

Documenting ICWA

Introduction

ICWA information can be documented in several areas in eWiSACWIS: Access Report, Assessment, Person Management, ICWA Record, and the Case/Permanency Plan. The following guide will address documentation of ICWA in each of these areas. However, the ICWA Record page provides a central location in eWiSACWIS for the collection and display of ICWA related information. Additionally, placement preferences for ICWA are documented on the ICWA tab of the child's Out of Home Placement. For more information, please see the Creating an Out of Home Placement User Guide.

Access Report

1. From the desktop, go to the Access Reports tab and click an existing report hyperlink, or click the Create CPS report hyperlink [Create CPS report](#) or the Create services report hyperlink [Create services report](#).
2. On the Narrative tab of the Access Report page, the radio button and narrative are required for "Information that the child(ren) may have American Indian heritage, including names of the tribe(s) if known" and "Information that the child(ren)'s family members may have American Indian heritage, including names of tribe(s) if known." Select the appropriate radio button and enter a narrative in the text field.

Note: The radio buttons default to 'Unknown.' However, if a child(ren) on the Participants tab is identified as having a role of 'Biological Child' and a Race of 'American Indian/Alaska Native' or an Ethnicity of 'Native American,' the radio buttons are automatically selected as 'Yes.'

Note: The [ICWA Contacts](#) link beneath the narrative field is a hyperlink to the current Wisconsin contacts for each tribe and Bureau of Indian Affairs (BIA) tribal contacts.

Access Information

Report Name: TESTING, BLAP Worker: Cake, Caitlin C. Access Report Type: CPS Report

Date and Time Report was Received: 02/02/2022 10:10 AM PM R/T: ID: 9244673

<u>Narrative</u>	<u>Participants</u>	<u>Allegation</u>	<u>Allegation Narr</u>	<u>Prior Involvement</u>	<u>Decision</u>
------------------	---------------------	-------------------	------------------------	--------------------------	-----------------

Information that the child(ren) may have American Indian heritage, including names of tribe(s) if known. Yes No Unknown

Information that the child(ren)'s family members may have American Indian heritage, including names of tribe(s) if known. Yes No Unknown

[ICWA Contacts](#)

Address Instructions:

Options:

- Action
 - Serious Incident Notification
 - Text
 - CPS Report
 - Indian Child Welfare Screened Out Report
 - Mandated/Relative Reporter Notice
 - CPS Report to Tribal Agent

3. If designated as a CPS Report, the appropriate template for a child who has a tribal affiliation should be sent upon the final screening decision. To generate a template, go to the Options drop-down. For a Screen Out Decision, select the Indian Child Welfare Screened Out Report to send to the identified tribe. For a Screen In Decision, select the CPS Report to Tribal Agent to send to the identified tribe.

Person Management

Note: An assignment to a case is needed in order to update Person Management.

Note: If a child is reported to have Indian heritage, the child's Race should be documented as 'American Indian/Alaska Native' and Ethnicity as 'Native American' on the Basic tab of the child's Person Management page. This can be updated at any time after case creation.

1. From the desktop, go to the Cases tab and click the case name hyperlink in which the child is a participant to open the Maintain Case page.
2. On the Participants tab of the Maintain Case page, click the child's name hyperlink to open the child's Person Management page.
3. On the Basic tab of the child's Person Management page, select 'American Indian/Alaska Native' for the child's Race and 'Native American' for Ethnicity. When either is indicated, the Indian Tribe field is enabled. Select a tribe.

The screenshot displays the 'Person Management' form. The 'Race/Ethnicity' section includes dropdown menus for 'Race' (set to 'American Indian/Alaska Native'), 'Hispanic/Latino' (set to 'No'), and 'Ethnicity' (set to 'Native American'). There are also checkboxes for 'Prefer to self-describe'. The 'Tribal Identification' section is a table with columns: 'Indian Tribe', 'Non-Wisconsin Tribe', 'Clan', 'Status', 'Date confirmation was received from tribe', and 'Tribal Membership #'. The 'Indian Tribe' dropdown is set to 'Bad River Band'. A tooltip is visible over the 'Status' dropdown, listing options: 'Eligible for membership, not a member', 'Member', 'Not eligible for membership', and 'Pending'. The 'Date confirmation' field is set to '00/00/0000'.

