

Documenting ICWA

Introduction

ICWA information can be documented in several areas in eWiSACWIS: Access, 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

1. On the Access Report > Narrative Tab, the radio button and narrative for the 'Information that the child(ren) may have American Indian heritage, including names of the tribe(s) if known' is required. Select the appropriate radio button and enter text for the narrative.

Access Report - Internet Explorer

eWiSACWIS

TM Print Help

Access Information

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

Date and Time Report was Received: 06/25/2020 11:00 AM PM R/T: ID: 9244073

Narrative Participants Allegation Allegation Narr Prior Involvement Decision

Document the Reporter's motivation and source of information, if possible.

Document names and contact information of other people with information regarding the child or family.

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

[ICWA Contacts](#)

Note: The radio button defaults 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/Alaskan Native' or an Ethnicity of 'Native American' the radio button will automatically be selected as 'Yes'.

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

2. If designated as a CPS Report, the appropriate template for a child(ren) who has a tribal affiliation should be sent upon the final screening decision. To generate a template, go to the Options drop-down on the Decision Tab of the Access Report.
 - Screen Out Decision- send the Indian Child Welfare Screened Out Report to the identified tribe.
 - Screen In Decision – send the CPS Report to Tribal Agent to the identified tribe.

Supervisor Decision

Name: Cake, Caitlin C. Screen In Screen Out Pending

Date/Time Decision Made: 06/25/2020 11:58 AM Response Time: [dropdown]

Reason: [dropdown]

Explain: [text area]

Status

After Hours Report Law Enforcement Notified Worker Safety Concerns?

Primary Language: English [dropdown] Interpreter Needed?

Regional incident (See Related Numbered Memo) ?

Options: [dropdown menu open showing: Action, Serious Incident Notification, Text, CPS Report, Indian Child Welfare Screened Out Report, CPS Report to Tribal Agent]

[Go] [Save] [Close]

Person Management

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

If a child is reported to have Indian heritage, the child’s Race should be documented as ‘American Indian/Alaskan 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 Outliner click on the case hyperlink in which the child is a participant.
2. Click the child’s name hyperlink on the Participants tab to open the child’s Person Management page.
3. On the child’s Person Management page, on the Basic tab, select ‘American Indian/Alaskan Native’ for the child’s Race and ‘Native American’ for Ethnicity. When either is indicated, the Indian Tribe field becomes enabled. Select a tribe.

Race/Ethnicity/Tribal Identification

Race: American Indian/Alaskan Native [dropdown] Ethnicity: Native American [dropdown] Hispanic/Latino: No

Race: [dropdown] Indian Tribe: Unknown [dropdown] Indian Tribe 2: [dropdown]

Race: [dropdown] Clan: [dropdown] Clan 2: [dropdown]

Race: [dropdown] Status: Member [dropdown] Status 2: [dropdown]

Race: [dropdown] Tribal Membership #: [text field]

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 are also available for Non-United States Tribes [Non-U.S.] and Non-Wisconsin Tribes [Non-WI Tribe].

4. When a Tribe is selected, the Clan and Status fields become enabled. Enter a Clan if known.

5. Next, select the appropriate tribal membership Status. The Status values are:

- **‘Eligible for Membership, not a member’**
- **‘Member’**
If a tribal membership Status is ‘Member’, the Tribal Membership # will become enabled, but is not required.
- **‘Not eligible for membership’**
If either Tribal Status is ‘Not eligible for membership’ the narrative box for ‘Explain why the person is not eligible for Tribal Membership’ displays and is required.
- **‘Pending’**
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, enter the membership Status as ‘Pending’.

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

Note: When either tribal membership Status is ‘Pending’ the primary worker will receive a Tickler to [Update Pending Tribal Membership Status](#). Once an answer is received from the tribe, update the tribal membership status on the child’s Person Management. This will delete the tickler.

