

# Enrollment DNA Policy

Updated 2025

- (1) This Enrollment DNA Policy applies to all enrollment applications. All days listed are calendar days.
- (2) Genetic Parentage Testing. The applicant must be genetically linked to the Grand Ronde parent or first-generation grandparent using genetic testing.
  - (A) The Tribe may recover the cost for genetic testing from an applicant, if such testing does not prove the required genetic link.
  - (B) In the event genetic testing is impossible to conduct because the parent or grandparent is deceased, unable to be located, or refuses; then the genetic link may be established by use of genetic testing of other family members, if others are available for testing.
  - (C) The Tribe's Children and Family Services Program shall provide to the Enrollment Office any information about parentage and grand parentage of children in its care or custody or being considered for the same that are being considered for enrollment.
- (3) DNA Acknowledgement/ Request. All applicants must have a DNA Acknowledgement/ Request form on file.
  - (A) If the applicant does not have a form on file when DNA is scheduled, staff will contact applicant or parent/guardian to submit one.
  - (B) After staff contact, applicant or parent/guardian must complete form within 7 days.
  - (C) If the form is not received staff will reach out by both email/mail and phone to inquire and provide one last opportunity to satisfy this requirement.
    - (i) Staff will only hold the application until the next committee meeting.
    - (ii) For non-infant files, if the applicant or parent/guardian fails to sign the form before the next committee review meeting, their application is marked incomplete, and they will lose their placement on the waitlist.
    - (iii) For infant files, if the parent/guardian fails to sign the form before the infant processing deadline, their application is marked incomplete, and they will be placed on the end of the non-infant waitlist.
- (4) DNA Scheduling.
  - (A) Staff will reach out to all applicants to inquire about the applicant's preferred testing location and to provide the Enrollment DNA Policy.
    - (i) Staff will document the contact on the log sheet for tracking purposes.

(ii) If staff reaches out and is unable to contact the applicant or parent/guardian, Enrollment Staff will reach out by both email/mail and phone, to inquire and will provide one last opportunity for the applicant or parent / guardian to initiate the DNA process.

- a. Applicant or parent/ guardian will only have an additional 3 days to contact staff.
- b. After 3 days if there has been no contact, staff will schedule the DNA appointment.

(B) Outside Labs. If the testing will be conducted at a lab outside of Grand Ronde, staff will schedule the appointment to collect DNA based on the specific policies for that lab.

- (i) The applicant or parent/guardian will be provided with the appointment date. Applicant will have 45 days from this original appointment date to have results completed and submitted to the Tribe.
- (ii) Any reschedules or missed appointment will not extend the 45-day deadline.

(C) Grand Ronde Lab. If the applicant elects to utilize the Grand Ronde clinic. The applicant or parent/guardian is required to set the appointment at the clinic.

- (i) The applicant has 7 days to schedule and provide Enrollment Staff with the appointment date.
- (ii) If applicant fails to provide Enrollment Staff an appointment date, staff will reach out by both email/mail and phone, to inquire and will provide one last opportunity to satisfy this requirement.
  - a. If the applicant fails to make appointment within 3 days of the contact, their application is marked incomplete, and they will lose their placement on the waitlist.
- (iii) Applicant will have 45 days from this original appoint date to have results completed and submitted to the Tribe.
- (iv) Any reschedules or missed appointment will not extend the 45-day deadline.

(5) Results.

(A) If the applicant or parent/guardian either fails to complete DNA and/or the results are not provided to the Tribe within 45 days staff will reach out by both email/mail and phone to inquire and provide one last opportunity to satisfy this requirement.

- (i) Applicant will only have an additional 7 days to have results provided to the Tribe.

(ii) If the applicant or parent/guardian fails to provide results within the required 7 days, their application is marked incomplete, and they will be placed at the end of the non-infant waitlist.

(B) If the testing results show that additional testing could help prove descent, Staff will reach out by both email/mail and phone, to inquire and will provide one last opportunity to satisfy this requirement.

(i) The applicant or parent/guardian will get the opportunity to complete and pay for additional testing of other family members.

(ii) This additional testing must be fully completed and results provided within 21 days.

a. Refusal to complete additional testing or if no other individuals can provide additional testing, then the application will be processed as a denial.

b. If additional testing is needed and no other identified family members are able or willing to test within the timeframe, then the application is marked incomplete, and they will lose their placement on the waitlist.

c. Staff may be able to assist identify additional individuals, but the burden to find additional family members to test is on the applicant.

(C) If the results deny a genetic connection that application will be processed as a denial.

(D) If all individuals have completed their DNA for the application, and the results will not be received by the tribe by the above required timelines, due to unusual circumstances (i.e. lab processing delays or lost samples), staff must present the situation to Chief of Staff for consideration of an extension of the timeline. Any extensions granted may not be longer than 21 days.

(E) Even if the timelines outlined above are followed for infant applications, the DNA results should be provided to the Tribe 14 days prior to the child turning 6 months, to allow for appropriate processing, and if the results are not received with enough processing time, then the application could be marked incomplete. If staff is unable to process before the child turns six months they will be placed at the end of the non-infant waitlist.

(F) Once results confirming descent are received, staff will log the date results are received on log sheet and add any additional documentation to the file to show all connection to individuals tested, and the application will continue to be processed.

(6) Applicants or parent/guardian on the waitlist wishing to complete DNA prior to their estimated time for enrollment may do so at their own expense.

(A) All individuals testing must follow the enrollment process and utilize the DNA resource guide.

(B) Completing DNA on your own will not expedite your place on the waitlist.