

	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

	INDIANA DEPARTMENT OF CHILD SERVICES CHILD WELFARE MANUAL	
	Chapter 9: Interstate Compact for the Placement of Children (ICPC)	Effective Date: November 1, 2008
	Section 2: Request to Place a Child in Indiana	Version: 1

POLICY	OLD POLICY: 505, 506
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The Indiana Department of Child Services (DCS) will require any out of state agency wishing to place a foster child in Indiana to submit an Interstate Compact for the Placement of Children (ICPC) referral packet to the Indiana DCS ICPC Office. The contents of the referral packet are included in the procedure section of this policy.

In accordance with federal law, the ICPC referral process must be completed within 60 business days after the initial request is received by the DCS ICPC Office from the sending state. In order to meet this time requirement, the DCS ICPC Office will require that the DCS local office complete a home study within 50 business days of the date the DCS local office receives the referral packet or Indiana Child Welfare Information System (ICWIS) tickler, whichever comes first.

The DCS ICPC Office may reject or return incomplete requests, which may result in placement delays and/or denials.

DCS will honor requests for priority placement in accordance with the separate policy, [9.5 Priority Placements](#).

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

DCS does not mandate completion of Foster Adoption Kinship Training (FAKT) or licensure as prerequisite for relative placement as defined by the ICPC. DCS will honor requests from the out of state placing agency to provide training or licensure of the placement.

Code References

1. [IC 31-19-2-7.5: Submission of Information, forms or consents for criminal history check](#)
2. [IC 31-19-7-1: Prior Approval of Placement of Child in Proposed Adoptive Home](#)
3. [IC 31-28-4: Interstate Compact on the Placement of Children](#)
4. [42 USC 671\(a\) \(26\): Time Limit on Completing ICPC studies](#)

PROCEDURE

The sending state ICPC Office will:

1. Complete an [ICPC Request/100A](#);
2. Complete a referral packet, which should include:
 - a. A cover letter detailing the reason for the referral, including any specific issues that need to be addressed in the home study,
 - b. [ICPC Request/100A](#),

- c. The child's social history,
- 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/custody order or other applicable court order defining legal status of the child. This includes juveniles subject to probation for delinquent acts. If the wardship is over 18 months old, the most recent order must be included, as well as the order granting wardship,

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

- g. A copy of the child's Case Plan, and
 - h. Other pertinent records, such as school records, medical records, birth certificate, and Social Security card.
3. Forward the completed [ICPC Request/100A](#) and referral packet to the Indiana DCS ICPC Office.

The DCS ICPC Office will:

1. Review the request and referral packet within five (5) business days of receipt;
2. Open a Service Request in ICWIS (in order to have the home study completed) and send to the appropriate Supervisor within 24 hours. See separate policy, [3.3 Service Request Intake Reports](#); and
3. Send a hard copy of home study referral via overnight mail to the appropriate DCS local office, indicating the expected return date for their home study and placement recommendation.

The Supervisor will:

1. Approve the Service Request; and
2. Assign the home study request to a FCM or designee.

The FCM or designee will:

1. Within 50 business days of receipt of the ICWIS tickler or a request and referral packet from the DCS ICPC Office (whichever comes first), complete the home study. See separate policy, [12.11 Family Preparation and Summary](#), which will include an assessment of the safety and suitability of the home for placement, criminal history and background check results, the extent to which the proposed placement will meet the needs of the child, and a specific placement recommendation;

Note: If a priority placement is requested, the home study will be completed within 20 business days of receipt of the ICWIS tickler or a request and referral packet from the DCS ICPC Office, whichever comes first. See separate policy, [9.5 Priority Placements](#).

Note: When completing background checks as part of the home study process, the FCM or designee should follow the guidelines in separate policies, [8.6 Conducting Background Checks for Unlicensed, Out-of-Home Placements](#) or [10.14 Conducting Background Checks for Adoptions](#).

Note: Once the FCM or designee makes two (2) attempts (first by phone, then by sending a letter) to contact the proposed placement resource to complete the home study, they will send a letter of non-compliance to the family and the DCS ICPC Office.

They will also document each attempt to schedule with the family by entering a contact in ICWIS.

2. Meet with their Supervisor to get the home study approved; and
3. Mail (via overnight mail) three (3) copies of the home study to the DCS ICPC Office.

The Supervisor will approve the home study.

The DCS ICPC Office will:

1. Notify the FCM of receipt of the home study within 24 hours via email;
2. Review the home study and ensure that it was completed correctly; and
3. Send a copy of the home study and completed [ICPC Request/100A](#) to the sending state ICPC Office within the required time frame.

PRACTICE GUIDANCE

N/A

FORMS AND TOOLS

[Interstate Compact on the Placement of Children Request/100A \(SF106\)](#)

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.