Ethnicity:	<input type="text" value="Native American"/>
Indian Tribe:	<input type="text" value="Unknown"/>
Clan:	<input type="text"/>
Status:	<input type="text"/>
Tribal Membership #:	<input type="text"/>

Eligible for membership, not a member
Member
Not eligible for membership
Pending

6. If another tribe is indicated, enter that tribe in the Indian Tribe 2 field and associated information.

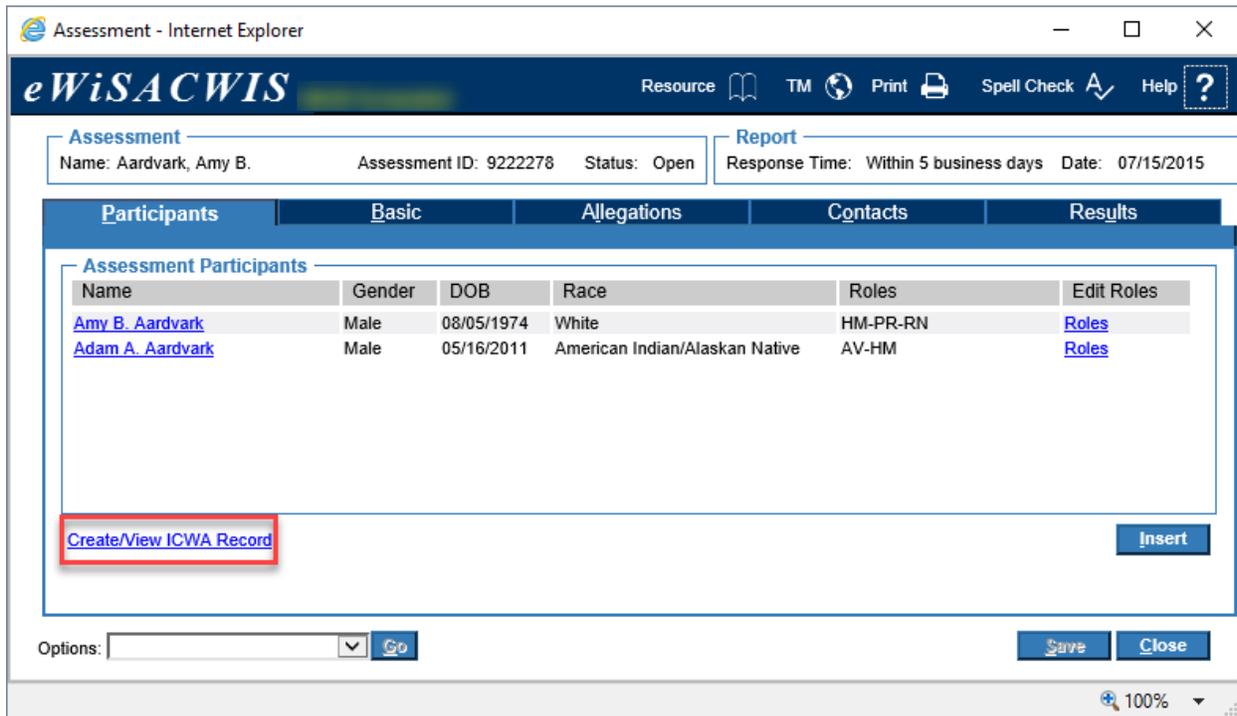
7. Save the Person Management page when finished.

Create/ Edit an ICWA Record

An ICWA Record should be created for all children in order to complete the Screening for Child’s Status as an Indian. The ICWA Record can be created or accessed one of three ways: from the Assessment page, from Create Case Work, and from the Utilities menu.

From Assessment

1. To create or edit an existing ICWA Record for a participant in Assessment, click the [Create/View ICWA Record](#) hyperlink on the Participants tab. This opens the ICWA Participant Selection page.



The screenshot shows the eWiSACWIS Assessment interface. The top navigation bar includes the eWiSACWIS logo and various utility icons. The main content area is divided into two tabs: 'Assessment' and 'Report'. The 'Assessment' tab is active, displaying the following information:

- Name: Aardvark, Amy B.
- Assessment ID: 9222278
- Status: Open
- Response Time: Within 5 business days
- Date: 07/15/2015

Below this information is a navigation bar with five tabs: 'Participants', 'Basic', 'Allegations', 'Contacts', and 'Results'. The 'Participants' tab is selected, showing a table of 'Assessment Participants':

Name	Gender	DOB	Race	Roles	Edit Roles
Amy B. Aardvark	Male	08/05/1974	White	HM-PR-RN	Roles
Adam A. Aardvark	Male	05/16/2011	American Indian/Alaskan Native	AV-HM	Roles

At the bottom of the 'Assessment Participants' section, there is a button labeled 'Create/View ICWA Record' which is highlighted with a red box. Other buttons visible include 'Insert', 'Options', 'Go', 'Save', and 'Close'.

