

EXHIBIT 2

INDIAN CHILD WELFARE ACT CHECKLIST

EVERY CHILD AND FAMILY

- Assess possible Indian child status during initial investigation.
- Update information on possible Indian child status as additional family members are located and at regular intervals.

REASON TO BELIEVE OR CONFIRMED INDIAN CHILD STATUS

- Contact agency lawyer regarding possible ICWA case and consult regularly throughout case.
- If Indian child status known prior to removal, insert required ICWA information in affidavit.
- Verify any foster or adoptive placement follows statutory preferences unless tribe alters preferences or court finds good cause not to.
- Optional:* Send membership query letter to each identified tribe.
- Send *Notice of Pending Custody Proceeding Involving Indian Child* to:
 - each identified parent (Indian or non-Indian);
 - any Indian custodian;
 - each identified tribe;
 - Secretary of Interior; and
 - Bureau of Indian Affairs (Area Director).
- If any parent, custodian or tribe is unknown or can't be located send *Notice: Parent, Custodian or Tribe of Child Cannot be Identified or Located* to:
 - the Secretary of Interior; and
 - Bureau of Indian Affairs (Area Director).
- If there is no response to the formal notice from the tribe, follow up by telephone/fax.
- File notice(s) with proof of service with the court.
- Make active efforts to preserve Indian family. Confer with tribal social workers and use ICWA Resources Guide to identify appropriate services. Document services provided.
- If relinquishment is anticipated consult agency attorney regarding ICWA requirements for in court procedure.

Date: _____

Worker: _____

Supervisor: _____