



Bureau of Indian Affairs
Social Services Assessment and Evaluation
Individual Indian Monies (IIM)

Part 1: ACCOUNT HOLDER ASSESSMENT

1.1. Identifying Information:

Name: _____ AKA's: _____
Last First MI

Gender: Male Female DOB: _____ SSN: _____ Marital Status: _____

Tribe of Enrollment: _____ Enrollment Number: _____

Mailing Address: _____

Physical Address: _____

Phone: _____ Contact/Msg Number: _____ E-mail: _____

Purpose of Assessment:

Mother's Name: _____	Father's Name: _____
DOB: _____	DOB: _____
Tribal Enrollment: _____	Tribal Enrollment: _____
Enrollment Number: _____	Enrollment Number: _____
Address: _____	Physical Address: _____
Phone/Msg Number: _____	Phone/Msg Number: _____
Email: _____	Email: _____
Other Caretaker: _____	Other Caretaker: _____
Relationship to Account Holder: _____	Relationship to Account Holder: _____
DOB: _____	DOB: _____
Tribal Enrollment: _____	Tribal Enrollment: _____
Enrollment Number: _____	Enrollment Number: _____
Address: _____	Address: _____
Phone/Msg Number: _____	Phone/Msg Number: _____
Email: _____	Email: _____

PRIVACY ACT STATEMENT

AUTHORITY: 25 CFR Part 20 and 25 CFR Part 115. **PURPOSE:** Information collected will be used to evaluate an Individual Indian Monies account holder's circumstances, abilities, and need assistance to manage his/her financial affairs. **ROUTINE USES:** The information will be used for disbursing money by a Federal agency, which may include completing an application, assessment, and evaluation of unmet needs, which may lead to the development of a Distribution Plan. This information will be entered into Interior/BIA-8, Financial Assistance and Social Services—Case Management System, system of record. Disclosure of this information is subject to all published routine uses identified in the Privacy Act System of Records Notice interior/BIA-8, Financial Assistance and Social Services—Case Management System. Executive Order 9397 authorized the collection of your Social Security Number. **DISCLOSURE:** Voluntary; however, this information is required before the Bureau of Indian Affairs can make financial disbursements, and may result in disapproval of your Distribution Plan.

1.2. Legal Information

Is there a court order: Yes No Issuing Court: _____ Date of Order: _____
 Type of order: Guardianship Custody Power of Attorney Non compos mentis Other: _____
 Name of Guardian/POA/Custodian: _____ Relationship: _____

Comments: _____

1.3 Assessment Information:

a. Household Composition: (If account holder resides in supervised setting or relative care, address why, etc.)

Account holder resides: Independently Parental Home Supervised Setting Relative Care Other

*How verified:

Members of Household (Last, First, MI)	DOB/ Age	Gender	Relationship to Account Holder	Tribal Affiliation
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				

Comments: _____

*Please cover the following assessment areas: Family History, Developmental/Cognitive/Education, Medical/Behavioral Health, Activities of Daily Living, Environmental Factors, Employment History, Support Networks, Other General Welfare and Client Strengths.

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1.4 Resource & Expense Information:

*Complete the table below for all resources available to the account holder. Minor accounts must include an evaluation of resources available to parent(s)/guardian(s)/caretaker(s).