Select a case participant and click Continue. If an ICWA Record was previously created for the participant, the existing record will open. If no record exists, an ICWA Record for the participant will be created.



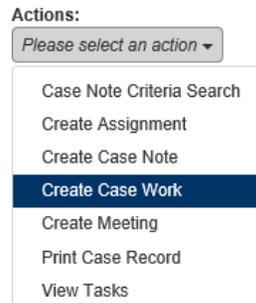
The screenshot shows the 'ICWA Participant Selection -- Webpage Dialog' window. It features the eWiSACWIS logo and utility icons at the top. The main content area contains a table with the following columns: 'Select', 'Case Participant', and 'DOB':

Select	Case Participant	DOB
<input type="radio"/>	Aardvarck, Alan	10/07/1991
<input type="radio"/>	Aardvark, Abigail A., III	06/01/2009
<input type="radio"/>	Aardvark, Adam A.	05/16/2011
<input type="radio"/>	Aardvark, Amy B., Jr.	08/05/1974
<input type="radio"/>	jackson, jackson	04/01/2016
<input type="radio"/>	jackson, jackson	04/01/2016

At the bottom of the dialog, there are two buttons: 'Continue' and 'Close'.

From 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.



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

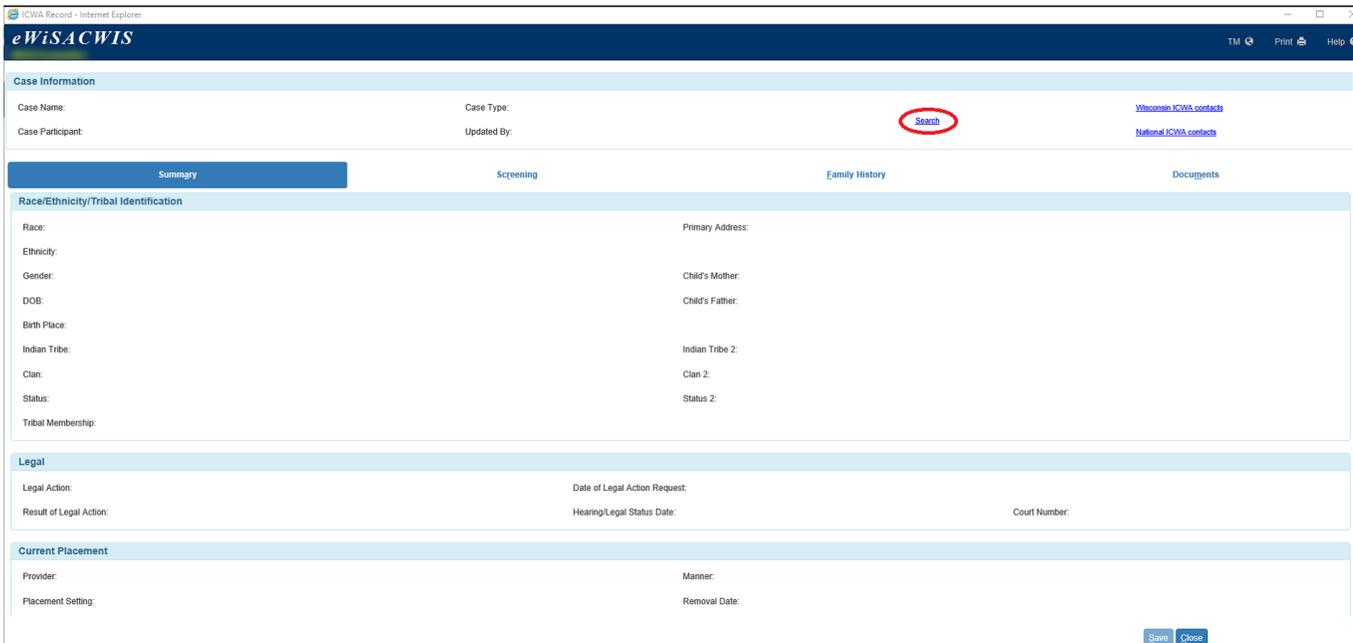


The screenshot shows the 'Create Case Work' page. On the left, there are several categories with checkboxes and dropdown menus: Eligibility (checked), ICPC, ICWA (selected 'ICWA Record'), Imaging, and Legal. On the right, there is a 'Case Participants' section with a list of participants: Aardvarck, Alan, Biological Child (9227019) and Aardvark, Abigail A., Biological Child (9226560).

