



Mitchell E. Daniels, Jr., Governor  
James W. Payne, Director

**Indiana Department of Child Services**  
Room E306 – MS47  
302 W. Washington Street  
Indianapolis, Indiana 46204-2739

317-234-5437  
FAX: 317-234-4497

[www.in.gov/dcs](http://www.in.gov/dcs)

**Child Support Hotline: 800-840-8757**  
**Child Abuse and Neglect Hotline: 800-800-5556**

October 1, 2011

To: Regional Managers  
Directors, Local Offices, Department of Child Services

From: James W. Payne, Director  
Melissa Norman, Deputy Director of Practice Support  
David Judkins, Deputy Director of Field Operations  
Jeff Lozer, General Counsel  
Department of Child Services

Subject: Interstate Compact on the Placement of Children (ICPC): Placing a child  
Outside of Indiana  
DCS-11-11

This administrative letter outlines changes in the requirements for placing children outside of Indiana on an ICPC (Regulation 2- Regular ICPC and Regulation 7- Expedited Placement). Below is a summary of these changes effective October 1, 2011.

**ICPC Placements (Regulation 2- Regular ICPC and Regulation 7- Expedited Placement)**

A pre-screening of the prospective placement resource prior to the submission of an ICPC referral is required under Regulations 2 and 7. This information will be documented on the [Statement of Family Case Manager/Potential Placement Resource](#) form and gathered by the Family Case Manager (FCM) in the sending state. The FCM will be responsible for contacting the prospective placement resource in the receiving state to complete the [Statement of Family Case Manager/Potential Placement Resource](#) form. The intent of this pre-screening is to prevent sending an ICPC referral to a placement resource who is not interested, lacks qualification (based on home space or financial resources), or who has a criminal history which would preclude placement. The FCM must include this form with the ICPC 100A form when submitting an ICPC referral.



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### **Priority Placements (Regulation 7- Expedited Placement)**

The intent of the changes to Regulation 7 (Expedited Placement) is to allow a rapid placement of child(ren) with close relatives outside of Indiana.

Child(ren) must meet one (1) of the following criteria to be considered for the expedited process:

1. The child is four (4) years of age or younger or a member of a sibling group where at least one (1) child is four (4) years of age or younger and the siblings are being placed in the same home;
2. One (1) child being placed has a substantial relationship with the prospective placement resource;
3. The child has an unexpected dependency due to a sudden or recent incarceration, incapacitation, or death of a parent or guardian; or
4. The child is currently placed in an emergency placement.

A court order with the finding that the child meets the Regulation 7 criteria continues to be required with a Regulation 7 ICPC referral.

Please see the attached form required for ICPC Regulation 2 and Regulation 7.

The DCS Policy Manual will be revised to reflect these important changes. If you have any questions regarding the information presented in this administrative letter, please address them to the DCS policy mailbox at [DCS.Policy@dcs.in.gov](mailto:DCS.Policy@dcs.in.gov).

Sincerely,

James W. Payne, Director  
Department of Child Services



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