Note: If a tribe is not known at the time of entry, select 'Unknown.' The expectation is that the tribe will be identified, and this value updated.

Note: Values exist for Non-United States Tribes [Non-U.S.] and Non-Wisconsin Tribes [Non-WI Tribe].

4. When Indian Tribe is selected, the Clan and Status fields become enabled. Enter a Clan if known. Next, select the appropriate tribal membership Status. The Status values are:
 - 'Eligible for Membership, not a member' when selected enables the Date Confirmation was received from tribe field which is required.
 - 'Member' when selected, enables the Tribal Membership # field which is not required and the Date Confirmation was received from tribe field which is required.
 - 'Not eligible for membership' when selected, displays the Date Confirmation was received from tribe field which is required and the required narrative field for "Explain why the person is not eligible for Tribal Membership."
 - 'Pending' is selected if a Request for Confirmation of a Child's Indian Status letter has been sent to a tribe but a response has not been received.

5. When the Indian Tribe value Non-Wi Tribe is selected, the Non-Wisconsin Tribe Ajax narrative field is enabled and required. Values display for all Federally recognized tribes once user begins typing in the field.

Note: A child can be a member of more than one tribe.

Note: When either tribal membership Status is 'Pending' the primary worker will receive an Update Pending Tribal Membership Status tickler. Once an answer is received from the tribe, update the tribal membership status on the child's Person Management which then deletes the tickler.

6. Once finished, click the Save button to save the information on the Person Management page.

Create/Edit an ICWA Record

The ICWA Record can be created or accessed one of three ways: from the Assessment page, the Create Case Work page, and the Actions menu.

Note: An ICWA Record should be created for **all** children in order to complete the Screening for Child's Status as an Indian.

Note: Once created and saved, the ICWA Record can be viewed and accessed via the outlier for the case on the desktop. Click View case information, ICWA, and the specific hyperlink to open the related ICWA Record.

Assessment

1. From the desktop, go to the Cases tab and click View case information for the appropriate case. Click Assessment and then the [Assessment](#) hyperlink to open the specific Assessment page.
2. If an Assessment Participant does not have an ICWA record but they have a documented date of birth and they are under 18, an ICWA record will be required to approve the Assessment. A [Create](#) hyperlink will be highlighted for these participants. If an ICWA record already exists for a participant, an [Edit](#) hyperlink will be shown. If not, then a [Create](#) hyperlink will display. When the page is view only, a [View](#) hyperlink will display. Click the corresponding hyperlink to access the ICWA Record.

eWiSACWIS Resource TM Print Help

Assessment **Report**

Name: Aardvark, Amy B. Assessment ID: 9223523 Status: Open Response Time: Within 5 business days Date: 10/03/2012

Participants [Basic](#) [Allegations](#) [Contacts](#) [Results](#)

Assessment Participants

Name	Gender	DOB	Race	ICWA Record	Roles	Edit Roles
Azul, Rita	Female	10/10/2009		Edit	AM-RP	Roles
Does, Joes				Create		Roles
Jones, Sally	Female	04/11/1979	White	Create	RN-RP	Roles
Jones, Robert	Male	10/03/2012	American Indian/Alaskan Native	Create		Roles
Jones, Tommy	Male	06/02/1986	White	Edit	AV	Roles
Newbie, New	Female	01/01/2009		Create		Roles

[Insert](#)

Options: [Go](#) [Save](#) [Close](#)

Create Case Work

1. From the desktop, go to the Cases tab and click the Create Case Work hyperlink [Create case work](#) or select Create Case Work from the Actions drop-down next to the specific case to open the Create Case Work page.

Actions:

Please select an action ▼

- Case Note Criteria Search
- Create Assignment
- Create Case Face Sheet
- Create Case Note
- Create Case Work**
- Create Meeting
- Imaging Search
- Print Case Record
- View Tasks

2. On the Create Case Work page, select 'ICWA Record' from the ICWA drop-down. Select the case and participant, and click the Create button to create the ICWA Record.