RESOURCE TABLE					
Resource	Amount	Received	Resource	Amount	Received
<input type="checkbox"/> Wages/Salary		<input type="checkbox"/> Weekly <input type="checkbox"/> Annually <input type="checkbox"/> Bi-weekly <input type="checkbox"/> Other <input type="checkbox"/> Monthly	<input type="checkbox"/> Supplemental Security Income (SSI)		<input type="checkbox"/> Weekly <input type="checkbox"/> Annually <input type="checkbox"/> Bi-weekly <input type="checkbox"/> Other <input type="checkbox"/> Monthly
<input type="checkbox"/> Alimony/Child Support		<input type="checkbox"/> Weekly <input type="checkbox"/> Annually <input type="checkbox"/> Bi-weekly <input type="checkbox"/> Other <input type="checkbox"/> Monthly	<input type="checkbox"/> TANF		<input type="checkbox"/> Weekly <input type="checkbox"/> Annually <input type="checkbox"/> Bi-weekly <input type="checkbox"/> Other <input type="checkbox"/> Monthly
<input type="checkbox"/> Gifts/Contributions		<input type="checkbox"/> Weekly <input type="checkbox"/> Annually <input type="checkbox"/> Bi-weekly <input type="checkbox"/> Other <input type="checkbox"/> Monthly	<input type="checkbox"/> Food Stamps		<input type="checkbox"/> Weekly <input type="checkbox"/> Annually <input type="checkbox"/> Bi-weekly <input type="checkbox"/> Other <input type="checkbox"/> Monthly
<input type="checkbox"/> Income Tax Refund (Federal & State)		<input type="checkbox"/> Weekly <input type="checkbox"/> Annually <input type="checkbox"/> Bi-weekly <input type="checkbox"/> Other <input type="checkbox"/> Monthly	<input type="checkbox"/> Commodities		<input type="checkbox"/> Weekly <input type="checkbox"/> Annually <input type="checkbox"/> Bi-weekly <input type="checkbox"/> Other <input type="checkbox"/> Monthly
<input type="checkbox"/> Insurance Settlement (i.e., auto injury, fire)		<input type="checkbox"/> Weekly <input type="checkbox"/> Annually <input type="checkbox"/> Bi-weekly <input type="checkbox"/> Other <input type="checkbox"/> Monthly	<input type="checkbox"/> Foster Care Income		<input type="checkbox"/> Weekly <input type="checkbox"/> Annually <input type="checkbox"/> Bi-weekly <input type="checkbox"/> Other <input type="checkbox"/> Monthly
<input type="checkbox"/> Interest/Dividends (Bank Accounts)		<input type="checkbox"/> Weekly <input type="checkbox"/> Annually <input type="checkbox"/> Bi-weekly <input type="checkbox"/> Other <input type="checkbox"/> Monthly	<input type="checkbox"/> Social Security/Survivor/Disability Benefits		<input type="checkbox"/> Weekly <input type="checkbox"/> Annually <input type="checkbox"/> Bi-weekly <input type="checkbox"/> Other <input type="checkbox"/> Monthly
<input type="checkbox"/> Lease Income		<input type="checkbox"/> Weekly <input type="checkbox"/> Annually <input type="checkbox"/> Bi-weekly <input type="checkbox"/> Other <input type="checkbox"/> Monthly	<input type="checkbox"/> Unemployment Benefits		<input type="checkbox"/> Weekly <input type="checkbox"/> Annually <input type="checkbox"/> Bi-weekly <input type="checkbox"/> Other <input type="checkbox"/> Monthly
<input type="checkbox"/> Lottery/Gaming Income (cash winnings)		<input type="checkbox"/> Weekly <input type="checkbox"/> Annually <input type="checkbox"/> Bi-weekly <input type="checkbox"/> Other <input type="checkbox"/> Monthly	<input type="checkbox"/> Veteran Benefits/Payments		<input type="checkbox"/> Weekly <input type="checkbox"/> Annually <input type="checkbox"/> Bi-weekly <input type="checkbox"/> Other <input type="checkbox"/> Monthly
<input type="checkbox"/> Retirement Benefits/Pensions		<input type="checkbox"/> Weekly <input type="checkbox"/> Annually <input type="checkbox"/> Bi-weekly <input type="checkbox"/> Other <input type="checkbox"/> Monthly	<input type="checkbox"/> Workers Compensation Benefits		<input type="checkbox"/> Weekly <input type="checkbox"/> Annually <input type="checkbox"/> Bi-weekly <input type="checkbox"/> Other <input type="checkbox"/> Monthly
<input type="checkbox"/> Royalties		<input type="checkbox"/> Weekly <input type="checkbox"/> Annually <input type="checkbox"/> Bi-weekly <input type="checkbox"/> Other <input type="checkbox"/> Monthly	<input type="checkbox"/> Farm/Ranch Income		<input type="checkbox"/> Weekly <input type="checkbox"/> Annually <input type="checkbox"/> Bi-weekly <input type="checkbox"/> Other <input type="checkbox"/> Monthly
<input type="checkbox"/> Tribal Per Capita		<input type="checkbox"/> Weekly <input type="checkbox"/> Annually <input type="checkbox"/> Bi-weekly <input type="checkbox"/> Other <input type="checkbox"/> Monthly	<input type="checkbox"/> Medicaid/Medicare		<input type="checkbox"/> Weekly <input type="checkbox"/> Annually <input type="checkbox"/> Bi-weekly <input type="checkbox"/> Other <input type="checkbox"/> Monthly
<input type="checkbox"/> Home Health Care		<input type="checkbox"/> Weekly <input type="checkbox"/> Annually <input type="checkbox"/> Bi-weekly <input type="checkbox"/> Other <input type="checkbox"/> Monthly	<input type="checkbox"/> Other (list)		<input type="checkbox"/> Weekly <input type="checkbox"/> Annually <input type="checkbox"/> Bi-weekly <input type="checkbox"/> Other <input type="checkbox"/> Monthly
Total Resources Available:					\$