From the Actions Menu

1. Select Actions > ICWA Record to open a blank ICWA Record.

2. Upon selecting 'ICWA Record' from the Utilities Menu a blank/disabled ICWA Record will launch with a Search hyperlink in the header. Upon selecting Search the user will search for a participant and case. Click the [Search](#) hyperlink to select a participant. Once selected, expand the person icon and select the case in which to associate the ICWA Record.



The screenshot shows the 'eWiSACWIS' interface for an 'ICWA Record'. The page has a dark blue header with the logo and navigation links. Below the header, there is a 'Case Information' section with fields for Case Name, Case Type, Case Participant, and Updated By. A 'Search' button is circled in red. Below this, there are four tabs: Summary (selected), Screening, Family History, and Documents. The 'Summary' tab contains fields for Race/Ethnicity/Tribal Identification, Race, Ethnicity, Gender, DOB, Birth Place, Indian Tribe, Clan, Status, Tribal Membership, Primary Address, Child's Mother, Child's Father, Indian Tribe 2, Clan 2, and Status 2. Below this is a 'Legal' section with fields for Legal Action, Date of Legal Action Request, Result of Legal Action, Hearing/Legal Status Date, and Court Number. At the bottom, there is a 'Current Placement' section with fields for Provider, Manner, Placement Setting, and Removal Date. 'Save' and 'Close' buttons are at the bottom right.

Entering an ICWA Record

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

ICWA Header

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 04/09/2020		National ICWA contacts

Summary	Screening	Family History	Documents
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Case Information Group Box

- Case Name- prefills case name.
- Case Participant- prefills with the name as a hyperlink to the participant's Person Management page.
- Case Type- prefills case type.
- Updated By: identifies the person who last updated the ICWA Record.
- [Copy ICWA Record](#) - hyperlink that appears after saving of the page. This allows for copy over of the Screening and Family History tabs to another case participant.
- [Wisconsin ICWA contacts](#) – hyperlink to the State of Wisconsin Federally Recognized Indian Tribes Indian Child Welfare contact list.
- [National ICWA contacts](#) - hyperlink to the Federal Register of Indian Tribes.

Summary Tab

Information on the Summary tab prefills from other areas in eWiSACWIS.

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 04/09/2020	National ICWA contacts

Summary	Screening	Family History	Documents
Race/Ethnicity/Tribal Identification			
Race:	American Indian/Alaskan Native	Primary Address:	201 South Stoughton Road, Madison, WI 53703
Ethnicity:	Other	Child's Mother:	Aardvark, Amy B.
Gender:	Unknown		
Legal			
Legal Action:	Petition to Order Judgement on Unpaid Restitution	Date of Legal Action Request:	08/09/2018 Legal Record
Result of Legal Action:	Continuance/Adjournment	Hearing/Legal Status Date:	08/09/2018 Court Number:
Current Placement			
Provider:		Manner:	
Placement Setting:		Removal Date:	
ICWA Placement Provider Options			
Updated by:			
	Placement Preference	Describe the action taken to comply with statutory placement preferences	
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.			

- **Race/Ethnicity/Tribal Identification** -prefills from Person Management. The Child's Mother/Father names are hyperlinks to their respective Person Management record.
- **Legal**- prefills 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 (based on assignment and worker security).
- **Current Placement Information**- pre-fills from the child's open Out of Home Placement. The Provider name is a hyperlink to the Provider record.
- **ICWA Placement Provider Options**- pre-fills from the ICWA tab of the Out of Home Placement.

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

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 either of the first two questions, the rest of the questions are required.

1. Enter all required fields and associated narratives.
2. Once all information is entered, select ‘Screening for Child’s Status as an Indian’ from the Options drop-down and click Go to launch the template.

