

	INDIANA DEPARTMENT OF CHILD SERVICES CHILD WELFARE MANUAL	
	Chapter 9: Interstate Compact for the Placement of Children (ICPC)	Effective Date: November 1, 2008
	Section 1: Request to Place an Indiana Child in Another State	Version: 1

POLICY	OLD POLICY: 505, 506
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The Indiana Department of Child Services (DCS) requires the DCS local office wishing to place an Indiana foster child in another state to submit a referral packet to the DCS Interstate Compact for the Placement of Children (ICPC) Office. Contents of the referral packet are included in the procedure section of this policy.

The ICPC may not apply when the court orders a child to be placed with his or her non-custodial parent who lives out of state and subsequently releases wardship of the child. This may depend upon the working relationship or agreement between the two (2) states. See [ICPC Regulation No. 3](#) for additional information.

DCS will not require that prospective out of state relative placements be licensed prior to placement. If the receiving state has a requirement that incoming ICPC relative referrals be licensed or meet other requirements, DCS will abide by such requirements and require a copy of the license to be sent to the ICPC Unit.

DCS recommends that the out of state relative placement become licensed in their state. It is not a requirement for approval of the placement.

If an ICPC case transfers from foster care to adoption, DCS will require a new ICPC referral.

The DCS ICPC Office may reject or return incomplete requests, which may result in placement denial.

DCS **will not allow** an Indiana child to be placed in another state **without the written approval** of both the DCS ICPC Office and the receiving state's ICPC Office. If the court orders an Indiana child be placed out of state without approval of the DCS ICPC Office and the receiving state's ICPC Office, DCS will file an objection with the court based on the rules of the ICPC and notify the Chief Legal Counsel of DCS.

Code References

1. [IC 31-28-4: Interstate Compact on the Placement of Children](#)
2. [ICPC Regulation No. 3](#)

PROCEDURE

The Family Case Manager (FCM) will:

1. Meet with their Supervisor and/or Child and Family Team (CFT) regarding the feasibility of an ICPC placement for the child(ren);
2. Identify any possible ICPC placement resource. See Practice Guidance;

3. Engage the placement resource and determine their willingness and ability to have the child(ren) placed in their care;
4. Begin to assemble the contents of the referral packet within five (5) business days of identification of the placement resource. The referral packet should include:
 - a. A cover letter detailing the reason for the referral including any specific issues that need to be addressed. The cover letter should also specify how often visits with the child are being requested,
 - b. The child's social history. See separate policy, [10.11 Child Social Summary](#),
 - c. [ICPC Financial/Medical Plan/100E](#),
 - d. The child's medical history,
 - e. Psychological reports and any other reports current within the past year,
 - f. Documentation of the child's legal status, including wardship and/or custody order or other applicable court order documenting DCS care, custody, and control over the child. This includes juveniles subject to probation for delinquent acts. If the wardship is over 18 months old, the most recent court order must be included, as well as the order granting wardship,

Note: All court orders must be signed and dated by the presiding judge.

5. Submit three (3) identical copies of the referral packet to the DCS ICPC Office, and
6. Complete the [ICPC Request/100A](#) and submit five (5) copies to the DCS ICPC Office.

Note: Typewritten copies of all materials are preferred.

The FCM Supervisor will:

1. Ensure that the FCM explores all relative placement options prior to deciding on an ICPC placement; and
2. Ensure timely and accurate submission of the referral packet to the DCS ICPC Office.

The DCS Deputy Compact Administrator or designee will:

1. Notify the FCM of receipt of the packet via email;
2. Review the packet for accuracy and ensure that all necessary documentation is included within five (5) business days of receipt;
3. Notify the FCM and their Supervisor immediately via email if there is missing information;
4. If appropriate, approve and sign the [ICPC Request/100A](#) forms and mail a signed copy to the FCM; and
5. Forward the packet to the receiving state ICPC Office within five (5) business days of approval, retaining a copy for DCS ICPC Office records.

The receiving state ICPC Office will:

1. Review the [ICPC Request/100A](#) and the DCS ICPC referral packet; and
2. Forward the [ICPC Request/100A](#) and referral packet to the receiving state's local child welfare office, requesting that a home study be completed on the proposed placement resource.

The receiving state's child welfare local office will:

1. Complete the requested home study, including a specific placement recommendation; and
2. Return the home study to its' state ICPC Office.

The receiving state ICPC Office will:

1. Review the home study, noting the specific placement recommendation; and
2. Complete the [ICPC Request/100A](#) and send it, along with the home study and placement decision, to the Indiana DCS ICPC Office.

The DCS Deputy Compact Administrator or designee will forward the completed home study and [ICPC Request/100A](#) to the FCM.

PRACTICE GUIDANCE

Upon determination that a case is appropriate for an ICPC referral, the FCM should work with the family and CFT to determine if there is an appropriate, out of state relative with whom the child could be placed. First consideration should always be given to the non-custodial parent, even if they live out of state. Upon identification of an appropriate placement resource, the FCM should then work with the resource family to ensure that they have the necessary information regarding the placement.

FORMS AND TOOLS

1. [ICPC Request/100A \(SF106\)](#)- Available in ICWIS
2. [ICPC Financial/Medical Plan- If Child Is Placed Out-of-State/100E \(SF49597\)](#)

RELATED INFORMATION

ICPC Definition of Relative

For purposes of this policy, the term relative means grandmother, grandfather, adult brother or sister, adult aunt or uncle, or stepparents of the child.

DCS ICPC Office

The DCS ICPC Office is located at the DCS Central Office. All requests, forms, and questions should be addressed and sent to:

Indiana Department of Child Services
Attn: Deputy Compact Administrator
302 West Washington Street
Room E306, MS 08
Indianapolis, Indiana 46204-2739
(317) 232-4769- phone
(317) 232-4633- fax