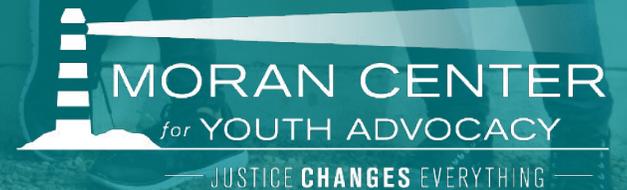




Family Preparedness Planning

Emma Soglin, she/her
Skadden Fellow, School-Based Civil Legal
Clinic

October 22, 2025



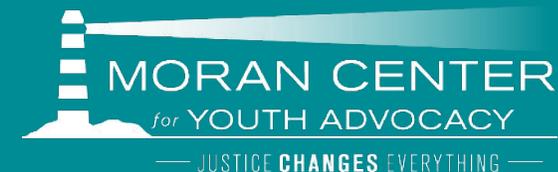
Safety Planning for Immigrant Families

A critical concern is keeping families together

- We urge vulnerable families to have a **Written Safety Plan in case of emergency.**
- This plan should include a completed **Temporary Guardianship** form.
- This Safety Plan guide can assist families with documenting everything from medical information to emergency contacts.



Visit our website for a step-by-step guide



moran-center.org □ Know Your Rights

KNOW YOUR RIGHTS

The Moran Center believes all young people deserve justice in the courtroom, a classroom, and restoration in their community. We are here to support youth, emergency families in our community with integrated, restorative legal and social work

Please note: the Moran Center currently only provides limited immigration legal services, focusing on those who do not require immigration legal services, we encourage you to contact local experts at at [The Resurrectional Immigrant Justice Center](#), [the North Suburban Legal Aid Clinic](#), other legal services provided by an [immigration attorney](#).

[Law Enforcement](#)

[Education](#)

[Immigration](#)

[Call the Illinois Coalition for Immigrant and Refugee Rights 24-hour Family Support hotline: 855-435-7693](#)

[Know Your Rights](#)

[Safety Planning \(en español\)](#)

[Temporary Guardianship Form \(en español\)](#)



Safety Plan for Undocumented Families

Overview

Having a safety plan ensures your family is prepared for emergencies, including unexpected detention or separation. Write your plan down here, share it with trusted individuals, and ensure family members understand it.

Key Steps to Take

Step 1: Identify Your Emergency Contact

Who will pick up your children from school and explain the situation if you are detained?

- o **Name:**
- o **Phone Number:**

Step 2: Designate a Temporary Guardian

Who will take care of your children and inform their school that they have temporary guardianship?

- o **Name:**
- o **Phone Number:**

Step 3: Memorize your Emergency Contact Phone Number

Ensure you and your children memorize your emergency contact's phone number to call in case of separation.

Step 4: Share *Key Information with Your Emergency Contact and Guardian for children

Step 5: Keep Important Documents Ready

Store these documents in a secure, accessible location:

- **Identification:** Birth certificates, Social Security numbers, Passports, Consular IDs, Driver's Licenses
- **Medical Records:** Vaccination records, Doctor's contact, Medication list
- **Property:** Deeds, Vehicle titles, Insurance policies
- **Financial:** Bank accounts, Tax records, Power of Attorney

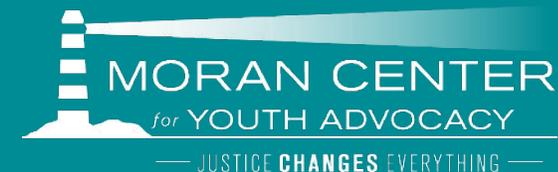
Step 6: Carry Important Contact Information

- Children's teachers
- Landlord
- Doctors
- Trusted community organizations
- Lawyer
- Pastor or faith community leader
- Consulate phone number

Step 7: Safety Plan Distribution

- Share the plan with your emergency contact and guardian.
- Ensure schools have temporary guardianship forms on file.
- Keep copies of important documents in your "go bag" and with trusted individuals.