Create Case Work - Internet Explorer

eWiSACWIS

Print Help

Create Case Items

- Administration
- Adoption
- Agreements/Notices
- Assessment
- Case/Perm Plan
- Education
- Eligibility
- ICPC
- ICWA (ICWA Record)
- Imaging
- Legal
- Narrative
- Payment

Cases

- Aardvark, Amy B. (9222933)**
- Aardvark, Amy B. (9223581)
- Aaron, Mother (9223516)
- Abba, John (9222396)
- Abby, Alice N. (9222744)
- Abby, Alice N. (9222746)
- Abby, Alice N. (9222756)
- Abby, Alice N. (9222913)
- Abby, Amber's A. (9222498)
- Abby, Amy (9222679)
- Abby, Anne A. (9221241)
- Abby, Anne A. (9221335)
- Abby, Anne A. (9221757)
- Abby, Anne A. (9221886)
- Abby, Anne A. (9222722)
- Abby, Anne A. (9222723)
- Abby, Annie (9223153)

Case Participants

- Aardvark, Abigail A., Biological Child (9226560)
- Aardvark, Adam A., Biological Child (9227179)
- Aardvark, Amy B., Reference Person (9226559)
- Buckeye, The, Aunt (9230635)
- Jackson, Jack, Biological Child (9227579)
- jackson, jackson, Biological Parent (9228144)
- Johnson, Baby, Biological Child (9227218)

Create Close

Actions Menu

1. From the Actions menu at the top of the desktop, select ICWA Record to open a blank ICWA Record.



2. On the blank ICWA Record, click the [Search](#) hyperlink in the Case Information section. On the Person Search page, search for a participant and click the Search button. In the Persons Returned section, click the person icon next to the specific participant and then click the folder icon to expand and view the list of cases. Select the radio button for the specific case to associate to the ICWA Record.

Case Information

Case Name: Case Type: [Wisconsin ICWA contacts](#)
 Case Participant: Updated By: Search [National ICWA contacts](#)

- Summary
- Screening
- Family History
- Documents

Race/Ethnicity/Tribal Identification

Race:	Primary Address:
Ethnicity:	
Gender:	Child's Mother:
DOB:	Child's Father:
Birth Place:	
Indian Tribe:	Indian Tribe 2:
Clan:	Clan 2:
Status:	Status 2:
Tribal Membership:	

Legal

Legal Action: Date of Legal Action Request:
 Result of Legal Action: Hearing/Legal Status Date: Court Number:

Save Close

Entering an ICWA Record

The ICWA Record consists of a Header section and four tabs: Summary, Screening, Family History, and Documents.

ICWA Header

In the Case Information section, the Case Name and Case Type pre-fill. The Case Participant pre-fills with the name as a hyperlink to the participant's Person Management page. Updated By pre-fills to identify the person who last updated the ICWA Record. The [Copy ICWA Record](#) hyperlink appears after saving the page and allows for copy over of the Screening and Family History tabs to another case participant. The [Wisconsin ICWA contacts](#) hyperlink opens the State of Wisconsin Federally Recognized Indian Tribes Indian Child Welfare contact list. The [National ICWA contacts](#) hyperlink opens the Federal Register of Indian Tribes.

Case Information			
Case Name:	Aardvark, Amy B. (9222933)	Case Type:	CPS Family - Ongoing
Case Participant:	Aardvark, Abigail A., III (9226560)	Updated By:	Cake, Caitlin 01/26/2022
			Copy ICWA Record
			Wisconsin ICWA contacts
			Search
			National ICWA contacts

Summary | Screening | Family History | Documents

Summary Tab

Information on the Summary tab pre-fills from other areas in eWiSACWIS.

- The Race/Ethnicity/Tribal Identification section pre-fills from Person Management. The Child's Mother and Child's Father names are hyperlinks to their respective Person Management record.

Race/Ethnicity/Tribal Identification	
Race:	American Indian/Alaskan Native
Ethnicity:	Other
Gender:	Female
DOB:	11/01/2008
Birth Place:	
Indian Tribe:	Bad River Band
Clan:	
Status:	Member
Tribal Membership:	
Primary Address:	201 South Stoughton Road, Madison, WI 53703
Child's Mother:	Aardvark, Amy B., II
Indian Tribe 2:	
Clan 2:	
Status 2:	

- The Legal section pre-fills the most recent Legal action and status (if available) from the participant’s Legal Record. The [Legal Record](#) hyperlink opens the Legal Record where information can be viewed or updated.

