Please review the CEU Title IV-E Eligibility checklist for each child. The information on this checklist should be uploaded in MaGIK within 30 days of the child’s removal. Eligibility documentation should be clearly labeled (e.g., Preliminary Inquiry, IV-E/EA Information Form, etc.) and ‘Eligibility’ selected as the subject matter so they can be easily located in MaGIK.

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| Child’s Bio Name:       | Case #: Click here to enter text. |
| The following documentation must be uploaded in MaGIK for the Title IV-E Eligibility Determination. |
| [ ]  | **Child’s Birth Certificate**If the child’s birth certificate is not available, or the child is not a U.S. citizen, upload one of the documents listed in DCS Child Welfare [Policy 2.23 Verifying Citizenship or Immigration Status](https://www.in.gov/dcs/files/2.23%20Verifying%20Citizenship%20or%20Immigration%20Status.pdf) |
| [ ]  | [**Preliminary Inquiry (PI)**](https://www.in.gov/judiciary/iocs/files/center-bb-juv-chins-form-preinquiry-report.pdf) and/or the **Verified Petition Alleging a Child to be a Child in Need of Services**  |
| [ ]  | **Court Orders*** + Upload all of the child’s court orders to the applicable hearing *(Detention, Emergency Custody Order, Order Authoring Taking Custody of the Child, Writ, etc.)*
	+ Court orders must be dated and signed by the judge to be acceptable
 |
| [ ]  | [**Title IV-E/EA Information Form (SF 55435)**](https://forms.in.gov/Download.aspx?id=11506)* + Include the date the child was physically removed and the date the child last lived with the person he/she is being legally removed from
	+ Include income information for the entire month of removal for everyone living in the home of the person the child is removed from
	+ Obtain appropriate signatures on the form or, if signatures are not possible, a statement at the bottom of the form that documents who provided the information and the date the information was obtained. If the information needed for the form cannot be obtained, provide a statement indicating why the information could not be gathered.
 |
| [ ]  | **Other Documentation to Support the Determination**, including:* Documentation to verify income and resources for the entire month of removal, such as: intake forms; pay stubs; W-2 forms; employer, bank, or tax statements; documentation of Social Security benefits, unemployment, or child support; insurance policies; deeds/titles; loan documents; or signed statements from a parent/reliable person cognizant of the facts
* Documentation to verify the household composition, relationship of individuals in the removal home, or other information relevant to the eligibility determination, such as: removal petition; court, hospital, or marriage records; adoption decree; or a paternity affidavit

Note: If there is not documentation to verify the persons living in the home at the time of removal, their employment status and/or any earned/unearned income received, document this information in a case note *(labeled with the subject: Eligibility)*. If income is unable to be verified, unknown, or the individual is unemployed this information should be documented in a case note.  |

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| The following items must be completed in MaGIK in order for CEU to determine eligibility. |
| [ ]   | **Removal Household Entered:** The child’s household in MaGIK should always reflect the household composition on the day of removal, not the child’s current placement. |
| [ ]  | **All Family Relationships to the Child are Accurate:** CEU will review the child’s relationships in MaGIK, and they should correctly reflect each individual’s relationship to other individuals. Only one relationship between two individuals in MaGIK should be listed.  |
| [ ]  | **Child’s Person Page Includes Age and Citizenship Verification Information:** Update the child’s Person Page in MaGIK with the following information:* The child’s age and source of verification
* List the person’s citizenship and source of verification
* Enter the child’s Social Security Number and source of verification
 |
| [ ]  | **Child’s Placement is Entered:** Update the child’s placement on the ‘Removals and Locations’ card in MaGIK.* Child’s current placement and correct address are entered
* Date of the child’s first placement reflects the date the child was physically or constructively removed from home
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