

## Caretaker Authorization Affidavit (CAA)

*Are you currently caring for one or more grandchildren, and cannot locate the child's parent? If you have failed to locate your grandchild's parents after making reasonable effort to do so, you may obtain a Caretaker Authorization Affidavit. The Caretaker Authorization Affidavit allows you to temporarily:*

- Arrange for the child's routine and emergency medical, dental and psychological treatment
- Authorize your grandchild's enrollment in school
- Access information regarding their education
- Provide consent for educational activities

### Filing Directions

1. Grandparent initiates and signs CAA.
2. Notary is required to witness signature of grandparent. (Free notary services provided at your local bank or Legal Aid)
3. Affidavit must be filed within 5 days to notify the non-residential and non-custodial parent by certified mail within 5 days of filing for the CAA.
4. Attach the receipt showing the notice was sent to the non-custodial and non-residential parent. The certified mail receipt must accompany the CAA forms.
5. Make 6 copies of the CAA forms. In the case of multiple children make 6 copies per child. One copy needs to be mailed to the custodial parent(s).
6. Turn in the CAA at **380 West Second Street, Dayton, Ohio 45402, Family Courts Building**, main floor (Clerks Office) across from the information desk.
7. If the CAA is revoked for any reason, you are required to notify in writing, the school, healthcare provider, or health care insurance provider for which you had given affidavit.

**\*\*\*\* The statute requires the Court to waive all filing fees for these and related documents.**

If you have additional questions about these forms please contact:

Kinship Caregiver Coalition formerly GPGCI  
1 Elizabeth Pl, West Medical Plaza, Ste 110  
Dayton, Ohio 45417  
Dionne Simmons  
937-443-0510

Legal Aid of Western Ohio  
333 W. First Street  
Suite 500A  
Dayton, Ohio 45402  
1-888-534-1432

This document was prepared by Legal Aid of Western Ohio, Inc. and members of the Kinship Caregiver Coalition formerly known as GrandParent/GrandChildren Initiative. 10/25/04 (last updated 9/24/09)