

	INDIANA DEPARTMENT OF CHILD SERVICES CHILD WELFARE MANUAL	
	Chapter 8: Out-of-Home Services	Effective Date: January 1, 2009
	Section 42: Verifying Citizenship or Immigration Status	Version: 3

POLICY

The Indiana Department of Child Services (DCS) will verify the citizenship or immigration status for all children under the care and supervision of DCS.

DCS will require that the child's parent, guardian, or custodian provide acceptable documentation verifying the child's citizenship or immigration status.

DCS will accept copies of the original or certified copies of the documents, as proof of citizenship or immigration status.

DCS will accept **verified** data from the exchange with Indiana Client Eligibility System (ICES) as proof of citizenship or verification of immigration status.

Code Reference
N/A

PROCEDURE

The Family Case Manager (FCM) will obtain copies of documents from the parent, guardian, or custodian verifying the child's citizenship or immigration status.

DCS must obtain copies of any one (1) of the following documents as proof of citizenship:

1. United States (U.S.) public birth certificate showing birth in one of the 50 states, District of Columbia, Puerto Rico (if born on or after January 1, 1941), Guam, the U.S. Virgin Islands, American Samoa, Swain's Island, or the Northern Mariana Islands;
2. Final adoption decree that shows the child's name and place of birth in the U.S;
3. U.S. passport, issued without limitations, even if it is expired;
4. Certificate of Naturalization - N-550 or N-570;
5. Certificate of Citizenship - N-560 or N-561;
6. Certification of Report of Birth (DS-1350);
7. Consular Report of Birth Abroad of a Citizen of the United States (FS-240);
8. Certification of Birth Abroad (FS-454);
9. American Indian Card (I-872) issued by the Department of Homeland Security with the classification code "KIC"; and
10. Northern Mariana Card (I-873).

If the client is not a U.S. citizen any one of the following are acceptable immigration documents:

1. Permanent Resident Card (I-551);
2. Temporary I-551 stamp/with passport or I-94 with alien number;
3. Employment Authorization Card (work permit I-766 or I-688B);
4. Valid foreign passport with photo with a visa that includes a valid form I-94 indicating the authorized duration of stay in the U.S.;
5. Valid foreign passport with a current visa that states "Upon Endorsement Serves as Temporary I-551 evidencing Permanent Residence for 1-year."
 - a. Canadian passports are not required to have a visa or a form I-94, and
 - b. Applicants from the Federated States of Micronesia, Palau, and the Republic of the Marshall Islands are not required to present a visa but must submit a form I-94.
6. Form I-94 stamped with "Section 207" refugee status; and
7. Form I-94 stamped with "Section 208" asylum status.

PRACTICE GUIDANCE

N/A

FORMS AND TOOLS

N/A

RELATED INFORMATION

[NEW] Financial Support

Documentation of a child's U.S. citizenship or qualified alien status is a requirement for federal funding (Title IV-E foster care, Title IV-A Emergency Assistance, Title IV-E Waiver) which covers some of the costs of substitute care and DCS's administrative expenditures. The child's citizenship status needs to be documented in Indiana Child Welfare Information System (ICWIS) and copies of the required documentation kept in the child's case file. The document used to verify citizenship should be also be recorded in ICWIS on the 'Verifications' screen in the Eligibility Module.