

**Idaho Department of Health and Welfare
Division of Family and Community Services
Child and Family Services**

**GUIDELINES for IDENTIFICATION OF INDIAN ANCESTRY
AND TRIBAL AFFILIATION**

- A. Indian ancestry inquiry is made of all children coming into IDHW care.
1. The DHW staff member provides the biological parent(s) with the *NICWA Indian Child Welfare Act: A Family Guide* brochure at first contact.
 2. The *Indian Ancestry* question on the *Child and Family Social and Medical Information* form is answered by the biological parent(s) for each child in DHW care and/or the DHW staff member inquiries about Indian ancestry.
 3. If the biological parent(s) is/are unavailable or refuse to answer the *Indian Ancestry* question, other informants such as the child, custodian or extended family members will be asked to answer the ancestry question.
- B. If Indian ancestry exists, a diligent search for family Indian history will be made to identify Tribal affiliation and membership status.
1. The *Indian Status Information* form is completed by biological parent(s), child, custodian, or extended family members at first contact or at every stage until form is completed. When possible, complete with the worker present to clarify items at the time. Detail, when available, is critical to following the ICWA.
 2. The *Ancestry Chart* is completed by biological parent(s), child, custodian, or extended family members.
 3. If biological parent(s) and/or child is known to be an enrolled or registered Tribal member or a Tribal descendent, obtain a copy of the Tribal identification card(s) and/or Certificate of Degree of Indian/Alaskan Blood if available.
- C. All ICWA cases will be clearly identified and maintained.
1. Identify an ICWA case file so it is clearly identifiable as a case involving an Indian child or children.
 2. Ancestry response is coded into FOCUS system.
 3. Tribal affiliation information is entered and updated regularly in the FOCUS system.
 4. *The Indian Ancestry and Tribal Affiliation Checklist* form will be used to document communication, responses and compliance with this policy. The checklist will be kept in the case file.