



INDIANA DEPARTMENT OF CHILD SERVICES

CHILD WELFARE POLICY

Chapter 2: Administration of Child Welfare

Section 09: Verifying Identity and Relationship

Effective Date: March 1, 2023

Version: 4

- [Procedure](#)
- [Definitions](#)
- [Forms and Tools](#)
- [Related Policies](#)
- [Legal References](#)
- [Practice Guidance](#)

POLICY OVERVIEW

The Indiana Department of Child Services (DCS) verifies the identity of an adult or a child prior to conducting a background check for the purpose of contracting, licensure, or placement with a relative/kin.

DCS also verifies the relationship of the individual to a child in care prior to placing the child in the home of a relative/kin. Documenting the relative/kin's relationship with the child in the case management system is important, since this information is used to determine eligibility for federal funding, which may fund some of the cost of out-of-home care and DCS' administrative expenditures.

[Back to Top](#)

PROCEDURE

Any time the identity of an adult or child cannot be verified, notify the Family Case Manager (FCM) Supervisor of the inability to verify the adult or child's identity and document the request to the family to produce valid ID in the case management system.

United States (U.S.) Citizen

To verify the identity of an adult or a child who is a United States (U.S.) citizen, the FCM will ask to see a valid, government-issued photo identification (ID) (e.g., driver's license, learner's permit, state ID card, or passport).

For children who are younger than legal driving age or who do not have a government-issued ID, ask to see any available ID with a photo (e.g., community pool pass photo ID, school-issued ID, or library card) and a copy of the child's social security card OR original birth certificate. If a child does not have an ID with a photo, ask to see two (2) forms of government-issued identification, such as a Social Security card AND a birth certificate.

Documented Immigrant

To verify the identity of an adult or a child who is a documented immigrant, the FCM will ask to see any available original government-issued documentation (e.g., Passport, driver's license, Permanent Residence Card ["Green Card"]). See policy 2.23 Verifying Citizenship or Immigration Status and the Desk Guide- International and Cultural Affairs for additional information regarding Consulate verification of these documents.

Undocumented Immigrant

To verify the identity of an adult or a child who is an undocumented immigrant, the FCM will:

1. Ask to see any available documentation (e.g., Matricula Consular or other Consulate-issued identification);
2. Ask to see the person's Individual Tax Identification Number (ITIN); and
3. Make a referral in KidTraks for Focused Needs to assist in locating vital documents that are required to verify identity (see policy 2.22 International and Cultural Affairs Services).

Verification of Relationship

To verify the relationship between a child and relative/kin prior to placing the child with said relative/kin, the FCM will:

1. Provide the relative/kin with a copy of the Statement of Attestation Regarding Relationship form;
2. Obtain a signature from the relative/kin and sign the form as a witness;
3. Place a copy of the signed form in the child's case file; and

Note: The FCM must also obtain a copy of the relative/kin's birth certificate to verify the relationship with the child in the following instances:

- a. When placing a child with a relative/kin who is a foreign national, or
- b. When human trafficking is suspected (see policy 4.47 Human Trafficking).

4. Enter the relationship of the child and relative/kin in the case management system (see policy 2.23 Verifying Citizenship or Immigration Status).

[Back to Top](#)

RELEVANT INFORMATION

Definitions

Foreign National

A foreign national is any person (adult or child) who is born outside of the U.S. and has not become a U.S. citizen.

Human Trafficking

The Trafficking Victims Protection Act of 2000 defines human trafficking as:

1. Sex trafficking- The recruitment, harboring, transportation, provision, or obtaining of a person for the purpose of a commercial sex act where the commercial sex act is induced by force, fraud, or coercion, or the person being induced to perform such act is under 18 years of age.
2. Labor trafficking- The recruitment, harboring, transportation, provision, or obtaining of a person for labor or services, through the use of force, fraud, or coercion for the purpose of subjection to involuntary servitude, peonage, debt bondage, or slavery.

Forms and Tools

- [Desk Guide- International and Cultural Affairs](#)
- [Focused Needs](#)
- ICA Liaison Email Inbox – internationalculturalaffairs@dcs.in.gov
- [Statement of Attestation Regarding Relationship \(SF 52727\)](#)
- [Statement of Attestation by Relative Regarding Relationship \(Spanish\) \(SF 54251\)](#)

Related Policies

- [2.22 International and Cultural Affairs Services](#)
- [2.23 Verifying Citizenship or Immigration Status](#)
- [4.47 Human Trafficking](#)

[Back to Top](#)**LEGAL REFERENCES**

- [IC 31-34-1-3.5: Victim of human or sexual trafficking](#)
- [Public Law 106-386, 2000: The Trafficking Victims Protection Act of 2000](#)

[Back to Top](#)

PRACTICE GUIDANCE- DCS POLICY 2.09

Practice Guidance is designed to assist DCS staff with thoughtful and practical direction on how to effectively integrate tools and social work practice into daily case management in an effort to achieve positive family and child outcomes. Practice Guidance is separate from Policy.

Cultural Differences Regarding References to Relatives/Kin

It is important to be aware of how different cultures communicate. Children and family members may refer to adult non-relatives in their lives as "Husband", "Wife", "Aunt", or "Uncle" when they are not actually blood relatives. FCMs should always verify the identity of all individuals as to not make a mistake in identity and cause further trauma to the child. This is important in all cases including human trafficking cases when children are being told to say things that are not true about individuals who may be trafficking them (see policies 4.47 Human Trafficking and 2.23 Verifying Citizenship or Immigration Status).

Consulate Verification of Documents

In order to send a picture or a document to the Consulates for verification, the ICA liaisons must have accurate and complete pictures of the documents. FCMs should scan the documents in the office or utilize a mobile scanner application. Taking a photo of documents to send to the Consulate is not recommended. See policy 2.23 Verifying Citizenship and Immigration Status and the Desk Guide- International and Cultural Affairs for additional information.

Illegal Alien (Undocumented Immigrant)

For an individual who is an illegal alien (undocumented immigrant) and does not have any form of identification, a request should be made for the individual to provide some type of written documentation verifying personal demographics (e.g., proof of employment in writing, lease, or contract). The information received may be used to assist in the assessment of whether the individual has the ability to care for the child.

International and Cultural Affairs (ICA) Resources

ICA information is available on the Focused Needs webpage. This information includes documents and additional information on services provided by ICA. The Focused Needs SharePoint has resources for FCMs and other DCS staff seeking information to help improve services to multicultural populations and families (e.g., immigrant; tribal; sensory-impaired; Lesbian, Gay, Bi-Sexual, Transgender, Questioning/Queer, Intersex, Asexual, and more [LGBTQIA+]; military) by honoring the diversity of cultures and perspectives constituting the Indiana child welfare population. An ICA Liaison email inbox (see Forms and Tools) is available to obtain guidance from an ICA liaison. Questions that may be sent to the ICA Liaison email inbox include questions regarding service providers for interpreter services. Emergency situations that require immediate attention should not be emailed to the inbox, please email the ICA Liaison directly (see the Focused Needs webpage).

[Back to Top](#)