

INDIAN AFFAIRS

DIRECTIVES TRANSMITTAL SHEET

(modified DI -416)

DOCUMENT IDENTIFICATION NUMBER 70 IAM 1, 70 IAM 3, 70 IAM 5, 70 IAM 6, 70 IAM 7	SUBJECT Division of Human Services (Office of Indian Services) Policy Chapters	RELEASE NUMBER #13-69, #14-03, #13-84, #14-09, #14-11
FOR FURTHER INFORMATION Chief, Division of Human Services, Office of Indian Services		DATE MAY 12 2014

EXPLANATION OF MATERIAL TRANSMITTED:

The mission of Human Services is to promote the safety, financial security, and social health of Indian communities and individual Indian people. Human Services fulfills its mission by providing services in the areas of direct funding and activities related to Financial Assistance; Social Services, including supervision of Individual Indian Money (IIM) accounts; implementation of the Indian Child Welfare Act (ICWA); and the Housing Improvement Program (HIP).

The following policies were established to ensure appropriate guidance is in place for the following areas: Human Services Overview (70 IAM 1); Financial Assistance Social Service Report (FASSR) (70 IAM 3); Supervised Individual Indian Money (IIM) Accounts (70 IAM 5); Indian Child Welfare Act (ICWA) (70 IAM 6); and the Housing Improvement Program (HIP) (70 IAM 7).



Michael Black
Director, Bureau of Indian Affairs

FILING INSTRUCTIONS:

Remove: None

Insert: 70 IAM 1 (New), 70 IAM 3 (New), 70 IAM 5 (New),
70 IAM 6 (New), 70 IAM 7 (New)

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- 1.1 Purpose.** This chapter provides an overview of the programs and services provided by the Division of Human Services (DHS) within the Office of Indian Services (OIS). These services consist of direct funding and activities related to Financial Assistance, including general assistance, child assistance, burial assistance, emergency assistance, and adult care assistance; Social Services, including services to children, the elderly and families, child and adult protection services, and supervision of Individual Indian Money (IIM) accounts; implementation of the Indian Child Welfare Act (ICWA) and the Housing Improvement Program (HIP); and overall program oversight. The mission of DHS is to promote the safety, financial security, and social health of Indian communities and individual Indian people.
- 1.2 Scope.** This policy applies to all programs and offices under the authority of the Assistant Secretary - Indian Affairs (AS-IA), including AS-IA offices and the Bureau of Indian Affairs (BIA).
- 1.3 Policy.** It is the policy of Indian Affairs (IA) to provide assistance to eligible Indians and tribal communities when assistance or services are not available or are not being provided by states, counties, tribes, local authorities or other agencies. Additionally, IA promotes economic and social stability, the protection of at-risk children, adults, and families, and the attainment of self-sufficiency in American Indian and Alaska Native communities.
- 1.4 Authority.**

A. Statutes and Regulations.

- 1) 25 CFR Part 2, Appeals from Administrative Actions
- 2) 25 CFR Part 20, Financial Assistance and Social Services Programs
- 3) 25 CFR Part 23, Indian Child Welfare Act
- 4) 25 CFR Part 115, Trust Funds for Tribes and Individual Indians
- 5) 25 CFR 256, Housing Improvement Program
- 6) P.L. 67-85, The Snyder Act
- 7) P.L. 95-608, The Indian Child Welfare Act of 1978
- 8) P.L. 93-638, Indian Self-Determination and Education Assistance Act of 1975, as amended (ISDEAA)

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- 9) P.L. 101-647, Subchapter V, The Crime Control Act of 1990 - Child Care Worker-Employee Background Checks
- 10) P.L. 101-630, The Indian Child Protection and Family Violence Prevention Act of 1990
- 11) P.L. 104-193, Personal Responsibility and Work Opportunity Reconciliation Act of 1996
- 12) P.L. 99-570 Indian Alcohol and Substance Abuse Prevention and Treatment Act of 1986

B. Guidance and Handbooks.

- 1) Office of Management and Budget (OMB) Circular A-123, Management's Responsibility for Internal Control, Revised
- 2) Office of the Special Trustee (OST) ServiceCenter (Tracking System) for BIA Social Services Offices Guidelines, V.11, February 2, 2012
- 3) Policy Memorandum Compilation: KPMG Audit, Sept. 10, 2004-Section 4 Audit Findings: Supervised Accounts, January 28, 2005
- 4) Child Protection Handbook: Protecting American Indian and Alaska Native Children, June 2006
- 5) Interagency Procedures Handbook between the BIA and the Office of the Special Trustee for American Indians, July 8, 2002
- 6) BIA Adult Protection Handbook, November 8, 2013
- 7) Financial Assistance and Social Services Case Management System (FASS-CMS) End User Manual, November 15, 2012, Version 3.0

1.5 Responsibilities.

- A. Deputy Bureau Director and Associate Deputy Bureau Director, OIS, BIA** are responsible for ensuring that IA processes and resources are in place to facilitate the provision of services to federally recognized Indian tribes and eligible Indians.
- B. Chief, DHS, OIS** is responsible for program oversight and the development of IA policy and procedures for the

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DHS. This includes coordination of programming with regional offices, agencies, tribes and other federal agencies.