Legal			
Legal Action:	Petition to Order Judgement on Unpaid Restitution	Date of Legal Action Request:	08/09/2018 Legal Record
Result of Legal Action:	Petition Granted	Hearing/Legal Status Date:	10/27/2020 Court Number:
Legal notice of initial court hearing has been sent to the child's tribe in accordance with ICWA/WICWA? Details <input type="radio"/> Yes <input checked="" type="radio"/> No			

- The Current Placement Information section pre-fills from the child’s open Out of Home Placement. The Provider name is a hyperlink to the Provider record.

Current Placement	
Provider:	Manner:
Placement Setting:	Removal Date:

- The ICWA Placement Provider Options section pre-fills from the ICWA tab of the Out of Home Placement.

ICWA Placement Provider Options		
Updated by:		
	Placement Preference	Describe the action taken to comply with statutory placement preferences
Member of the Indian child's extended family		
Foster Home licensed, approved or specified by Indian Child's Tribe		
Indian Foster Home licensed or approved by non-Indian authority		
Group Home approved or operated by Indian Tribe/Organization		
Institution for children approved or operated by Indian Tribe		
Other		

- The Active Efforts section will display an informational line to indicate if a permanency plan is not required or if no approval plan is on record. If an approved Permanency Plan is on record, a [View/Case Permanency Plan](#) hyperlink will display that opens the associated plan.

Active Efforts
Identify and describe the court ordered conditions, the actions taken and the services offered or provided by the agency in the previous six months and those to be provided in the next six months to make reasonable efforts, or active efforts in the case of an Indian child to achieve the goal(s) of the Case/Permanency Plan, including services that were recommended or considered but were not available.

Screening Tab

Screening for Child's Status as Indian must be completed for every child during the initial assessment process to determine whether ICWA applies. If 'Yes' is answered for the first question, the rest of the questions are required.

1. Enter information in all required fields and associated narratives. Once completed, select 'Screening for Child's Status as an Indian' from the Options drop-down and click the Go button to launch the template.

The screenshot shows the eWiSACWIS interface for an ICWA Record. The browser tabs are 'eWiSACWIS' and 'ICWA Record'. The page header includes the eWiSACWIS logo and navigation links for 'TM', 'Print', and 'Help'. The main content area is titled 'Case Information' and displays the following details:

- Case Name: Aardvark, Amy B. (9223581)
- Case Type: CPS Family - Ongoing
- Case Participant: Aardvark, Amy B. (9226559)
- Updated By: Cake, Caitlin 02/19/2021

There are links for 'Copy ICWA Record', 'Wisconsin ICWA contacts', 'WICWA Online Resource', and 'National ICWA contacts'. Below the case information is a navigation bar with tabs for 'Summary', 'Screening', 'Family History', and 'Documents'. The 'Screening' tab is active, showing the 'Screening for Child's Status as Indian' form. The form includes the following fields and questions:

- Source(s) of Information: [Text input field]
- Is there any information to support that the child or a family member has American Indian or Alaska Native heritage? [Yes dropdown]
- If "Yes", is the name(s) of the Indian band or Indian tribe or Alaska Native Village known? [Dropdown]
- If "Yes", list tribe(s), band(s), village(s): [Text input field]
- Has a member of the family ever received services from the Bureau of Indian Affairs? If "Yes", complete items below. [Yes dropdown]

Below the questions is a table with the following columns: Name, Relationship to Child, and Location where services received/approx. dates. The table is currently empty. At the bottom of the form, there is an 'Options:' dropdown menu, a 'Go' button, and 'Copy', 'Save', and 'Close' buttons.

2. On the template, hover the cursor near the top of the page to make the Print icon visible. Click the Print icon to print the ICWA Record. Click the Close button to close the template and return to the ICWA Record.

Close



SCREENING FOR CHILD'S STATUS AS INDIAN

Personal Information you provide may be used for secondary purposes [Privacy Law, s. 15.04(1)(m), Wisconsin Statutes].

Date (mm/dd/yyyy) 07/28/2020	Name – Child Aardvark, Abigail A., III	Birthdate (mm/dd/yyyy) 11/01/2008
Source(s) of Information		Name – Caseworker Caitlin Cake
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Unknown Is there any information to support that the child or a family member has American Indian or Alaska Native heritage?		