Case Information

Case Name: Aardvark, Amy B. (9222933)	Case Type: CPS Family - Ongoing	Copy ICWA Record	Wisconsin ICWA contacts
Case Aardvark, Abigail A. III (9226560)	Updated By: Cake, Caitlin 04/09/2020		National ICWA contacts

Summary
Screening
Family History
Documents

Screening for Child's Status as Indian

Source(s) of Information:

Is there any information to support that the child or a family member has American Indian or Alaska Native heritage? No

If "Yes", is the name(s) of the Indian band or Indian tribe or Alaska Native Village known?

If "Yes", list tribe(s), band(s), village(s):

Has a member of the family ever received services from the Bureau of Indian Affairs? If "Yes", complete items below.

Name	Relationship to Child	Location where services received/approx. dates

Has any member of the family ever attended an Indian School? If "Yes," complete items below.

Name	Relationship to Child	Name of school(s) and approximate dates attended	Location of school(s)

Options:

3. Print the template and Click Close and Return to eWiSACWIS to return to the ICWA Record. Click Save on the ICWA Record page.
4. The template will now be nested under the ICWA Icon from the case outliner.

Family History Tab

Information for the Child, Mother, and Father boxes prefill 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 header section. Information for grandparents is user entered, unless it is captured on the child's parents Person Management page(s). 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 Go to launch the template.

Case Information

Case Name: Aardvark, Amy B. (9222933) Case Type: CPS Family - Ongoing [Copy ICWA Record](#) [Wisconsin ICWA contacts](#)
Case: [Aardvark, Abigail A., III \(9226560\)](#) Updated By: Cake, Caitlin 04/09/2020 [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: 01/01/2019
Place of Birth:
Native American? Yes No Unknown
Tribe: Bad River Band
(s)/Clan(s):

Mother

Name: Aardvark, Amy B.
Maiden Name:
Other Names:
Birth Date: 01/01/1974
Place of Birth:
Date of Death:
Place of Death:
Native American? Yes No Unknown

Father

Name:
Other Names:
Birth Date:
Birth:
Date of Death:
Place of Death:
Native American? Yes No Unknown
Tribe (s)/Clan(s):

Maternal Grandmother

Name: Test, Father
Birth Date: 00/00/0000

Maternal Grandfather

Name: Test, Mother
Birth Date: 00/00/0000

Paternal Grandmother

Name:
Birth Date: 00/00/0000

Paternal Grandfather

Name:
Birth Date: 00/00/0000

Options:

- Print the template and Click Close and Return to eWiSACWIS to return to the ICWA Record. Click Save on the ICWA Record page.

9237022.0 [Compatibility Mode] - Word

File eWiSACWIS

Print Cut Copy Paste Zoom Spell Check Copy From Check Bookmarks Close and Return to eWiSACWIS

1 2 3 4 5 6 7 8 9 10

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 M. Cake	Name - Agency	Date Completed
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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: **06/01/2009**
 Place of Birth: **[REDACTED]**
 Native American? Yes No Unknown
 Tribes(s) / Clan(s): **Bad River Band**

MOTHER

Name: **Aardvark, Amy B., Jr.**
 Maiden Name: **[REDACTED]**
 Other Names: **[REDACTED]**
 Birthdate: **08/05/1974**
 Place of Birth: **[REDACTED]**
 Date of Death: **[REDACTED]**
 Place of Death: **[REDACTED]**
 Native American? Yes No Unknown
 Tribes(s) / Clan(s): **Ho-Chunk**

FATHER

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

Yes No Name on Birth Certificate?
 Yes No If No, was paternity legally established or has
 Father / Tribe acknowledged paternity?

MATERNAL GRANDMOTHER

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

MATERNAL GRANDFATHER

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

PATERNAL GRANDMOTHER

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

PATERNAL GRANDFATHER

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

DCF-F-CFS2323 (R. 05/2010) CONTINUE ON PAGE 2

Page 1 of 2 1 of 394 words

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

- The template will now be nested under the ICWA Icon from the case outliner.

Documents Tab

This tab is used to generate and keep a history of the following documents; the Request for Confirmation of Child's Indian Status, the Notice of Involuntary Child Custody Proceeding Involving an Indian Child, and the Voluntary Placement Agreement for an Indian Child.

- To create a document, click the Insert button to open the Document Select page.