Has a representative payee been appointed for any resources identified above: Yes No

Payee:		Relationship:		Phone:	
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*Complete the table below for household expenses.

HOUSEHOLD EXPENSE TABLE					
Expense	Amount	Received	Expense	Amount	Received
<input type="checkbox"/> Rent/Mortgage		<input type="checkbox"/> Weekly <input type="checkbox"/> Annually <input type="checkbox"/> Bi-weekly <input type="checkbox"/> Other <input type="checkbox"/> Monthly	<input type="checkbox"/> Child Support		<input type="checkbox"/> Weekly <input type="checkbox"/> Annually <input type="checkbox"/> Bi-weekly <input type="checkbox"/> Other <input type="checkbox"/> Monthly
<input type="checkbox"/> Utilities (i.e., electric, gas)		<input type="checkbox"/> Weekly <input type="checkbox"/> Annually <input type="checkbox"/> Bi-weekly <input type="checkbox"/> Other <input type="checkbox"/> Monthly	<input type="checkbox"/> Insurance (health)		<input type="checkbox"/> Weekly <input type="checkbox"/> Annually <input type="checkbox"/> Bi-weekly <input type="checkbox"/> Other <input type="checkbox"/> Monthly
<input type="checkbox"/> Heating (propane, fuel)		<input type="checkbox"/> Weekly <input type="checkbox"/> Annually <input type="checkbox"/> Bi-weekly <input type="checkbox"/> Other <input type="checkbox"/> Monthly	<input type="checkbox"/> Insurance (Auto)		<input type="checkbox"/> Weekly <input type="checkbox"/> Annually <input type="checkbox"/> Bi-weekly <input type="checkbox"/> Other <input type="checkbox"/> Monthly
<input type="checkbox"/> Groceries		<input type="checkbox"/> Weekly <input type="checkbox"/> Annually <input type="checkbox"/> Bi-weekly <input type="checkbox"/> Other <input type="checkbox"/> Monthly	<input type="checkbox"/> Communications		<input type="checkbox"/> Weekly <input type="checkbox"/> Annually <input type="checkbox"/> Bi-weekly <input type="checkbox"/> Other <input type="checkbox"/> Monthly
<input type="checkbox"/> Water-Sewer		<input type="checkbox"/> Weekly <input type="checkbox"/> Annually <input type="checkbox"/> Bi-weekly <input type="checkbox"/> Other <input type="checkbox"/> Monthly	<input type="checkbox"/> Auto Loan Payment(s)		<input type="checkbox"/> Weekly <input type="checkbox"/> Annually <input type="checkbox"/> Bi-weekly <input type="checkbox"/> Other <input type="checkbox"/> Monthly
<input type="checkbox"/> Garbage Services		<input type="checkbox"/> Weekly <input type="checkbox"/> Annually <input type="checkbox"/> Bi-weekly <input type="checkbox"/> Other <input type="checkbox"/> Monthly	<input type="checkbox"/> Loan		<input type="checkbox"/> Weekly <input type="checkbox"/> Annually <input type="checkbox"/> Bi-weekly <input type="checkbox"/> Other <input type="checkbox"/> Monthly
<input type="checkbox"/> Medical Prescription expenses		<input type="checkbox"/> Weekly <input type="checkbox"/> Annually <input type="checkbox"/> Bi-weekly <input type="checkbox"/> Other <input type="checkbox"/> Monthly	<input type="checkbox"/> Transportation Expense		<input type="checkbox"/> Weekly <input type="checkbox"/> Annually <input type="checkbox"/> Bi-weekly <input type="checkbox"/> Other <input type="checkbox"/> Monthly
<input type="checkbox"/> Household Supplies		<input type="checkbox"/> Weekly <input type="checkbox"/> Annually <input type="checkbox"/> Bi-weekly <input type="checkbox"/> Other <input type="checkbox"/> Monthly	<input type="checkbox"/> Other		<input type="checkbox"/> Weekly <input type="checkbox"/> Annually <input type="checkbox"/> Bi-weekly <input type="checkbox"/> Other <input type="checkbox"/> Monthly
<input type="checkbox"/> Personal Miscellaneous Supplies		<input type="checkbox"/> Weekly <input type="checkbox"/> Annually <input type="checkbox"/> Bi-weekly <input type="checkbox"/> Other <input type="checkbox"/> Monthly	<input type="checkbox"/> Other		<input type="checkbox"/> Weekly <input type="checkbox"/> Annually <input type="checkbox"/> Bi-weekly <input type="checkbox"/> Other <input type="checkbox"/> Monthly
Total Expenses:					\$

