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|  | <b>INDIANA DEPARTMENT OF CHILD SERVICES<br/>CHILD WELFARE POLICY</b> |   |
|   | <b>Chapter 15: Eligibility</b>                                       | <b>Effective Date:</b> November 1, 2014 |
|   | <b>Section 9: Age and Citizenship</b>                                | <b>Version:</b> 1                       |

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| <b>STATEMENTS OF PURPOSE</b> |
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The Department of Child Services (DCS) will document the age and citizenship of a child so that Title IV-E eligibility may be determined.

Age

In order to be eligible for Title IV-E, the child must be under 18 years of age at the time of removal, unless the child is otherwise eligible to age 20 or entering the Collaborative Care (CC) program. See separate policy, [11.18 Eligibility for Collaborative Care](#) for information on CC eligibility criteria.

Citizenship

The child must be either a citizen of the United States or an alien lawfully admitted for permanent residence. See separate policy, [2.23 Verifying Citizenship or Immigration Status](#) for additional guidance.

Code References

1. [42 USC 671\(a\)\(27\)](#)
2. [42 USC 672\(a\)\(3\)](#)
3. [42 USC 675\(8\)](#)

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| <b>PROCEDURE</b> |
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The Family Case Manager (FCM) will:

1. Verify and collect the required documentation to support the child's age at the time of removal;
2. Verify and collect the required documentation to support the child's citizenship or immigration status at the time of removal;
3. Upload the supporting documentation into Management Gateway for Indiana's Kids (MaGIK) within 30 days; and
4. Contact the DCS Central Eligibility Unit (CEU) immediately for additional instructions during the child's episode in out-of-home care if information is discovered regarding the child's age or citizenship that may impact the initial eligibility determination.

The DCS CEU will:

1. Review the eligibility information in MaGIK; and
2. Make a determination of whether the age and citizenship criteria are met.

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| <b>PRACTICE GUIDANCE</b> |
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Acceptable supporting documentation of the age criteria is a copy of the child's birth certificate or copies from other credible sources documenting the child's birth date, including:

1. Bureau of Vital Statistics;
2. Verified data from Public Assistance database (gathered by CEU);
3. School records;
4. Hospital records;
5. Physician records;
6. Baptismal/confirmation records;
7. Passport;
8. Naturalization papers;
9. Immigration papers;
10. Alien registration card;
11. Court records;
12. Records of social agencies; and
13. Insurance company records.

A list of acceptable supporting documentation to verify citizenship may be found in policy [2.23 Verifying Citizenship or Immigration Status](#).

#### **FORMS AND TOOLS**

[Title IV-E and Title IV-A/EA Information \(SF55435\)](#)

#### **RELATED INFORMATION**

The Personal Responsibility and Work Opportunity Reconciliation Act (PRWORA) of 1996 restricts eligibility for Title IV-E to children who are United States citizens or eligible qualified aliens. The qualified alien provisions in PRWORA supersede Aid to Families with Dependent Children (AFDC) law and regulations in effect on July 16, 1996.