Visit our website for a step-by-step guide



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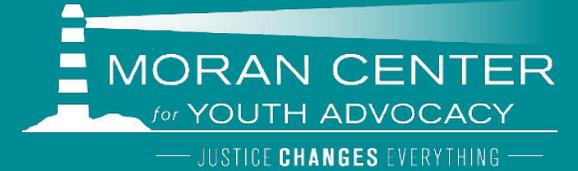
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Key Information on Family Members



Keep information in a safe, accessible location

- Provide Emergency Contact and Temporary Guardian with a copy.
- Instruct family members (including children!) on where key documents are kept.
- Keep original documents and copies in separate secure locations.
- Digitize documentation if possible and share with trusted contacts

*Key Information

Adult #1

Full Name
A-Number assigned by USCIS
Address
Date of Birth
Workplace & Schedule
Phone Numbers (Work/Cell)
Medical History (Allergies, Conditions)
Doctor's Name, Phone, and Address

Adult #2

Full Name
A-Number assigned by USCIS
Address
Date of Birth
Workplace & Schedule
Phone Numbers (Work/Cell)
Medical History (Allergies, Conditions)
Doctor's Name, Phone, and Address

Child #1

Full Name
Gender
Date of Birth
Citizenship Status
Social Security Number
Medical Information (Allergies, Medications)
Doctor's Name, Phone, and Address
School Name, Address, Phone, Grade, Teacher

Child #2

Full Name
Gender
Date of Birth
Citizenship Status
Social Security Number
Medical Information (Allergies, Medications)
Doctor's Name, Phone, and Address
School Name, Address, Phone, Grade, Teacher

*Use a second Key Information form to add additional adults/children.



Temporary Guardianship

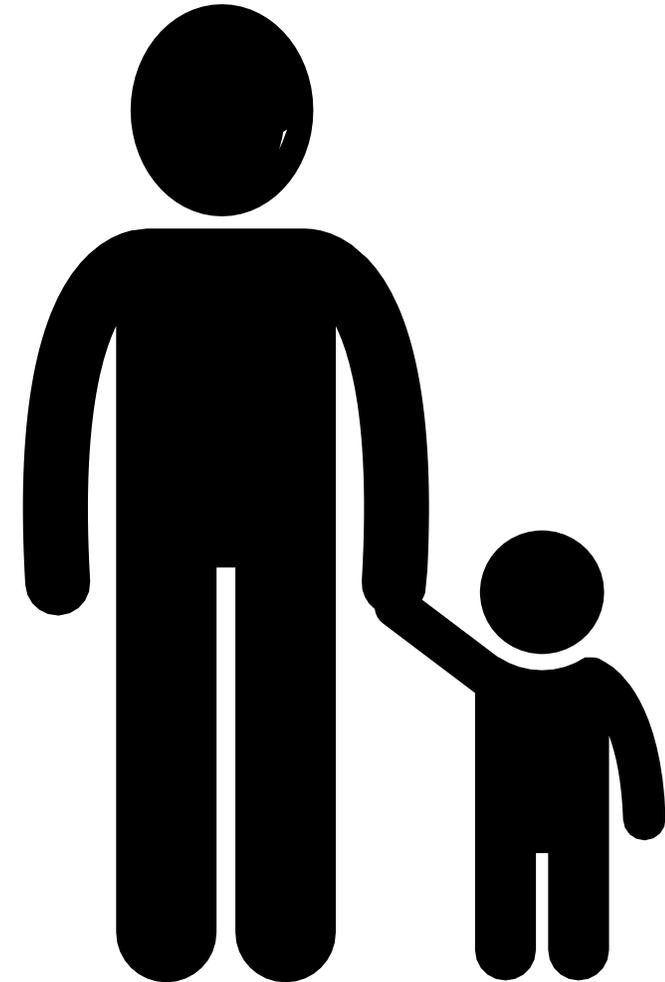


MORAN CENTER
for YOUTH ADVOCACY

— JUSTICE CHANGES EVERYTHING —

What is a guardian?

