

	INDIANA DEPARTMENT OF CHILD SERVICES CHILD WELFARE MANUAL	
	Chapter 2: Administration of Child Welfare	Effective Date: December 1, 2015
	Section 23: Verifying Citizenship or Immigration Status	Version: 5

POLICY [REVISED]

The Department of Child Services (DCS) will verify the citizenship or immigration status for children and families served by DCS.

DCS will require acceptable documentation verifying the citizenship or immigration status for the child and parent(s).

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

[REVISED] DCS will accept **verified** data from the Central Eligibility Unit (CEU) obtained from the Indiana Client Eligibility System (ICES) as proof of citizenship or verification of immigration status.

Code Reference
N/A

PROCEDURE

[REVISED] The Family Case Manager (FCM) will make copies of the front and back of original documents or certified copies verifying the individual’s citizenship or immigration status and return original documents or certified copies.

[NEW] Note: FCMs may make a Permanency and Practice Support referral through KidTraks for International and Cultural Affairs (ICA) liaison to assist in locating the required documents necessary for verifying citizenship or immigrant status.

DCS must obtain copies of any one (1) of the following documents as proof of United States (U.S.) citizenship:

1. U.S. public birth certificate showing birth in one (1) 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 U.S. (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”; **or**
10. Northern Mariana Card (I-873).

[REVISED] If the **parent and/or child** is not a U.S. citizen any one (1) of the following are acceptable immigration documents **verifying legal residency**:

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; **or**
7. Form I-94 stamped with “Section 208” asylum status.

[NEW] DCS must obtain copies of at least one (1) of the following documents as proof of foreign citizenship:

1. Birth Certificate, **or**
2. Passport.

[NEW] Note: A Social Security card is not proof of citizenship.

PRACTICE GUIDANCE

[NEW] ICA Resources

ICA information is available on the [Permanency and Practice Support Sharepoint](#). This information includes services provided by ICA, and several documents are also available on the SharePoint. [The Permanency and Practice Support SharePoint](#) serves as a resource for FCMs and other DCS staff seeking information to help improve services to multicultural populations and families (e.g., immigrant; tribal; sensory-impaired; Lesbian, Gay, Bi-Sexual, Transgender, Questioning [LGBTQ]; and members of the military) by honoring the diversity of cultures and perspectives constituting the Indiana child welfare population. An email inbox is available to obtain guidance from an ICA liaison (Internationalandculturalaffairs@dcs.in.gov). Questions that may be sent to the email inbox include questions regarding service providers for interpreter services. Emergency situations that require immediate attention should not be emailed to the inbox.

FORMS AND TOOLS

N/A

RELATED INFORMATION

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' administrative expenditures. The child's citizenship status needs to be documented in and uploaded to the Management Gateway for Indiana's Kids (MaGIK). Copies of the required documentation are to be kept in the child's case file.