

**TUSCARAWAS COUNTY JOB & FAMILY SERVICES
CHILDREN SERVICES POLICY**

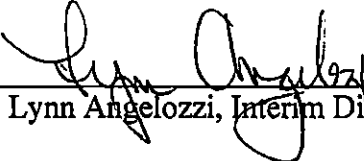
RESEARCHING AMERICAN INDIAN HERITAGE FOR CHILDREN IN CUSTODY

POLICY

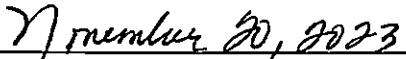
During the intake process the worker will ask parent, guardian or custodian the information regarding American Indian or Native Alaskan heritage as soon as a child is in our custody and there is indication of the child's having American Indian or Native Alaskan heritage.

PROCEDURE

1. The child's worker will complete form CM 126 with as much information that is available. This must be done as soon as possible after notification of potential tribal affiliation and regardless of the status of the case.
2. When a tribe is known, the child's worker will complete the appropriate form letter. CM 701 should be sent to the tribal leader of the specific tribe via registered mail and return receipt requested. The directory of tribal leaders can be accessed online at:
<http://www.bia.gov/DocumentLibrary/index.htm>.
3. If the worker is unsure regarding a specific location for an identified tribe, information may be requested by contacting the Bureau of Indian Affairs by regular U.S. mail at the following address:
4. If the Bureau of Indian Affairs' office designates specific tribal agencies to contact, the worker shall do so as soon as possible. If no tribe is identified by the family, the agency is unable to search tribal membership.
5. Any time there is a belief that the Indian Child Welfare Act may apply, staff should consult with agency legal counsel as there are a number of specialized requirements to be followed.



Lynn Angelozzi, Interim Director



Effective Date