- C. **Central Office DHS** is responsible for providing oversight and technical assistance on applicable statutes and program regulations. These subject matter experts assist the Division Chief in the development of program policy in the delivery of services, completing A-123 reviews, and responding to congressional inquiries and data calls.
- D. **Regional Directors (RDs)** are responsible for the administration, monitoring, and oversight of DHS programs by the tribes/agencies. As the Officers in Charge (OIC) they are responsible for supervised IIM accounts handled by the region.
- E. **Regional Division of Human Services** provides oversight of tribal/agency programs within their region. This includes providing technical assistance and training to tribes and agencies; conducting annual reviews of tribe/agency programs; conducting an annual review of supervised IIM accounts; and providing case management for account holders not serviced by an agency or tribe. Staff also coordinates and manages ICWA notices; completes annual ICWA grant reviews; and provides technical assistance to states concerning ICWA compliance. Staff is responsible for implementing the Housing Improvement Program (HIP); using the Financial Assistance and Social Service-Case Management System (FASS-CMS); data collection of the Child Protection Team reports and Financial Assistance and Social Services Report (FASSR); and complying with the Government Performance and Results Act (GPRA) reporting requirements.
- F. **BIA Agency Bureau Line Officers (BLO)** are agency superintendents responsible for the administration and management of the agency Human Services staff. Their duties include restricting IIM accounts, reviewing and approving assessments and distribution plans, authorizing the payment process in FASS-CMS, and implementing corrective actions when necessary.
- G. **BIA Agency Human Services staff** is responsible for the administration, monitoring, and oversight of Human Services programs, and for providing technical assistance and training on Human Services programs, to both BIA and tribally contracted or compacted programs. This includes providing direct services to eligible Indian clients as authorized under 25 CFR Parts 20 and 115, and providing case management through the use of FASS-CMS. Activities include but are not limited to: processing applications, reviewing referrals and service requests, interviewing applicants, assessing client's needs and the needs of the client's family/guardian when appropriate, and developing reports to the court for children or adults in need of protection. Additional duties also include developing a case plan or Individual Self-Sufficiency Plan (ISP); attending court hearings; developing distribution plans for IIM

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clients; conducting redetermination evaluations and case reviews as required by regulation; conducting home visits; maintaining case work records; scheduling determination appointments with clients; and referring clients to appropriate programs or agencies for services.

H. Tribal Human Services staff authorized under an Indian Self-Determination and Education Assistance Act (ISDEAA) Title I contract or Title IV self-governance funding agreement to carry out duties previously administered by the Secretary of the Interior under 25 CFR Parts 20 and 115. Tribes must adhere to existing federal regulations unless a waiver is approved by the AS-IA.

1.6 Definitions.

Definitions applicable to this chapter and to Human Services functions can be found in 25 CFR 20.100 and 115.002, and in the BIA/OST Interagency Handbook. Additional definitions that cannot be found in those resources are included here:

- A. Financial Assistance and Social Services Case Management System (FASS-CMS)** is the database system utilized for case management and payment of welfare assistance.
- B. ServiceManager** is the database tracking system which is the communication link between BIA and OST regarding IIM Incidents.
- C. Financial Assistance and Social Service Report (FASSR)** is an annual report of prior year expenditures which identifies information on the number of clients served annually, and is the methodology used for projecting annual welfare assistance funding allocations.
- D. Service Request** is the FASS-CMS terminology for referrals or requests for all services listed in Part 20 and 115.
- E. Bureau Line Officers** are agency superintendents responsible for providing oversight of IIM accounts, authorizing the payment in FASS-CMS, and implementing corrective actions when necessary.

1.7 Required Reports and Forms.

All tribal and BIA social service programs must submit an annual FASSR; a monthly Child Abuse and Neglect (CAN) Report; and a quarterly Indian Affairs Performance Management System (IA-PMS) report which documents the status of the GPRA related measures.