Family History Tab

Information for the Child, Mother, and Father boxes pre-fill from Person Management (Mother and Father are identified on the Parent Info tab of the child's Person Management page). To make changes, click the child's name hyperlink in the Case Information section. Information for grandparents is user entered, unless it is captured on the child's parent's Person Management page. Great Grandparents are user entered.

1. Once all available information is entered, select 'Child's Biological and Family History' from the Options drop-down and click the Go button to launch the template.

ICWA Record - Internet Explorer

eWiSACWIS TM Print Help

Case Information

Case Name: Aardvark, Amy B. (9222933) Case Type: CPS Family - Ongoing [Copy ICWA Record](#) [Wisconsin ICWA contacts](#)

Case Participant: [Aardvark, Abigail A., III \(9226560\)](#) Updated By: Cake, Caitlin 07/28/2020 [National ICWA contacts](#)

Summary **Screening** **Family History** **Documents**

List Information Resources and their relationship to child

Note: Document all names an individual is known by for each family member. Always document maiden names of female family members, if known.

Child

Name: Aardvark, Abigail A., III

Birth Date: 11/01/2008

Place of Birth:

Native American? Yes No Unknown

Tribe (s)/Clan(s): Bad River Band

Mother

Name: Aardvark, Amy B., II

Maiden Name:

Father

Name:

Other Names:

Options: Text Child's Biological and Family History Go Copy Save Close

Note: The child's Family History may be copied to another case participant. On the Family History tab for the participant to copy the document from, click the Copy button. On the ICWA Copy page, select the radio button for the participant to copy the document to and click the Continue button. Review the confirmation message and click the Yes button to continue. The ICWA Record with the copied over Family History tab opens for the selected participant. Select 'Child's Biological and Family History' from the Options drop-down to open the document.






2. On the template, hover the cursor near the top of the page to make the Print icon visible. Click the

Print icon to print the ICWA Record. Click the Close button to close the template and return to the ICWA Record.

BIRT PDF Document - Internet Explorer

eWiSACWIS

Close

CHILD'S BIOLOGICAL FAMILY HISTORY

Personal information you provide may be used for secondary purposes [Privacy Law, s. 15.04(1)(m), Wisconsin Statutes].

Name - Caseworker Caitlin C. Cake	Name - Agency Admin./Intake	Date Completed 12/30/2020
--------------------------------------	--------------------------------	------------------------------

List Information Source(s) and Their Relationship to Child

NOTE: Document all names an individual is known by for each family member. Always document maiden names of female family members, if known.

CHILD

Name: Aardvark, Abigail A., III
 Birthdate: 11/01/2008
 Place of Birth:
 Native American? Yes No Unknown
 Tribes(s) / Clan(s): Bad River Band

MOTHER

Name: Aardvark, Amy B., II
 Maiden Name:
 Other Names:
 Birthdate: 10/10/2004
 Place of Birth:
 Date of Death:
 Place of Death:
 Native American? Yes No Unknown
 Tribes(s) / Clan(s): Ho-Chunk

FATHER

Name(s):
 Birthdate:
 Place of Birth:
 Date of Death:
 Place of Death:
 Native American? Yes No Unknown
 Tribes(s) / Clan(s):
 Yes No Name on Birth Certificate?
 Yes No If No, was paternity legally established or has Father / Tribe acknowledged paternity?

MATERNAL GRANDMOTHER

Name:
 Birthdate:
 Place of Birth:
 Date of Death: 06/06/2007
 Place of Death:
 Native American? Yes No Unknown
 Tribes(s) / Clan(s):

MATERNAL GRANDFATHER

Name:
 Birthdate:
 Place of Birth:
 Date of Death:
 Place of Death:
 Native American? Yes No Unknown
 Tribes(s) / Clan(s):

PATERNAL GRANDMOTHER

Name:
 Birthdate:
 Place of Birth:
 Date of Death:
 Place of Death:
 Native American? Yes No Unknown
 Tribes(s) / Clan(s):

PATERNAL GRANDFATHER

Name:
 Birthdate:
 Place of Birth:
 Date of Death:
 Place of Death:
 Native American? Yes No Unknown
 Tribes(s) / Clan(s):

DCF-F-CFS2323 (R. 05/2010) Page 1 of 2

Documents Tab

The Request for Confirmation of Child's Indian Status and Notice of Involuntary Child Custody Proceeding Involving an Indian Child documents are generated from the Documents tab which contains a documents history table.

