disabilityrights WISCONSIN
Protection and advocacy for people with disabilities.

Form Letter: Asking Your Guardian for Support

About this Form Letter

You may use this letter to tell your guardian that you need help with reaching a goal. This goal is something you want to do. It is something you want to reach within a specific amount of time. It may be a part of your behavioral support plan, your daily schedule, your coping skills development, recommended activities from your doctor, or something else.

There may be barriers in the way of your goal. You can ask your guardian to help you with:

- talking about ways they can help you reach your goal.
- getting help from staff at your group home so you can work on your goal safely.
- meeting with them or your care team or both regularly to keep track of your goal.

The form letter shows what can be in your letter. **It is not meant to be legal advice.**

How to Use This Letter

You may type the information into the letter using your computer and print it out. If you cannot use a computer, you can print the letter out and fill it out by hand.

We recommend asking for a response in writing within **3 to 5 business days**. This will give your guardian time to write a reply to your letter.

Once you have filled out the letter, you can mail it or give it to your guardian. Keep a copy of your letter for yourself. You should write down when you sent your letter and when you should expect a reply.

To my guardian, _____:

I have a goal for myself, and we talked about this goal. **I want to:**

_____

_____

Examples of a goal:

- take a walk everyday with the help from group home staff.
- spend 1 hour every day to read a book without being disturbed.
- spend some time with my family.
- start working a part-time job.

This goal is reasonable. **This goal is a part of my:**

_____

Examples of what your goal can be a part of:

- my behavioral support plan.
- daily schedule.
- my coping skills development.
- recommended activities from my doctor.

I want to reach this goal **in** _____ (one week, 15 days, one month, etc.). Right now, I cannot work on my goal because of different barriers, including not being well supported for this goal. Support for this goal is very important to me.

The barriers to my goals are:

_____

_____

_____

Examples of barriers to your goals:

- not having someone who can accompany me while I work on my goal.
- not being provided with transportation.
- not being allowed to adjust my daily routine so I can work on my goal.
- not getting support from the group home staff.
- not getting permission or support from you.

I need your support, otherwise I cannot achieve my goal. I need your help to remove barriers in working towards my goal. **I request that:**

_____

_____

_____

Examples of things you can do to reach your goal:

- I receive support from staff at my group home so I can work on my goal in a way that is safe for me and other residents.
- I am provided transportation.
- I meet with my guardian or my care team regularly to review my progress.
- You and I work together to think of what we can do to help me achieve my goal.

You can support me by:

_____

_____

_____

_____

Examples:

- Putting this goal in my behavioral support plan.
- Connecting me with other resources I may need to achieve this goal.
- Talking to the group home staff to support me.

- Helping me measure if I am on track for my goal.
- Helping me establishing a plan to reach my goal.

I want to talk about this with you within _____. I would like you to support me to put this goal in place with you, my care team, and the facility that I live in. Your support is important to help me achieve my goal.

Thank you,

Name: _____

Date: _____