- Guardianship is a legal tool parents can use to give temporary, daily parental rights and responsibilities over a child to another adult.
- Guardianship does NOT terminate parental rights.
- Short-term guardianship can be done out of court, without an attorney, and lasts for one year.
- Permanent guardianship is ordered by a judge and remains in effect until the judge orders its end.



What are a guardian's responsibilities?

A guardian must agree to carry out the family's safety plan and maintain the child's essential needs and care.

- Ensure that the child receives:
 - Medical care
 - Education
 - Food
 - Housing
 - Clothing
 - Caretaking of the child's physical, mental, and emotional needs



Who can be a guardian?

A guardian should be someone that the family can trust and ideally has a relationship with the child.

Requirements:

- Adult (18+ years old)
- Consent to guardianship
- Reside in the United States (preferably with legal status) Mental capacity (of sound mind)
- No felony convictions
- No convictions for crimes that resulted in harm or threat to a child including sexual abuse



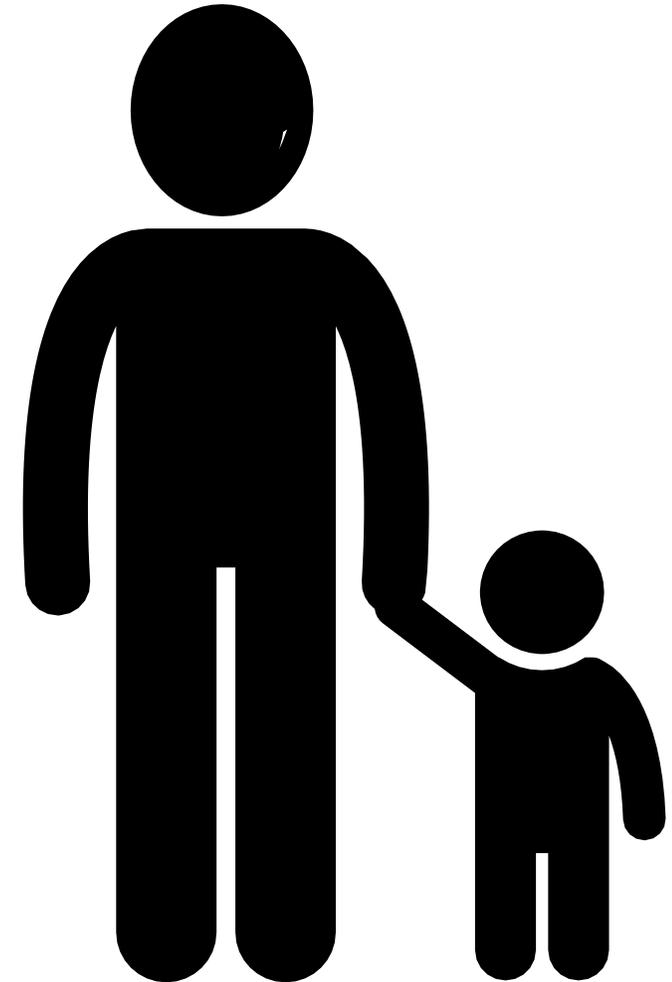
What is temporary guardianship?

The Illinois-specific Temporary Guardianship form designates who will care for children under the age of 18 if their parents are unable to engage in daily parenting duties such as of detention or deportation.

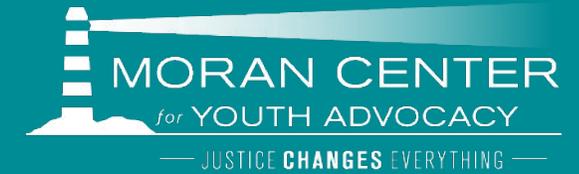
Signatures are needed from one parent, two witnesses, and the designated guardian.

Families should ensure the completed form is

- Filed with the child's school.
- Given to the designated guardian.
- Stored securely with other documents.