1. To create a document, click the Insert button on the Documents tab of the ICWA Record to open the Document Select page.

The screenshot shows the eWiSACWIS interface for an ICWA Record. The top navigation bar includes the eWiSACWIS logo, a trademark symbol, and links for Print and Help. The main content area is titled "Case Information" and displays details for Case Name: Aardvark, Amy B. (9222933), Case Type: CPS Family - Ongoing, and Case Participant: Aardvark, Abigail A., III (9226560). It also shows the updated date by Caitlin Cake on 07/28/2020. There are links for "Copy ICWA Record", "Wisconsin ICWA contacts", and "National ICWA contacts". Below this is a tabbed interface with "Documents" selected. A table lists document history with columns for Document Name, Created, Created By, Case, Sent, and Sent To. The table contains five entries, including "Notice of Invol. Custody - Indian Child" and "Request for Confirmation of Child's Indian Status". At the bottom right of the table are "Insert", "Save", and "Close" buttons.

Document Name	Created	Created By	Case	Sent	Sent To
Notice of Invol. Custody - Indian Child	02/26/2014	Caitlin Cake	9222873	03/03/2014	Aardvark, Amy B., II
Notice of Invol. Custody - Indian Child	02/21/2014	Caitlin Cake	9222873		Unknown
Notice of Invol. Custody - Indian Child	02/21/2014	Caitlin Cake	9222873	02/11/2014	Bad River Band
Request for Confirmation of Child's Indian Status	02/28/2020	Caitlin Cake	9223581		Ho-Chunk
Request for Confirmation of Child's Indian Status	01/31/2018	Caitlin Cake	9222873	02/01/2018	Unknown

2. Select the radio button for the appropriate document and click the Continue button.

The screenshot shows the "Document Select" dialog box. It has a title bar with "Document Select", "Print", and "Help" icons. The main area is titled "ICWA Documents" and contains three radio button options: "Request for Confirmation of Child's Indian Status", "Notice of Invol. Custody - Indian Child", and "VPA - Indian Child". At the bottom right are "Continue" and "Close" buttons.

3. Follow the steps in the ICWA Document Types section below to enter appropriate information for each document.
4. Once saved, the document will be added to the history table on the Documents tab. The Document Name is a hyperlink to the document. The Sent date pre-fills from the associated document template.

ICWA Document Types

Note: These documents may be copied to another case participant. See the Copying an ICWA Document section of this guide for more information.

Request for Confirmation of Child's Indian Status

Document is completed and sent to the tribe or the BIA when American Indian heritage is suspected.

1. From the Documents tab on the ICWA Record, click the Insert button. On the Document Select page that opens, select the 'Request for Confirmation of Child's Indian Status' radio button and click the Continue button.
2. On the Request for Confirmation of Child's Indian Status page, select the tribe from the Tribe Notified drop-down. This will pre-fill the tribe and address to the document.
3. The name of the child on the ICWA Record will default under Participants. Additional participants can be selected by holding down the 'Ctrl' key and selecting the name(s) on the list.
4. Select the appropriate checkboxes for any additional documents being sent with the Request for Confirmation of Child's Indian Status to the tribe. Enter the Sent date.

Request for Confirmation of Child Indian Status TM Print Help

Case Information

Case: Amy B. Aardvark
Category: ICWA
Document: Request for Confirmation of Child's Indian Status
Tribe Notified: Bad River Band
Date Created: 02/19/2021

Participants: Aardvark, Abigail A., III

Screening Document Attached:
 Child's Biological Family History Attached:
 Involuntary Custody Initiated:
 Involuntary Custody Attached:

Sent: 00/00/0000

Options: Text
Request for Confirmation of Child's Indian Status

Go

Copy Save Close

5. Select 'Request for Confirmation of Child's Indian Status' from the Options drop-down and click the Go button to launch the template.

- On the template, click Save and Generate PDF to open a PDF file and print using the Print icon on the PDF. Click the Close button to close the template and return to the Request for Confirmation of the Child's Indian Status page.

BIRT HTML Document - Internet Explorer

eWiSACWIS

Save Save and Generate PDF Close

REQUEST FOR CONFIRMATION OF CHILD'S INDIAN STATUS

Personal information you provide may be used for secondary purposes [Privacy Law, s. 15.04(1)(m), Wisconsin Statutes].