*Complete the table below for IIM Account Information:

IIM ACCOUNT TABLE					
Trust (IIM) Account	Amount	Source			
		<input type="checkbox"/> Lease <input type="checkbox"/> Other	<input type="checkbox"/> Judgment	<input type="checkbox"/> Minerals	<input type="checkbox"/> Monthly (SSI,VA)
		<input type="checkbox"/> Lease <input type="checkbox"/> Other	<input type="checkbox"/> Judgment	<input type="checkbox"/> Minerals	<input type="checkbox"/> Monthly (SSI,VA)
		<input type="checkbox"/> Lease <input type="checkbox"/> Other	<input type="checkbox"/> Judgment	<input type="checkbox"/> Minerals	<input type="checkbox"/> Monthly (SSI,VA)

Comments: (Provide a summary analysis of household resources versus expenses)

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1.5 Collateral Contacts

(Expound on who contacted and date contacted)	
Representative Payee:	
Social Worker:	
Medical Provider:	
School Provider:	
Legal:	
Other:	

1.6 Summary of Findings and Recommendations:

<input type="checkbox"/> Minor IIM Account	(Supervision Required per regulations)
<input type="checkbox"/> IIM Account is currently Supervised.	The Assessment does not require a Social Worker recommendation or Bureau Line Officer determination and is for updating purposes only as required annually for active Supervised cases.
*Provide here an assessment summary and if applicable, your recommendation to either supervise or not supervise the IIM account:	

Based on the assessment, it **recommended** **not recommended** To restrict and supervise IIM account as:

Adult in need of financial assistance Non-compos mentis Legal Disability Emancipated Minor

Social Worker

Date

Upon review of the assessment and supporting documents, it is my determination **will** **will not** BIA; restrict and supervise this IIM account.

Bureau Line Officer

Date

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Attachments:

- | | |
|--|--|
| <input type="checkbox"/> Court Orders | <input type="checkbox"/> Guardianship Annual Report |
| <input type="checkbox"/> Photo ID | <input type="checkbox"/> Behavioral Health Records |
| <input type="checkbox"/> Financial Award Letters | <input type="checkbox"/> Resource Documents (Income & Expense of Account Holder or parent) |
| <input type="checkbox"/> Medical Records | <input type="checkbox"/> Other: |
| <input type="checkbox"/> Educational Records | <input type="checkbox"/> Other: |

Assessment and Evaluation sent to applicable parties.