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 04/09/2020 [National ICWA contacts](#)

Summary Screening Family History **Documents**

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.
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		Lac Courte Oreilles Band
Request for Confirmation of Child's Indian Status	02/21/2014	Caitlin Cake	9222873		Lac Courte Oreilles Band
VPA - Indian Child	03/07/2014	Caitlin Cake	9222873		N/A

[Insert](#) [Save](#) [Close](#)

100%

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

Document Select Print Help

ICWA Documents

Request for Confirmation of Child's Indian Status

Notice of Invol. Custody - Indian Child

VPA - Indian Child

[Continue](#) [Close](#)

3. Enter the appropriate information for the ICWA Document (see A, B, & C below).

4. Once saved, the document will be added to the Documents tab history. The Document Name is a hyperlink to the document. The Sent date prefills from the associated document page.

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 04/09/2020 [National ICWA contacts](#)

Summary Screening Family History **Documents**

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.
Request for Confirmation of Child's Indian Status	02/28/2020	Caitlin Cake	9223581		Ho-Chunk
VPA - Indian Child	03/07/2014	Caitlin Cake	9222873		N/A

Insert Save Close

100%

5. An existing ICWA Record can be accessed from the desktop outliner under the case. Created documents for a Participant are nested under the ICWA Record.

Aardvark, Amy B., Jr. (9222933)

Case details:
CPS Family - Ongoing
BMCW-IA 2
Open OHP exists for associated participant(s)

Case address:
C/O: Ginger Rogers Care of Line
889 stapler gray
Madison, WI 53701
(888) 222-6666

Primary worker:
Conn, Conn C., Jr.
(608) 266-4496 Ext. 1222
Conn@wisconsin.gov

Actions:
[Please select an action](#)

View case information

- Access Reports
- Agreements and Notices
- Assessments
- Assets and Income
- Assignments
- Background Checks
- Case/Permanency Plan
- Child/Youth Images
- Education
- Eligibility
- ICWA
- Legal
- Missing Child
- Narratives
- Participant Documents
- Placements
- Planning
- Related People
- Safety
- Serious Incident Notification

ICWA Record

ICWA Record	11/04/2015	Aardvark, Abigail A.,
VPA-Indian Child	03/07/2014	Aardvark, Abigail A.,
Request for Confirmation of Child's Indian Status	04/23/2014	Aardvark, Abigail A.,

ICWA Document Types

Request for Confirmation of Child's Indian Status: To be completed and sent to the tribe or the BIA when American Indian heritage is suspected.

- Select the Tribe Notified from the drop-down. This will prefill the tribe and address to the document.
- 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.
- 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.
- Select 'Request for Confirmation of Child's Indian Status' from the Options drop-down and click Go to launch the template.

Case Information

Case: Aardvark, Amy, B.

Participants:

Category: ICWA

Aardvark, Abigail A., III

Document: Request for Confirmation of Child's
Indian Status

Aardvarck, Alan
 Aardvark, Allies
 Aardvark, Amy B.
 Abby, Andrea
 Abby, Andrew A.
 CANS, baby
 Kellogg, Andy
 Kellogg, Cole

Tribe
Notified: Lac Courte Oreilles Band

Date: 01/31/2018

Created:

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

Sent: 02/01/2018

Options:

Text

Request for Confirmation of Child's Indian Status

Go

Copy

Save

Close

100%

1. Click on Save and Generate PDF to bring up the pdf file and click the print icon to Print the document and Click Close to return to the Request for Confirmation of the Child's Indian Status page.

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:

Lac Courte Oreilles Tribe
13394 W. Trepania Road

Date of Request:

01/31/2018

eWiSACWIS Case Number:

9222873

ATTN: Tribal ICWA Agent

Name - Child (Last, First, MI)

Aardvark, Abigail, A

Gender

M

F

Birthdate

01/01/2019

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.

2. On the Request for Confirmation of the Child's Indian Status page, select Save. Click close to return to the ICWA Record.

Note: This document may be copied to another case participant. See the Copying an ICWA Document

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 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. Complete all known fields on the Notice of Involuntary Custody Proceeding Involving an Indian Child page.