Temporary Guardianship



PROS:

- No court or lawyer needed
- Can last up to 365 days
- Can go into effect due to a specific event (detention or deportation, for example)
- Can be terminated at any time
- Easy and flexible
- Does NOT need to be notarized

CONS:

- Guardians may have issues with getting some public benefits for the child
- Renew one year after the effective date
- If only one parent signs the short-term guardianship, the other parent can revoke the document at any time



Step-by-Step Guide to Completing Illinois Temporary Guardianship Form

1. Parent (or guardian) and Child. I, Name of parent completing the form,
currently residing at Address of parent completing the form,
am a parent (or the guardian of the person) of the following child (or of a child likely to
be born): Full legal name of minor (complete one form per child).
2. Guardian. I hereby appoint the following person as the short-term guardian for my child:
(include name and address) Name of person being appointed as guardian
Address of person being appointed as guardian.

3. Effective date. This appointment becomes effective: (Check one if you wish it to be applicable)
- On the date that I date in writing that I am no longer either willing or able to make and carry out day- to-day child care decisions concerning the child.
 - On the date that a physician familiar with my condition certifies in writing that I am no longer willing or able to make and carry out day- to day child care decisions concerning the child.
 - On the date that I am admitted as an in-patient to a hospital or other health care institution.
 - On the following date: _____.
 - On the date my active duty service begins: _____.
 - Other: **On the date I am detained by immigration.** _____.

(Note: If this item is not completed, the appointment is effective immediately upon the date the form is signed and dated below.)

4. Termination. This appointment shall terminate 365 days after the effective date, unless it terminates sooner as determined by the event or date I have indicated below: (check one if you wish it to be applicable).

- On the date that I state in writing that I am willing and able to make and carry out day-to-day child care decisions concerning the child, but not more than 365 days after the effective date.
- On the date that a physician familiar with my condition certifies in writing that I am willing and able to make and carry out day-to-day child care decisions concerning the child, but not more than 365 days after the effective date.
- On the date that I am discharged from the hospital or other health care institution where I was admitted as an in-patient, which established the effective date, but not more than 365 days after the effective date.
- On the date which is _____ days after the effective date. (may not exceed 365 days).
- On the date no more than 30 days after my active duty service is scheduled to end (insert date active duty service is scheduled to end): _____.
- Other: _____.

(Note: If this item is not completed, the appointment will be effective for a period of 365 days, beginning on the effective date.)

5. Date and signature of appointing parent or guardian.

This appointment is made this day day of month , 2025.

Signed Signature of parent(s) completing the form. Both parents may sign here if completing the form together at the same time.

 Signature of parent or parents

Appointing parent(s) or guardian

6. Witnesses. I saw the parent (or the guardian of the person of the child) sign this instrument or I saw the parent (or the guardian of the person of the child) direct someone to sign this instrument for the parent (or the guardian). Then I signed this instrument as a witness in the presence of the parent (or the guardian). I am not appointed in this instrument to act as the short-term guardian for the parent's child.

Witness _____ **Signature of Witness #1**
(signature)

_____ **Name of Witness #1**
(Name)

_____ **Address of Witness #1**
(Address)

Witness _____ **Signature of Witness #2**
(signature)

_____ **Name of Witness #2**
(Name)

_____ **Address of Witness #2**
(Address)

Two adult witnesses must sign this form at the time of completion. The two witnesses must be adults 18 years or older, and must not be people named in this form (cannot be the parents or the guardian). This form does NOT need to be notarized.

8. Consent of child’s other parent. I, Name of other parent, if signing at a different time.,
currently residing at address of other parent,
hereby consent to this appointment on this day day of month, 2025.