Date Sent: _____

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PART 2: EVALUATION OF NEEDS AND DISTRIBUTION REQUEST

Account Holder:

2.1 Request: (If the request requires an itemized list i.e. clothing, travel, etc., a copy of the itemized list must be attached).

Statement of Need	Date of Request	Requested By:	Estimated Cost	Recommendation
1.				<input type="checkbox"/> Approved <input type="checkbox"/> Partial Approval <input type="checkbox"/> Not Approved
2.				<input type="checkbox"/> Approved <input type="checkbox"/> Partial Approval <input type="checkbox"/> Not Approved
3.				<input type="checkbox"/> Approved <input type="checkbox"/> Partial Approval <input type="checkbox"/> Not Approved
4.				<input type="checkbox"/> Approved <input type="checkbox"/> Partial Approval <input type="checkbox"/> Not Approved
5.				<input type="checkbox"/> Approved <input type="checkbox"/> Partial Approval <input type="checkbox"/> Not Approved

2.2 Justification:

Social Worker must provide justification for each decision after fully evaluating all other resources, including parental income, available to meet unmet needs. You must be specific and address how it meets the health, education, or welfare of the account holder.

Justification #1:	
Justification #2:	
Justification #3:	
Justification #4:	
Justification #5	

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Complete the table below for each item recommended for approval.

2.3 Disbursements:

	Disbursement made to	Entity Type	Disbursement related to	Receipt Required	Responsible party for receipts	Due Date
1.		<input type="checkbox"/> Individual <input type="checkbox"/> Custodian <input type="checkbox"/> Legal Guardian <input type="checkbox"/> Third Party Vendor <input type="checkbox"/> Other	<input type="checkbox"/> Health <input type="checkbox"/> Education <input type="checkbox"/> Welfare	<input type="checkbox"/> Yes <input type="checkbox"/> No		
2.		<input type="checkbox"/> Individual <input type="checkbox"/> Custodian <input type="checkbox"/> Legal Guardian <input type="checkbox"/> Third Party Vendor <input type="checkbox"/> Other	<input type="checkbox"/> Health <input type="checkbox"/> Education <input type="checkbox"/> Welfare	<input type="checkbox"/> Yes <input type="checkbox"/> No		
3.		<input type="checkbox"/> Individual <input type="checkbox"/> Custodian <input type="checkbox"/> Legal Guardian <input type="checkbox"/> Third Party Vendor <input type="checkbox"/> Other	<input type="checkbox"/> Health <input type="checkbox"/> Education <input type="checkbox"/> Welfare	<input type="checkbox"/> Yes <input type="checkbox"/> No		
4.		<input type="checkbox"/> Individual <input type="checkbox"/> Custodian <input type="checkbox"/> Legal Guardian <input type="checkbox"/> Third Party Vendor <input type="checkbox"/> Other	<input type="checkbox"/> Health <input type="checkbox"/> Education <input type="checkbox"/> Welfare	<input type="checkbox"/> Yes <input type="checkbox"/> No		
5.		<input type="checkbox"/> Individual <input type="checkbox"/> Custodian <input type="checkbox"/> Legal Guardian <input type="checkbox"/> Third Party Vendor <input type="checkbox"/> Other	<input type="checkbox"/> Health <input type="checkbox"/> Education <input type="checkbox"/> Welfare	<input type="checkbox"/> Yes <input type="checkbox"/> No		

2.4 Recommendation and Certification:

It is recommended that a distribution plan be: Approved Not Approved *for the payments listed in this evaluation as they are deemed in the best interest of the account holder.

Prepared by: _____

Signature and Title of Recommending Official

Date

I approve and certify that the plan is in the best interest of the account holder.

Name of Bureau Line Officer:

Signature and Title of Approving Official

Date

Name of Custodian/Guardian:

Signature Custodian/Guardian

Date

Attachments:

- Invoice(s) of estimated costs for requested items(s)
- Other documentation supporting disbursement(s)

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PART 3: DISTRIBUTION PLAN MODIFICATION EVALUATION

Account Holder:
Modification:

3.1 Assessment Update

Refer to the initial assessment completed by _ _____ dated:
_ _____

Please describe any specific changes since the account holder’s initial assessment. Capture relevant information pertaining to changes in resources, living situations, and/or medical.