TO:
 Date of Request: 02/19/2021
 eWiSACWIS Case Number: 9222933

ATTN: Tribal ICWA Agent

Name - Child (Last, First, MI) Aardvark, Abigail, A	Gender <input type="checkbox"/> M <input checked="" type="checkbox"/> F	Birthdate 11/01/2008
Birthplace		

Our agency is involved with the family of the above-named child(ren). Please review the attached information regarding the child(ren) and notify us as soon as possible as to whether he or she is a member of the tribe or the biological child of a member of the tribe and eligible for membership. The following documents are attached.

Screening for Child's Status as Indian
 Child's Biological Family History Chart

Yes No An Involuntary Child Custody Proceeding has been initiated.

Your immediate attention and response to this matter is greatly appreciated. Since this child's (these children's) legal status in regard to the Indian Child Welfare Act is uncertain, we are unable to properly plan for the child in the absence of the requested information.

Send Confirmation / Information to:

Name - Agency	Name - Worker Caitlin C. Cake
Address - Agency (Street, City, State, Zip Code)	Telephone Number (123)456-7890
	Fax Number
E-mail Address	

DCF-F-CFS2016-E (R. 04/2010)

- On the Request for Confirmation of the Child's Indian Status page, click the Save button. Click the Close button to return to the ICWA Record.

Notice of Involuntary Custody for an Indian Child

When an Involuntary Custody Hearing is being held for an Indian child, the Notice of Involuntary Child Custody Proceeding Involving an Indian Child page must be completed, and the template printed and sent to the tribe (or the BIA if the tribe is 'Unknown'). Included with this notice is a notification of rights under ICWA.

Note: This notice must be sent to the tribe or BIA via registered mail.

Note: This form is regarded as the official notice to the tribe, parents, or Indian custodian under the Indian Child Welfare Act.

1. From the Documents tab on the ICWA Record, click the Insert button. On the Document Select page that opens, select the 'Notice of Invol. Custody - Indian Child' radio button and click the Continue button.
2. On the Notice of Involuntary Custody Proceeding Involving an Indian Child page, enter information for all known fields.

Note: To document that this notice was sent by another county agency, select the 'Notice sent by other government agency within your county' checkbox and enter the Agency name in the enabled and required field.

3. Once complete, select the 'Notice of Involuntary Custody Proceeding Involving an Indian Child' from the Options drop-down and click the Go button to launch the template.

Notice of Involuntary Custody Proceeding Involving an Indian Child

TM Print Help

General Information

Case: Amy B. Aardvark Participant: Aardvark, Abigail A., III Notice To:

Notice sent by other government agency within your county: Agency Name The child's parent(s)

Recipient Name: Tribe Notified: The child's tribe

The child is currently in the custody of the parent or Indian custodian. The child's custodian(s)

The child has been temporarily placed in custody. Bureau of Indian Affairs

Name of Agency:

Address:

Additional family history information is attached. Sent: 00/00/0000

Date of hearing: 00/00/0000 Time of hearing: 00:00 AM PM

Type of hearing: Circuit Court:

Options: Go

Actions
Approval
Text
Notice of Involuntary Custody Proceeding Involving an Indian Child

Copy Save Close

- On the template, click Save and Generate PDF to open a PDF file and print using the Print icon on the PDF. Click the Close button to close the template and return to the Notice of Involuntary Custody Proceeding Involving an Indian Child page.

BIRT HTML Document - Internet Explorer

eWiSACWIS

Save Save and Generate PDF Close

NOTICE OF INVOLUNTARY CHILD CUSTODY PROCEEDING INVOLVING AN INDIAN CHILD

TO:

Notice To:
 The child's parent(s)
 The child's tribe
 The child's custodian(s)
 Bureau of Indian Affairs

The Indian Child Welfare Act requires that you be notified of the upcoming custody hearing concerning the child named below. Information about the hearing is also contained in this form. Your rights regarding these proceedings are explained in an attachment to this form. Personal information you provide may be used for secondary purposes [Privacy Law, s. 15.04(1)(m), Wisconsin Statutes].

