

	<b>INDIANA DEPARTMENT OF CHILD SERVICES CHILD WELFARE MANUAL</b>	
	<b>Chapter 9:</b> Interstate Compact on the Placement of Children (ICPC)	<b>Effective Date:</b> March 1, 2013
	<b>Section 1:</b> Request to Place an Indiana Child in Another State	<b>Version:</b> 2

<b>POLICY</b>
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**[REVISED]** The Indiana Department of Child Services (DCS) requires the DCS local office wishing to place an Indiana child in another state to submit a referral packet to the DCS Interstate Compact on the Placement of Children (ICPC) Office. Contents of the referral packet are included in the procedure section of this policy. The DCS ICPC Office will notify the local DCS office of incomplete requests, which may result in a delay in processing.

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. If the relative becomes licensed in the receiving state, Indiana DCS will pay a per diem according to Indiana foster care per diem policy. DCS recommends that the out of state relative placement become licensed in their state. It is not a requirement for approval of the placement.

**[REVISED]** If the type of an ICPC case changes (foster to adoption; relative care to foster care), DCS will require a new ICPC referral.

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. If the court orders the placement over the objection, the local office must notify the General Counsel of DCS and the DCS ICPC office.

**[REVISED] Note:** The ICPC may not apply when the court orders a child to be placed with his or her parent from whom the child was not removed and subsequently releases wardship of the child. See [ICPC Regulation No. 2](#) for additional information.

**[NEW] Note:** An Indiana child may visit with a proposed placement; however, a visit with the proposed placement cannot last longer than 30 days. See Practice Guidance.

Code References

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

<b>PROCEDURE</b>
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**[REVISED]** The Family Case Manager (FCM) will:

1. Meet with their FCM 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. Completed Statement of Family Case Manager/Potential Placement Resource form (available in hard copy),
  - b. A cover letter detailing the reason for the referral including any specific issues that need to be addressed,
  - c. The child's social history. See separate policy, [10.11 Child Social Summary](#),
  - d. [Indiana Interstate Compact on the Placement of Children- Financial/Medical Plan- If Child is Placed Out-of-State \(SF 49597\)](#),
  - e. The child's medical history,
  - f. Psychological reports and any other reports current within the past year,
  - g. 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. All court orders must be signed and dated by the presiding judge,
  - h. Case Plan,
  - i. Copy of birth certificate,
  - j. Copy of Social Security card, if available;
5. Submit three (3) identical copies of the referral packet to the DCS ICPC Office; and
6. Complete the [Interstate Compact on the Placement of Children Request \(SF 106\)](#) and submit five (5) copies to the DCS ICPC Office.

The FCM Supervisor will:

1. Ensure that the FCM explores all in-state 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.

**[REVISED]** The DCS Deputy Compact Administrator or designee will:

1. Review the packet for accuracy and ensure that all necessary documentation is included within three (3) business days of receipt;
2. Notify the FCM and their FCM Supervisor immediately via email if there is missing information; and
3. Forward the packet to the receiving state ICPC Office within three (3) business days of approval, retaining a copy for DCS ICPC Office records.

The receiving state ICPC Office will:

1. Review the [Interstate Compact on the Placement of Children Request \(SF 106\)](#) and the DCS ICPC referral packet; and
2. Forward the [Interstate Compact on the Placement of Children Request \(SF 106\)](#) 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 [Interstate Compact on the Placement of Children Request \(SF 106\)](#) and send it, along with the home study and Placement decision, to the Indiana DCS ICPC Office.

**[REVISED]** The DCS Deputy Compact Administrator or designee will forward the completed home study and [Interstate Compact on the Placement of Children Request \(SF 106\)](#) to the designated ICPC contact.

## PRACTICE GUIDANCE

### **Determining Placement Options**

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.

### **[NEW] Visit With A Proposed Placement**

According to [ICPC Regulation No. 9](#), a visit is considered to be a stay with the proposed placement that lasts no longer than 30 days. Any stay lasting longer than 30 days is considered a placement. The only time a stay longer than 30 days can be considered a visit is if it begins and ends within the period of a child's vacation from school as determined by the academic calendar of the school. A request for a home study or supervision made by the person or agency which sends or proposes to send a child on a visit and that is pending at the time that the visit is proposed will establish a rebuttable presumption that the intent of the stay or proposed stay is not a visit.

## FORMS AND TOOLS

1. [Interstate Compact on the Placement of Children Request \(SF 106\)](#) – Also available in the Management Gateway for Indiana's Kids (MaGIK)
2. [Indiana Interstate Compact on the Placement of Children- Financial/Medical Plan- If Child is Placed Out-of-State \(SF 49597\)](#)
3. [Interstate Compact on the Placement of Children Report on Child's Placement Status \(SF 26174\)](#)

## RELATED INFORMATION

### **[REVISED] DCS ICPC Office**

The DCS ICPC Office is located at the DCS Central Office.  
Indiana Department of Child Services  
Attn: Deputy Compact Administrator  
302 West Washington Street  
Room E306, MS 08 ICPC Unit  
Indianapolis, Indiana 46204-2739

(317) 232-4769- phone  
(317) 234-4633- fax

**[NEW] DCS ICPC Unit Electronic Mailbox**

The DCS ICPC Unit Mailbox [ICPCUnit.dcs@dcs.in.gov](mailto:ICPCUnit.dcs@dcs.in.gov) may be accessed in Outlook. Progress reports, [Interstate Compact on the Placement of Children Report on Child's Placement Status \(SF 26174\)](#), and questions may be sent to this mailbox.