POLICY [REVISED]

The Indiana Department of Child Services (DCS) will require the DCS local office to notify the DCS Interstate Compact on the Placement of Children (ICPC) Office in writing of:
1. Any changes in placement involving Indiana children; and
2. All placement changes involving children from other states.

Note: This policy also applies to changes in the placement address (including address changes across Indiana counties) and Termination of Jurisdiction. See separate policy, 9.10 Termination of Jurisdiction.

Code References
IC 31-28-4: Interstate Compact on the Placement of Children

PROCEDURE

[REVISED] For initial placements, placement changes, and ICPC closures involving Indiana children, the Family Case Manager (FCM) will:
1. Complete an Interstate Compact on the Placement of Children Report on Child's Placement Status (SF 26174/100B) and retain one (1) copy for the case file; and
2. Email a copy of the Interstate Compact on the Placement of Children Report on Child's Placement Status (SF 26174/100B) to the DCS ICPC Unit or mail two (2) copies to DCS ICPC Central Office.

Note: The date of placement must be noted on the Interstate Compact on the Placement of Children Report on Child's Placement Status (SF 26174/100B).

[REVISED] For placement changes involving children from other states who have been approved for ICPC placement in Indiana, the DCS ICPC Office will:
1. Receive the emailed or mailed copies of the Interstate Compact on the Placement of Children Report on Child's Placement Status (SF 26174/100B);
2. Review the Interstate Compact on the Placement of Children Report on Child's Placement Status (SF 26174/100B) within three (3) business days, for completeness and accuracy, and sign the form;
3. Create a case in the Management Gateway for Indiana's Kids (MaGIK), listing the child's placement date;
4. Forward one (1) signed copy of Interstate Compact on the Placement of Children Report on Child's Placement Status (SF 26174/100B) to the DCS local office;
5. Create a resource household in MaGIK when the Interstate Compact on the Placement of Children Report on Child's Placement Status (SF 26174/100B) is received or when the child arrives in Indiana, whichever comes first;
6. Request supervision of the placement and Interstate Compact on the Placement of Children (ICPC) Supervision Report (SF 54335); and
7. Retain one (1) copy of the Interstate Compact on the Placement of Children Report on Child's Placement Status (SF 26174/100B) for the ICPC Office case file. See separate policy. 9.9 Placement Updates and Supervision Reports.

PRACTICE GUIDANCE

N/A

FORMS AND TOOLS

1. Interstate Compact on the Placement of Children Report on Child's Placement Status (SF 26174/100B)
2. Interstate Compact on the Placement of Children (ICPC) Supervision Report (SF 54335)

RELATED INFORMATION

[NEW] 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 may be accessed in Outlook. Progress reports, Interstate Compact on the Placement of Children Report on Child's Placement Status (SF 26174/100B) and questions may be sent to this mailbox.