THIS NOTICE CONCERNS:

CHILD INFORMATION

Name (Last, First, MI) Aardvark, Abigail, A	Birthdate (mm/dd/yyyy) 11/01/2008	Birthplace (City, State)
Name of each Tribe or Band or Alaska Native village of which child is reported to be a member or eligible for membership Bad River Band		
Clan(s)		

MOTHER INFORMATION

Name - (Current - Last, First, MI) Aardvark, Amy, B	Maiden Name	
Other Names Known By	Birthplace	Birthdate (mm/dd/yyyy) 10/10/2004
Tribal Affiliation(s) Ho-Chunk	Tribal Enrollment Number, if known	
Clan(s)		

FATHER INFORMATION

Name (Last, First, MI) Pancake, Banana, z	Maiden Name	
Other Names Known By	Birthplace Appleton	Birthdate (mm/dd/yyyy) 01/01/1986
Tribal Affiliation(s)	Tribal Enrollment Number, if known	
Clan(s)		

Yes No Additional family history information is attached. This notice **MUST** include the names, birthdates, birthplaces, and Tribal enrollment information of other direct lineal ancestor of the child, such as grandparents.

THE CHILD NAMED ABOVE IS CURRENTLY IN THE CUSTODY OF THE PARENT OR INDIAN CUSTODIAN

- On the Notice of Involuntary Custody Proceeding Involving an Indian Child page, select 'Approval' from the Options drop-down and click the Go button. On the Approval History page, select the 'Approve' radio button and click the Continue button to send for approval and return to the page.
- Click the Save button on the Notice of Involuntary Custody Proceeding Involving and Indian Child page. Click the Close button to return to the ICWA Record.

Copying an ICWA Document

The Request for Confirmation of the Child's Indian Status and the Notice of Involuntary Custody Proceeding Involving an Indian Child documentation pages may be copied to another case participant.

1. On the document page for the participant to copy the document from, click the Copy button.

Request for Confirmation of Child Indian Status

TM Print Help

Case Information

Case: Amy B. Aardvark

Category: ICWA

Document: Request for Confirmation of Child's Indian Status

Tribe Notified: Bad River Band

Date Created: 02/19/2021

Participants: Aardvark, Abigail A., III

Aardvark, Adam A.
Aardvark, Amy B., II
Buckeye, The
Jackson, Jack
jackson, jackson
Johnson, Baby
Mae, Sally

Screening Document Attached:

Child's Biological Family History Attached:

Involuntary Custody Initiated:

Involuntary Custody Attached:

Sent: 00/00/0000

Options: Go

Copy Save Close

2. Select the Case Participant you would like to copy the document over to on the ICWA Copy page and click the Continue button.

ICWA Copy

Print Help

Select	Case Participant	DOB
<input type="radio"/>	Aardvark, Adam A.	05/16/2004
<input type="radio"/>	Aardvark, Amy B., II	10/10/2004
<input type="radio"/>	Smith, Jane	01/01/2016

Continue Close

3. The following message will display. Click the Yes button to continue.

Confirmation

This will close the current record and create or modify the selected participant's ICWA Record. This new record will be saved by the system upon opening. Closing the new record without saving will not undo the changes you are about to make. Do you want to Continue?

Note: If the participant does not have a completed ICWA Record with 'Yes' selected for American Indian or Alaska Native on the Screening tab, the message below will display. Click the Close button and update the Screening tab to continue.

Confirmation

The selected participant did not have an existing ICWA record. An ICWA record will be created and saved for this participant. The first question on the Screening tab is set to "Unknown." Please confirm this answer and update as needed.

4. The document appears in a new line on the table of the child's Documents tab. Click the hyperlink to open the document. Follow the steps in the ICWA Document Types section above to enter information, open the template, and print the document as needed.

eWiSACWIS
TM Print Help

Case Information

Case Name:	Aardvark, Amy B. (9222933)	Case Type:	CPS Family - Ongoing	Copy ICWA Record	Wisconsin ICWA contacts
Case Participant:	Aardvark, Adam A. (9227179)	Updated By:	Cake, Caitlin 02/19/2021	National ICWA contacts	

Summary	Screening	Family History	Documents
-------------------------	---------------------------	--------------------------------	-----------

Document Name	Created	Created By	Case	Sent	Sent To
Request for Confirmation of Child's Indian Status	02/19/2021	Caitlin Cake	9222933		