




STATE OF WASHINGTON
DEPARTMENT OF SOCIAL AND HEALTH SERVICES
CHILDREN'S ADMINISTRATION
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September 14, 2016

TO: Children's Administration All Staff

FROM: Jennifer A. Strus, Assistant Secretary 

Connie Lambert-Eckel, Field Operations Division Director 

SUBJECT: INDIAN CHILD WELFARE POLICIES, PROCEDURES, AND FORMS, INCLUDING A REMINDER OF ICW DSHS FORMS STAFF MUST NO LONGER USE

Children's Administration (CA) first issued Indian Child Welfare (ICW) policies and procedures on September 1, 1991, and revisions followed nine years later in September 2000. Sixteen years have passed, and with new federal regulations taking effect December 12, 2016, this is an appropriate time to update CA's ICW policies and procedures. I am pleased to announce after much work, including input from tribes via standalone workgroups and at CA_ Indian Policy Advisory subcommittee, the revisions are now complete and posted on both the CA ICW internet and ICW intranet [webpages](#). The revisions update the policies and procedures that guide how CA's Division of Children and Family Services (DCFS) and Division of Licensed Resources (DLR) must implement the federal and state Indian Child Welfare Acts (ICWA).

As part of the updates, CA requested that the UW Alliance provide training. This work has been contracted out to the National Indian Child Welfare Association (NICWA) to provide initial training that incorporates references to updated CA policies and procedures and also addresses the new federal ICWA regulations, which states must implement. Regional Administrators will work to identify staff who must attend the training dates shown below. After the initial trainings are conducted, the UW Alliance will provide additional regional trainings that specifically focus on the updated policies and procedures, including FamLink intake and Person Management ICW tab functionality.

Training Dates

Region One	November 8-9 Richland DCFS Office Columbia Room	November 15-16 Spokane DCFS Office – South West Conf. Room
Region Two	September 20-21 Delridge Way SW Seattle Alliance Training Center	October 10-11 Lynnwood DCFS Office Large Conference Room
Region Three	October 5-6 Tacoma DCFS Office Centennial 1: Room 195	September 29-30 DCFS Office Lewis and Clark Conf. Room

ICW FORMS UPDATE

What you need to know: DSHS Indian Child Welfare Unit (ICW) has made updates to forms available on the intranet, forms drive, and within FamLink to align with revisions to the Children's Administration ICWA/ICW policies and procedures. *Use of updated forms goes into effect immediately.*

- **DSHS 09-541** *Notice to Federally Recognized Indian Tribe, Band or Nation* (sunset, and removed from FamLink)
- **DSHS 04-220** *Family Ancestry Chart* (updated)
- **DSHS 09-761** *Indian Identity Request* (updated and available in the forms drive)
- **DSHS 09-777** *Indian Child: Compliance Checklist* (sunset)
- **DSHS 09-762** *Petition for Court Validation of Voluntary Consent to Foster Care Placement of Indian children* (sunset)
- **DSHS 09-763** *Consent to Foster Care Placement and Court Certification for an Indian Child* (sunset)
- **DSHS 09-539** *Inquiry to Indian Tribe, Band, or Nation* (updated)
- **DSHS 16-218** *Intake Cover Letter to Tribes* (sunset, and removed from FamLink)
- **DSHS 09-765** *Declaration of Adoption Facilitator* (updated)
- **DSHS 09-760** *Notice of Placement Change* (sunset, and removed from forms drive/intranet)
- **DSHS 15-218** *Verification of Indian Status: Foster Care and Adoptive Applicant* (updated)

What you need to do: Remove and discard all prior versions of these forms from your computer and anywhere else they may exist electronically and physically.

Key Changes:

- ✓ DSHS 09-762, 09-763, 09-765, 09-777 have been sunset, and DSHS 09-541 has been sunset and removed from FamLink. Staff must coordinate with an AAG or prosecuting attorney to obtain proper forms located at <http://www.courts.wa.gov/forms/>.
- ✓ DSHS 04-220 has been updated to include additional fields (Child Person ID, mother's married names, and mother's aliases). Please note this form **must** be completed in FamLink, the Native American Inquiry Referral (NAIR) Unit **will not** accept an uploaded or hard copy form.
- ✓ DSHS 09-761 has been updated to include instructions that the form be uploaded in FamLink, a Family Ancestry Chart **must** be completed, and that staff **must** complete a NAIR within 10 working days.

- ✓ DSHS 09-539 updates help CA establish whether the child is an Indian child for the purposes of ICWA. The form is used by the NAIR unit to complete membership inquiry per CA policy and procedure.
- ✓ DSHS 16-218 has been removed from FamLink. Staff should discontinue use immediately **and remove copies from local share drives and desktops**. When sending intake reports to the 29 federally recognized tribes in Washington state staff must follow policy and procedure located in Chapter one and five of the ICW manual.
- ✓ DSHS 09-765 updates language to align with the federal and state Indian Child Welfare Acts.
- ✓ DSHS 15-218 updates language and instructions to align with the federal and state Indian Child Welfare Acts.

Where to find ICW forms:

- The forms are located on the CA ICW intranet page; or
- DSHS Forms Website: <http://forms.dshs.wa.lcl/>. Enter the form number (xx-xxx) in the "Search by Form No" box.
- Forms for court proceedings are located at <http://www.courts.wa.gov/forms/> please work with your AAG or prosecuting attorney to identify the correct forms for completion.

Questions:

Please contact Bob Smith (smithrc@dshs.wa.gov) or Juliette Knight (knighjp@dshs.wa.gov)