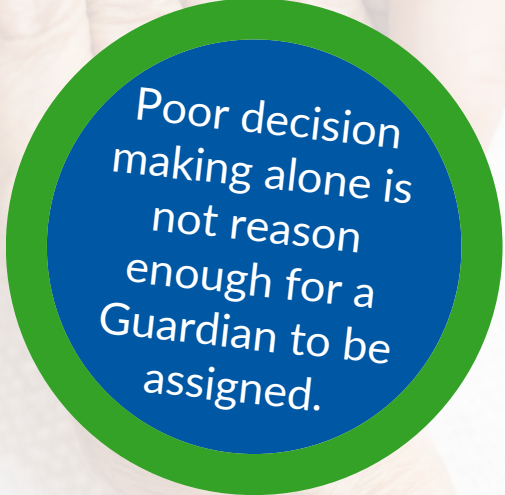
JFS is the Guardian.

**The individual staff member is called a
Guardian Representative.**

The role of the Guardian Representative is to assess the identified person's needs, to create a comprehensive plan of care, and to coordinate services using a Person Centered Planning Model. The Guardian Representative cannot force treatment, medication compliance or placement. The Guardian Representative acts as the substitute decision maker on the client's behalf.

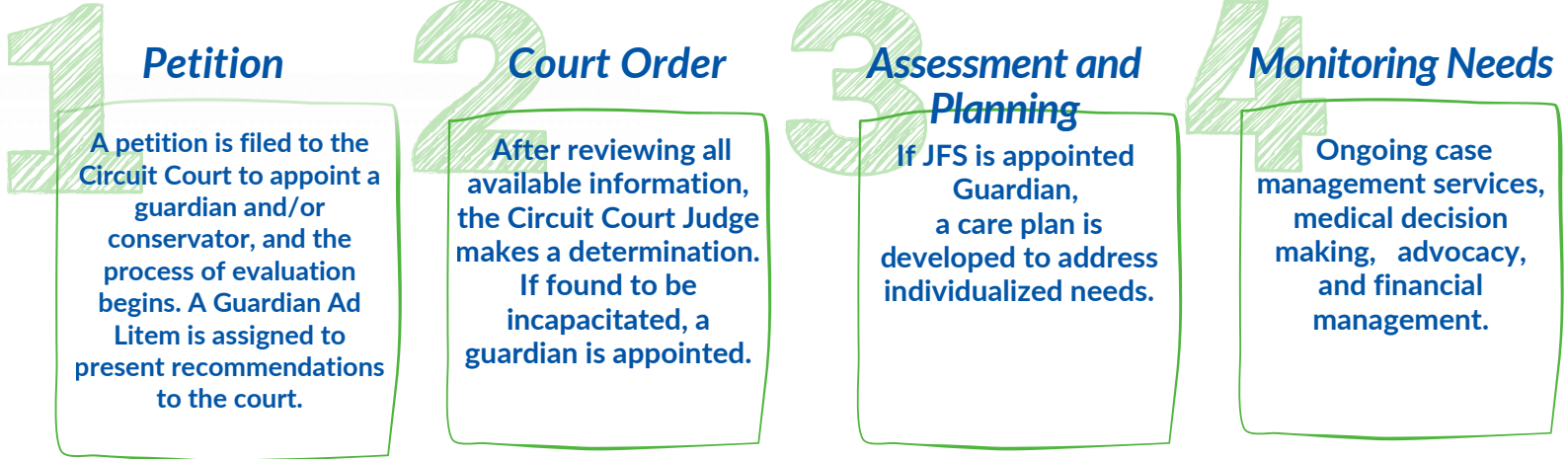
**JFS does not file petitions or solicit referrals.
The source of referral for petition for guardian
and/or conservator is usually a person concerned
for the safety or welfare of an individual:**

Family Members and Friends
Department of Social Services
Adult Protective Services
Community Service Boards
Attorneys
Physicians
Hospitals



*Poor decision
making alone is
not reason
enough for a
Guardian to be
assigned.*

How Does the Process Work?



A person may petition the court that they have been “restored to capacity”, and no longer need a Guardian. If the court agrees, JFS is no longer the guardian.

Unless restored to capacity, guardianship ends at time of death. The PAM program will make funeral arrangements if there is no family available to assume responsibility. Whenever there are sufficient funds, a pre-need funeral policy is purchased to be used by the family at the time of need.

The conservator manages the estate until it is delivered to the Executor or other qualified person as prescribed by the Code of Virginia.



Connections

Guardianship is not intended to replace family and friend relationships.

Friends and family are encouraged to visit and maintain contact with their loved ones, unless there are concerns related to safety or health.

All visits and outings must be pre-approved by the Guardian Representative.

Every effort will be made to preserve family photos and other memorabilia identified by the individual.

A values history is completed with the enrolled person to gain information on their preferences and wishes, religious affiliation, and any other important aspect of their lives. These are honored whenever possible, unless health or safety concerns or financial restraints are noted.

What is a Representative Payee?

Representative Payees are appointed by the Social Security Administration to receive and manage the benefits of the identified person after they have been determined to be incapable of managing these benefits. JFS will serve as representative payee for clients enrolled in the PAM Program.

Bills and Benefits

A completed financial assessment will expedite payments being made in a timely manner. This process can take some time to complete.

JFS requests assistance from family members to turn over any bills, bank statement, insurance policies, identification or credit cards and legal documents. JFS will explore all resources available to the individual, including enrolling for benefits.

What is a Conservator?

A Conservator is assigned when the courts have determined that the involved person is unable to manage their own financial affairs.

A Conservator is responsible for managing the estate and financial affairs of the involved person. This includes identifying assets, selling or managing property, paying bills and taxes, and investing conserved funds (if applicable).

The Commissioner of Accounts and the Court receive and review reports by the agency to ensure that the funds used are for the care and benefit of the identified person.

Any person appointed Guardian or Conservator of an estate must qualify before the Clerk of Court before administering an estate, and often required to post bond.

This may occur on the date of appointment, or on a date shortly thereafter

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For more
information and to
visit our website
scan the QR Code

PAM is a program of Jewish Family Service of Tidewater (JFS).

JFS is a non-profit 501(c)(3), non-secular social services agency that has served Hampton Roads with a full range of services since 1946 without regard to race, religion, economic status, or any other protected class.