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

Notice sent by other government agency within your county:

2. Once complete, select the 'Notice of Involuntary Custody Proceeding Involving an Indian Child' from the Options drop-down and click Go 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:
<input type="checkbox"/> Notice sent by other government agency within your count	<input type="text"/>	<input type="checkbox"/> The child's parent(s)		
Recipient Name:	<input type="text"/>	Tribe Notified:	Bad River Band	<input checked="" type="checkbox"/> The child's tribe
<input type="checkbox"/> The child is currently in the custody of the parent or Indian custodian.		<input type="checkbox"/> The child's custodian(s)		
<input type="checkbox"/> The child has been temporarily placed in custody.		<input type="checkbox"/> Bureau of Indian Affairs		
Name of Agency:	<input type="text"/>			
Address:	<input type="text"/>			
<input type="checkbox"/> Additional family history information is attached.		Sent:	02/11/2014	
Date of hearing:	<input type="text" value="00/00/0000"/>	Time of hearing:	00:00	<input checked="" type="radio"/> AM <input type="radio"/> PM
Type of hearing:	<input type="text"/>	Circuit Court:	<input type="text"/>	

Options:

3. Click on Save and Generate PDF to bring up the pdf file and click the print icon to Print the document and Click Close to return to the Notice of Involuntary Custody Proceeding Involving an Indian Child page.

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) 01/01/2019	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)		

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

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 count

Recipient Name:

The child is currently in the custody of the parent or Indian custodian.

The child has been temporarily placed in custody.

Name of Agency:

Address:

Additional family history information is attached.

Date of hearing:

Type of hearing:

Tribe Notified:

The child's tribe

The child's custodian(s)

Bureau of Indian Affairs

Sent:

Time of hearing: AM PM

Circuit Court:

Options: Actions
Approval
Text

Copy Save Close

5. On the Notice of Involuntary Custody Proceeding Involving and Indian Child page, select Save. Click close to return to the ICWA Record.

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

VPA- Indian Child: If an child is placed via a Voluntary Placement Agreement (VPA), the VPA for an Indian Child must be documented.

1. On the Agreements and Notices page, complete the necessary fields, including performing a provider [Search](#) to insert the provider.

2. Once complete, select the 'Voluntary Placement Agreement- Indian Child' from the Options drop-down and click Go to launch the template.

Agreements and Notices -- Webpage Dialog

eWiSACWIS TM Print Spell Check Help ?

Agreement Information

Case Participant: Abigail A. Aardvark Date of Agreement: 03/07/2014

Agreement Type: VPA-Indian Child Estimated End Date: 00/00/0000

Service Category: Foster Home - General License Agreement End Date: 00/00/0000

Service Type: Foster Home-Gen License 15+ years old Agreement Amount: \$0.00

Adoption Subsidy Type: Effective Date of Amend: 00/00/0000

Provider Name: BLIP PROVIDER (9221390) Search Additional \$ per month: \$0.00

Subsequent Guardian: Amended Amount:

Agreement Concluded

Parent(s)

Parent 1: Parent 2:

Original Agreement Information

Physical: Supplemental Amount: \$0.00

Emotional: Child Basic Rate: \$0.00

Behavioral: Exceptional Amounts: \$0.00

Options: Text Go

Voluntary Placement Agreement - Indian Child

Save Close

3. Print the template and Click Close and Return to eWiSACWIS to return to the Agreements and Notices page.

Voluntary Placement Agreement for an Indian Child
(This agreement must be certified by a court of competent jurisdiction.)

Use of form: Completion of this form is voluntary. The form may be used by child welfare agencies voluntarily placing an Indian child in a foster home or group home to comply with the requirements of the Wisconsin Chapter 48, the Children's Code and with the federal Indian Child Welfare Act. Personal information you provide may be used for secondary purposes [Privacy Law, s. 15.04(1)(m), Wisconsin Statutes]. **Note: Do not use this form if the child is less than 11 days old. See Wis. Stat. s. 48.028(5)(a).**

I hereby request the _____ Department of Children and Families / County Department _____ to place my child _____, born on 06/01/2009, in a foster home, pursuant to s. 48.63(1) Wis. Stats., group home, pursuant to s. 48.63(1), Wis. Stats., group home, pursuant to s. 48.625(1m), Wis. Stats., shelter home, pursuant to s. 48.63(1)(b) and s. 938.22, Placement dates are from 03/07/2014 to _____.

