

INDIAN CHILD WELFARE ACT CHECKLIST (CD-123) INSTRUCTIONS

PURPOSE: This checklist is to be completed by the CSW during intake of any child into Alternative Care. The CSW will obtain the information from the parents, child or other caregivers. The use of this form ensures that inquiry is made as to a child's Indian Ancestry and ensures compliance with the Indian Child Welfare Act of 1978.

NUMBER OF COPIES AND DISTRIBUTION: The original form is retained by the county office in the child's file.

INSTRUCTIONS FOR COMPLETION:

STEP 1: CSW will determine if the child has American Indian or Alaskan Native ancestry.

STEP 2: CSW will document that the Indian Ancestry Questionnaire (CD-116) has been completed by the family.

STEP 3: CSW will document that ICWA placement preferences were considered and with whom.

STEP 4: CSW will establish contact with the tribe and determine if the tribe will accept jurisdiction

STEP 5: CSW will note if the child needs assistance to enroll in tribe, if eligible.

STEP 6: CSW will document that child's return to tribal custody is concurrent plan and will provide the date plan was confirmed in the Family Support Team meeting.

STEP 7: CSW will note if Qualified Indian Expert Witness was requested for Protective Custody hearing.

STEPS 8 – 13: CSW will document who was provided notice of various hearing types and when.

STEP 14: CSW will document if Qualified Indian Expert Witness was requested for Termination of Parental Rights hearing.

INSTRUCTIONS FOR RETENTION: The original is permanently retained in the child's file.

MEMORANDA HISTORY: