

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

RESEARCHING AMERICAN INDIAN HERITAGE FOR CHILDREN IN CUSTODY

POLICY

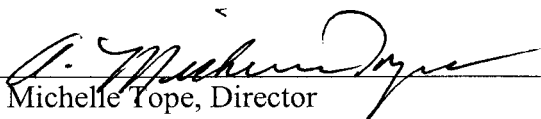
The agency will request a search for American Indian or Native Alaskan heritage as soon as a child is in our custody and there is indication of the child's having American Indian or Native Alaskan heritage.

PROCEDURE

1. The child's worker will complete form letter CM 701 with as much identifying information as is available.
2. When a tribe is known, the notice or inquiry (CM 701) should be sent to the tribal leader of the specific tribe via registered mail, return receipt requested. The directory of tribal leaders can be accessed online at: <http://www.bia.gov/DocumentLibrary/index.htm>.
3. The agency is required to proceed as if the family has heritage even if they are unable to identify a specific tribal affiliation. The agency should send the inquiry (CM 701) to the Bureau of Indian Affairs' regional office in Minnesota via registered mail, return receipt requested:

The Bureau of Indian Affairs
Midwest Regional Office
Diane Rosen, Regional Director
One Federal Drive, Room 550
Ft. Snelling, Minnesota 55111

4. If the Bureau of Indian Affairs' regional office in Minnesota identifies a possible tribe or tribes in response to the agency's request, the tribe or tribes are to be contacted within 14 calendar days by the agency. The agency is to seek written verification from the tribe or tribes regarding the child's eligibility for tribal membership. The agency is to contact the tribe or tribes by fax and also submit a request via registered mail, return receipt requested.
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.


Michelle Tope, Director


Date