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**EFFECTIVE**

September 1, 2010.

**SUBJECT**

1. Identification process & caseworker tools.
2. Tribal affiliation inquiry & review of Indian ancestry for each new case assigned to a worker.
3. Verification process & requesting Tribal documents.
4. Culturally appropriate services and caseworker tools.
5. Miscellaneous.

**1) NAA 200,  
IDENTIFICATION  
OF AN INDIAN  
CHILD**

Caseworker Tools: Michigan Tribal Service Area Map & DHS/SCAO Indian Child Welfare Act Posters may assist workers in identifying tribes in their county and case planning with clients. In addition, the Native American Affairs (NAA) Web site contains various resources for DHS staff and public consumers.

*Reason:* New caseworker tools.

**2) NAA 200,  
IDENTIFICATION  
OF AN INDIAN  
CHILD**

Each time a worker is assigned a new case, review of Indian ancestry should be revisited with client & family for all children's services.

*Reason:* Policy clarification.

**3) NAA 200,  
IDENTIFICATION  
OF AN INDIAN  
CHILD**

If the child or the child's parent has affiliation with an American Indian tribe, the worker may gather tribal documentation from the

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child or parent or any other person with knowledge of the child's or parent's tribal affiliation in a culturally competent manner.

**Note:** Only a tribe may verify a member; therefore, if a client is opposed to sharing tribal identification and status with the worker, the client's choice should be honored. For some individuals, sharing blood quantum and identification cards may be offensive.

Example: Conversation and questioning with the client may be framed to demonstrate the aforementioned information as helpful in actual verification of tribal affiliation, such as "If you have any information or documentation that you feel comfortable sharing with me to assist the tribal enrollment department(s) pertaining to you, your children, or any family members, I would be happy to make a copy or add in narrative form into my notes for case planning. Would this be acceptable to you?"

*Reason:* Policy clarification.

#### 4) NAA 205, INDIAN CHILD WELFARE CASE MANAGEMENT

Indian Child Welfare Case Management

Culturally Appropriate Services: For more information on culturally appropriate services, review Substance Abuse and Mental Health Services Administration (SAMHSA's) Cultural Card for working with American Indians or contact an Urban Indian Center.

*Reason:* New caseworker tools.

#### 5) MISCELLA- NEOUS

Updated NAA 200 to reflect children's services policy manuals name changes.

**MANUAL  
MAINTENANCE  
INSTRUCTIONS**

**Changed Items (content changes) ...**

**NAA 200**

**NAA 205**