	INDIANA DEPARTMENT OF CHILD SERVICES CHILD WELFARE MANUAL	
	Chapter 8: Out-of-Home Services	**Effective Date:** March 1, 2014
	Section 5: Out-of-County Placements	**Version:** 4

POLICY

The Indiana Department of Child Services (DCS) will make every effort to place a child in out-of-home care within the county of origin of the child, unless one (1) or more of the following circumstances exists:

1. The noncustodial parent resides in another county;
2. A suitable relative caregiver resides in another county;
3. Parental reunification is not an option and/or all efforts of parental reunification have failed and an alternative permanency placement for the child exists in another county;
4. The county of origin does not have an appropriate resource home available;
5. Placement in another county will allow a sibling group to be placed together; and/or
6. The child requires residential treatment and there is no facility in the county of origin that can meet the child's needs.

[REVISED] The DCS office in the county of origin may place a child in another county DCS licensed home if permission is obtained from the DCS local office or the Regional Foster Care Specialist (RFCS) Supervisor. The RFCS will ensure permission has been obtained for placements outside of their region only. This does not apply to placements involving homes licensed by a Licensed Child Placing Agency (LCPA). The DCS local office in the county of origin will notify the DCS local office in the receiving county or the RFCS Supervisor of a child placed in relative care.

If the resource home is unlicensed, the receiving county has the responsibility for licensing of the home regardless of where the Child in Need of Services (CHINS) petition has been filed.

> **NOTE**: The receiving county must notify the placing county if licensure for the home is denied.

Code Reference
N/A

PROCEDURE [REVISED]

The Family Case Manager (FCM) will:

1. Engage the Child and Family Team (CFT) as partners in the placement planning and decision-making. See separate policies, 8.1 Selecting a Placement Option and 5.7 Family Team Meetings;
2. Review the case information and the Child and Adolescent Needs and Strengths Assessment (CANS) result with the FCM Supervisor, Local Office Director (LOD) and the CFT to assure that a less restrictive placement is not appropriate or there is no other placement available to meet the child's needs;

3. Present the FCM Supervisor and the LOD with information regarding the child's needs and reason(s) for recommending out-of-county placement (include the name of the recommended resource family home);
4. Notify the DCS local office or the RFCS Supervisor of a child placed in relative care in the receiving county;
5. Develop a Visitation Plan for the child with the parent, guardian, or custodian. See separate policy, 8.12 Developing the Visitation Plan; and
6. Obtain court approval prior to making the out-of-county placement.

The FCM Supervisor in the placing county will:

1. Review with the FCM the child's needs, the recommended resource family home, and any additional information to support the recommendation for out-of-county placement;
2. Notify the RFCS in the receiving county of the recommendation for out-of-county placement in the receiving county via email; and
3. Ensure that all involved parties (e.g., FCM, RFCS, LOD and Regional Managers in the placing and receiving counties, etc.) know what arrangements have been made for supervision of the home and visitation of the child.

The RFCS will:

1. Review the case information and the CANS result with the FCM to ensure that a less restrictive placement is not appropriate or there is no other placement available to meet the child's needs;
2. Present the RFCS Supervisor and the LOD with information regarding the child's needs and reason(s) for recommending out-of-region placement (include the name of the recommended resource family home);
3. Obtain court approval prior to making the out-of-region placement;
4. Assist homes desiring to be licensed, through the licensing process; and
5. Notify the county of origin if the unlicensed home is denied licensure.

PRACTICE GUIDANCE

Licensing Out-of-County Homes

If a relative resource home chooses to be licensed, and is located outside the county where the CHINS petition has been filed, DCS will require the county of the relative's residence to license the qualified relative home regardless of where the CHINS petition has been filed. DCS will license the qualified relative in the county where the relative's home is located.

FORMS AND TOOLS

Tool 8.A Placement Needs Summary

RELATED INFORMATION

Out-of-State Placements

This policy does not apply to out-of-state or emergency shelter placements. See separate policy, 8.4 Emergency Shelter & Residential Care Review and Approval.