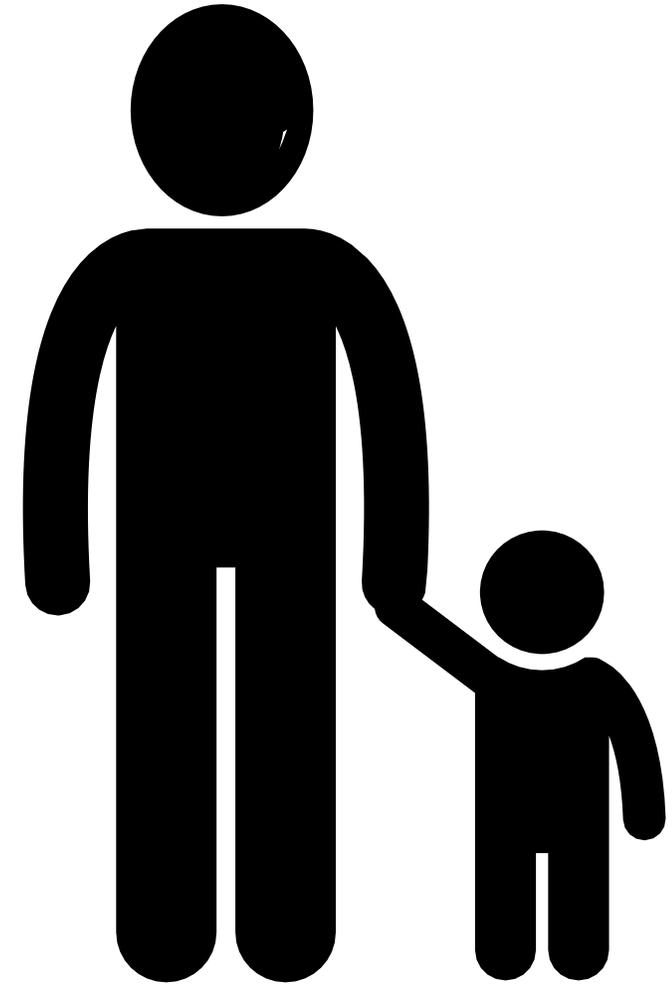
Signed _____ **Signature of other parent**
(Consenting parent)

If the other parent is not available or is deceased, leave this part blank. If you do not have full legal custody of the minor and the other parent is available and does NOT agree with the appointment of this guardian, this form cannot be used.

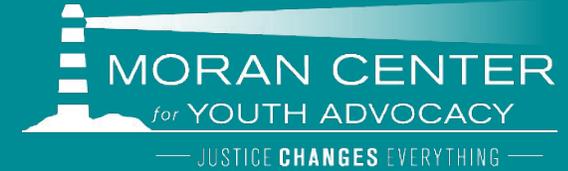
(Note: the signature of a consenting parent is not necessary if one of the following applies: (i) the child’s other parent has died; or (ii) the whereabouts of the child’s other parent are not known; or (iii) the child’s other parent is not willing or able to make and carry out day-to-day child care decisions concerning the child; or (iv) the child’s parents were never married and no court order has issued an order establishing parentage.)

Final Reminders

1. Guardianship form must be in English to be binding.
2. Guardianship does not terminate a parent's rights to their children.
3. You do not need a notary, lawyer, or court process to appoint a temporary guardian.



Power of Attorney for Property



Legal document that allows someone else to temporarily manage property decisions for homes, bank accounts, cars, etc.

Resources:

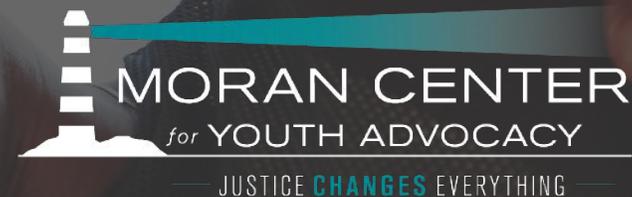
- **Organized Communities Against Deportations (OCAD): Family Preparedness Package**
 - **<https://www.organizedcommunities.org/family-preparedness-package#PoA>**
- **North Suburban Legal Aid Clinic: Free Power of Attorney for Property Clinic**
 - **<https://nslegalaid.org/articles/protecting-your-property-and-finance-if-you-are-detained-or-deported-power-of-attorney/>**



STAY CONNECTED

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For support or to refer
a family: [\(847\) 492 –
1410](tel:(847)492-1410)



moran-center.org
[@morancenter](https://www.instagram.com/morancenter)