Receipts: Have all receipts been collected for the initial distribution plan?

Yes No N/A Other

3.2 Request

A request is being modify the initial distribution plan developed on _____ to include the following:

Statement of Need	Date of Request	Requested By:	Estimated Cost	Recommendation
1.				<input type="checkbox"/> Approved <input type="checkbox"/> Partial Approval <input type="checkbox"/> Not Approved
2.				<input type="checkbox"/> Approved <input type="checkbox"/> Partial Approval <input type="checkbox"/> Not Approved
3.				<input type="checkbox"/> Approved <input type="checkbox"/> Partial Approval <input type="checkbox"/> Not Approved

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3.3 Justification

Social Worker must provide justification for each recommendation after fully evaluating all other resources, including parental income, available to meet unmet needs. You must be specific and address how it meets the health, education, or welfare of the account holder.

Justification #1:	
Justification #2:	
Justification #3:	

3.4 Disbursements: Complete the table below for each item recommended for approval:

	Disbursement made to	Entity Type	Disbursement related to	Receipt Required	Responsible party for receipts	Due Date
1.		<input type="checkbox"/> Individual <input type="checkbox"/> Custodian <input type="checkbox"/> Legal Guardian <input type="checkbox"/> Third Party Vendor <input type="checkbox"/> Other	<input type="checkbox"/> Health <input type="checkbox"/> Education <input type="checkbox"/> Welfare	<input type="checkbox"/> Yes <input type="checkbox"/> No		
2.		<input type="checkbox"/> Individual <input type="checkbox"/> Custodian <input type="checkbox"/> Legal Guardian <input type="checkbox"/> Third Party Vendor <input type="checkbox"/> Other	<input type="checkbox"/> Health <input type="checkbox"/> Education <input type="checkbox"/> Welfare	<input type="checkbox"/> Yes <input type="checkbox"/> No		
3.		<input type="checkbox"/> Individual <input type="checkbox"/> Custodian <input type="checkbox"/> Legal Guardian <input type="checkbox"/> Third Party Vendor <input type="checkbox"/> Other	<input type="checkbox"/> Health <input type="checkbox"/> Education <input type="checkbox"/> Welfare	<input type="checkbox"/> Yes <input type="checkbox"/> No		

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3.5 Recommendations and Certification:

It is recommended that a distribution plan be: **Approved** **Not Approved** *for the payments listed in this evaluation as they are deemed in the best interest of the account holder.

Date of Initial Distribution Plan: _____

Prepared by: _____

Signature and Title of Recommending Official

Date

I approve and certify that the plan is in the best interest of the account holder.

Name of Bureau Line Officer:

Signature and Title of Approving Official

Date

I certify that I have been consulted and agree to the terms of the evaluation and distribution plan:

Name of Custodian/Guardian:

Signature Custodian/Guardian

Date

Attachments:

- Invoice(s) of estimated costs for requested items(s)
- Other documentation supporting disbursement(s)

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Assessment Addendum (additional narrative space):

PRIVACY ACT STATEMENT

AUTHORITY: 25 CFR Part 20 and 25 CFR Part 115. **PURPOSE:** Information collected will be used to evaluate an Individual Indian Monies account holder's circumstances, abilities, and need assistance to manage his/her financial affairs. **ROUTINE USES:** The information will be used for disbursing money by a Federal agency, which may include completing an application, assessment, and evaluation of unmet needs, which may lead to the development of a Distribution Plan. This information will be entered into Interior/BIA-8, Financial Assistance and Social Services—Case Management System, system of record. Disclosure of this information is subject to all published routine uses identified in the Privacy Act System of Records Notice interior/BIA-8, Financial Assistance and Social Services—Case Management System. Executive Order 9397 authorized the collection of your Social Security Number. **DISCLOSURE:** Voluntary; however, this information is required before the Bureau of Indian Affairs can make financial disbursements, and may result in disapproval of your Distribution Plan.