Name and address of placement provider, if known: _____
Name and address of parent or entity arranging the placement: _____

I understand that by signing this document I grant placement and care responsibility of the child to the department listed above.
I understand that the child's placement in a licensed foster home may not exceed 180 days from the date of placement. I understand that the child's placement in a group home under s. 48.63(1), Wis. Stats., may not exceed 15 days from the date of placement. I understand that the child's placement in a group home under s. 48.625(1m), Wis. Stats., may not exceed 180 days from the date of placement, except if extended as allowed under s. 48.63(5). I understand that the child's placement in a shelter care facility may not exceed 20 days.
I understand that I may terminate this agreement at any time and that the child age 12 years of age or older may terminate this agreement relative to his or her placement.
I understand that a permanency plan, pursuant to s. 48.63(4) and 48.63(5)(c), Wis. Stats., will be prepared and I will be involved in the development of that plan.
I agree to keep the department informed of any changes in my circumstances, including address, employment and earnings, marital status, health, access to health insurance and plans relative to the child.
I understand that I may be held financially responsible for all, or a portion of, the placement costs that may incur during the child's stay in the foster home, treatment foster home, or group home placement. I agree to cooperate with the department in determining my portion of the placement costs for the child. If determined to be financially responsible I agree to pay the department for the care of the child in the amount of \$ 0.00 per week month beginning on _____ (mm/dd/yyyy). Payments are to be made to: _____ located at _____ (Street, City, State, Zip Code).

4. On the Agreements and Notices page, select Save. Click close 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. Go to the document page of the participant you want to copy the document from. Click the Copy button.

Case Information

Case: Aardvark, Amy, B.

Participants:

Category: ICWA

Aardvark, Abigail A., III

Document: Request for Confirmation of Child's
Indian StatusTribe
Notified: Lac Courte Oreilles Band ▼Date
Created: 01/31/2018 Screening Document Attached: Child's Biological Family History Attached: Involuntary Custody Initiated: Involuntary Custody Attached:

Sent: 02/01/2018

Aardvarck, Alan
 Aardvark, Allies
 Aardvark, Amy B.
 Abby, Andrea
 Abby, Andrew A.
 CANS, baby
 Kellogg, Andy
 Kellogg, Cole

Options: ▼ Go

Copy

Save

Close

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

ICWA Copy

Select	Case Participant	DOB	
<input type="radio"/>	Aardvarck, Alan	01/01/2000	
<input type="radio"/>	Aardvark, Allies	07/01/2013	
<input type="radio"/>	Aardvark, Amy B.	01/01/1974	
<input type="radio"/>	Abby, Andrea	01/05/2000	
<input type="radio"/>	Abby, Andrew A.		

3. The following message will display. Click the Yes 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' for American Indian or Alaska Native Screening, the following message will display. 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 line will be inserted to the child's Documents tab. Click the hyperlink to open the document.

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: [Aardvarck, Alan \(9227019\)](#) Updated By: Cake, Caitlin 07/28/2020 [National ICWA contacts](#)

Summary Screening Family History **Documents**

Document Name	Created	Created By	Case	Sent	Sent To
Notice of Invol. Custody - Indian Child	01/31/2018	Caitlin Cake	9222873	03/03/2014	Aardvark, Amy B.
Request for Confirmation of Child's Indian Status	07/28/2020	Caitlin Cake	9222873		Oneida

100%

5. On the document tab, confirm that all data entered is correct and launch the template by selecting it from the Options drop-down and clicking Go.

Request for Confirmation of Child Indian Status TM Print Help

Case Information

Case: Aardvark, Amy, B. Participants: Aardvarck, Alan

Category: ICWA

Document: Request for Confirmation of Child's Indian Status

Tribe: Oneida

Date: 07/28/2020

Created:

Screening Document Attached:

Child's Biological Family History Attached:

Involuntary Custody Initiated:

Involuntary Custody Attached:

Sent:

Options: **Request for Confirmation of Child's Indian Status** Go

6. Click on Save and Generate PDF to bring up the pdf file and click the print icon to Print the document. Click close to return to Request for Confirmation of Child 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: Oneida Tribe
PO Box 365

Date of Request: eWISACWIS Case Number

ATTN: Tribal ICWA Agent

Name - Child (Last, First, MI) Aardvarck, Alan	Gender <input checked="" type="checkbox"/> M <input type="checkbox"/> F	Birthdate 01/01/2000
Birthplace		

7. Click Close to return to the ICWA Record.