	INDIANA DEPARTMENT OF CHILD SERVICES
	CHILD WELFARE POLICY
	Chapter 2: Administration of Child Welfare
	Section 23: Verifying Citizenship or Immigration Status
	Effective Date: March 1, 2023 **Version:** 6

- *Procedure*
- *Definitions*
- *Forms and Tools*
- *Related Policies*
- *Legal References*
- *Practice Guidance*

POLICY OVERVIEW

The Indiana Department of Child Services (DCS) verifies the citizenship or immigration status of children and parents served by DCS. Documentation of a child's United States (U.S.) citizenship or immigration status is a requirement for federal funding (Title IV-E foster care, Title IV-A Emergency Assistance, or Medicaid), which may fund some of the costs of out-of-home care, services, or DCS' administrative expenditures.

Back to Top

PROCEDURE

DCS will require acceptable documentation verifying the citizenship or immigration status for the child and parent. DCS will accept the following as proof of citizenship or verification of immigration status:
1. The original or certified copies of the documents listed below; or
2. Verified data from the Central Eligibility Unit (CEU) obtained from the Indiana Eligibility Determination Services System (IEDSS).

The Family Case Manager (FCM) will:
1. Obtain at least one (1) of the following documents as proof of:
   a. United States (U.S.) citizenship:
      i. Government-issued 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;
      ii. Final adoption decree that shows the child's name and place of birth in the U.S;
      iii. U.S. passport issued without limitations, even if it is expired;
      iv. Certificate of Naturalization (N-550 or N-570);
      v. Certificate of Citizenship (N-560 or N-561);
      vi. Certification of Report of Birth (DS-1350);
      vii. Consular Report of Birth Abroad of a Citizen of the U.S. (FS-240);
      viii. Certification of Birth Abroad (FS-454);
      ix. American Indian Card (I-872) issued by the Department of Homeland Security (DHS) with the classification code "KIC"; or
      x. Northern Mariana Card (I-873).

   b. Foreign citizenship:
      i. Birth Certificate; or

ii. Passport.

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

2. Obtain one (1) of the following immigration documents to verify legal residency if the parent and/or child is not a U.S. citizen:
    a. Permanent Resident Card (I-551),
    b. Temporary I-551 stamp/with passport or I-94 with alien number,
    c. Employment Authorization Card (work permit I-766 or I-688B),
    d. 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.,
    e. Valid foreign passport with a current visa that states "Upon Endorsement Serves as Temporary I-551 evidencing Permanent Residence for 1-year";
        i. Canadian passports are not required to have a visa or a form I-94; and
        ii. 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.

    f. Form I-94 stamped with "Section 207" refugee status, or
    g. Form I-94 stamped with "Section 208" asylum status.

3. Photocopy the front and back of the original documents or certified copies verifying the individual's citizenship or immigration status, and maintain the copies in the child's case file and upload the documents to the case management system;
4. Return original documents or certified copies to the parent and/or child; and
5. Document the parent and/or child's citizenship status in the case management system.

Note: FCMs may make a Focused Needs referral in KidTraks (see the Focused Needs SharePoint) to assist in locating the required documents necessary for verifying citizenship or immigrant status. See the International & Cultural Affairs (ICA) Desk Guide for additional information regarding Consulate verification of these documents.

RELEVANT INFORMATION

Definitions
   N/A

Forms and Tools
   • ICA Desk Guide
   • Focused Needs SharePoint
   • International and Cultural Affairs email - Internationalandculturalaffairs@dcs.in.gov

Related Policies
   N/A

LEGAL REFERENCES

   N/A

PRACTICE GUIDANCE- DCS POLICY 2.23

Practice Guidance is designed to assist DCS staff with thoughtful and practical direction on how to effectively integrate tools and social work practice into daily case management in an effort to achieve positive family and child outcomes. Practice Guidance is separate from Policy.

Consulate Verification of Documents
In order to send a picture or a document to the Consulates for verification, the ICA liaisons must have accurate and complete pictures of the documents. FCMs should scan the documents in the office or utilize a mobile scanner application. Taking a photo of documents to send to the Consulate is not recommended. See the International & Cultural Affairs (ICA) Desk Guide for additional information.

International and Cultural Affairs (ICA) Resources
ICA information is available on the Focused Needs SharePoint. This webpage includes services provided by ICA and several documents. The Focused Needs 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/Queer, Intersex, Asexual, and more [LGBTQIA+]; 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. 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, please email the ICA Liaison directly (see the Focused Needs SharePoint).

Back to Top