	INDIANA DEPARTMENT OF CHILD SERVICES CHILD WELFARE MANUAL	
	Chapter 9: Interstate Compact for the Placement of Children (ICPC)	Effective Date: November 1, 2008
	Section 3: Initial Placement/Placement Changes (Use of the ICPC Report on Child's Placement Status/100B)	Version: 1

POLICY	OLD POLICY: 506.4
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The Indiana Department of Child Services (DCS) will require that the DCS local office notify the DCS Interstate Compact for the Placement of Children (ICPC) Office in writing of:

1. All initial placements of Indiana children in other states, or children from other states who are placed in Indiana;
2. Any changes in placement involving Indiana children; and
3. 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

For initial placements and placement changes 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/100B \(SF26174\)](#) and retain one (1) copy for the case file;
2. Forward the original and two (2) copies of [Interstate Compact on the Placement of Children Report on Child's Placement Status/100B \(SF26174\)](#) to the DCS ICPC Office; and

Note: The date of placement must be noted on the [Interstate Compact on the Placement of Children Report on Child's Placement Status/100B \(SF26174\)](#).

3. Change the child's address in the Indiana Child Welfare Information System (ICWIS) so that proper payments can occur.

For placement changes involving children from other states who have been approved for ICPC placement in Indiana, the DCS ICPC Office will:

1. Receive two (2) copies of the [Interstate Compact on the Placement of Children Report on Child's Placement Status/100B \(SF26174\)](#);
2. Within five (5) business days, review the [Interstate Compact on the Placement of Children Report on Child's Placement Status/100B \(SF26174\)](#) for completeness and accuracy, and sign the form;

3. Forward one (1) signed copy of [Interstate Compact on the Placement of Children Report on Child's Placement Status/100B \(SF26174\)](#) to the DCS local office;
4. Create the case in ICWIS when the [Interstate Compact on the Placement of Children Report on Child's Placement Status/100B \(SF26174\)](#) is received or when the child arrives in Indiana, whichever comes first; and
5. Request supervision of the placement and [Interstate Compact on the Placement of Children \(ICPC\) Supervision Report \(ICPC110801SUPREP\)](#)
6. and retain one (1) copy of the [Interstate Compact on the Placement of Children Report on Child's Placement Status/100B \(SF26174\)](#)
7. 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/100B \(SF26174\)](#)
2. [Interstate Compact on the Placement of Children \(ICPC\) Supervision Report \(ICPC110801SUPREP\)](#)

RELATED INFORMATION

N/A

	INDIANA DEPARTMENT OF CHILD SERVICES CHILD WELFARE MANUAL	
	Chapter 9: Interstate Compact for the Placement of Children (ICPC)	Effective Date: November 1, 2008
	Section 4: Financial and Medical Responsibility	Version: 1

POLICY

OLD POLICY: N/A

The Indiana Department of Child Services (DCS) will retain financial and medical responsibility for all DCS wards placed out of state unless jurisdiction is terminated with approval from the other state. See separate policy, [9.10 Termination of Jurisdiction](#).

DCS may pay licensed resource families of Indiana children placed out of state at the same rate as licensed caregivers living in the state of Indiana.

Note: DCS will not pay a per diem to biological or adoptive parents of Indiana children placed out-of-state.

Code References

1. [IC 31-28-4-1: Enactment, Provision](#)
2. [IC 31-28-2: Financial Responsibility for Placed Children](#)

PROCEDURE

The Family Case Manager (FCM) will:

1. Complete the [ICPC Financial/Medical Plan/100E](#); and
2. Assure that upon licensure, appropriate maintenance payments for the care of the child are made during the period of the placement.

Note: The [ICPC Financial/Medical Plan/100E](#) form is part of the referral packet that is sent to the receiving state when an out-of-state placement is being pursued.

PRACTICE GUIDANCE

N/A

FORMS AND TOOLS

[ICPC Financial/Medical Plan – If Child Is Placed Out-of-State/100E \(SF 49597\)](#)

RELATED INFORMATION

N/A

	INDIANA DEPARTMENT OF CHILD SERVICES CHILD WELFARE MANUAL	
	Chapter 9: Interstate Compact for the Placement of Children (ICPC)	Effective Date: November 1, 2008
	Section 5: Priority Placements for Out of State ICPC Placements	Version: 1

POLICY	OLD POLICY: N/A
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The Indiana Department of Child Services (DCS) will comply with all court orders to treat an Interstate Compact for the Placement of Children (ICPC) placement as a priority placement, in accordance with [ICPC Regulation No.7](#).

DCS will obtain a court order finding entitlement to a priority placement. The order will not be valid unless it contains an express finding that one or more of the following circumstances applies to the particular case, and sets forth the facts on which the court bases its finding:

1. The proposed placement resource is a relative as defined as a non-custodial parent, grandmother, grandfather, adult brother or sister, adult aunt or uncle, or step parents of the child; and
 - a. The child is under two (2) years of age,
 - b. The child is in an emergency shelter, or
 - c. The court finds that the child has spent a substantial amount of time in the home of the proposed placement resource.
2. The receiving state has had a properly completed [ICPC Request/100A](#) and supporting documentation for over thirty (30) business days, but DCS has not received a decision on placement.

This regulation does not apply to any case in the sending state where:

1. The request for placement of the child is for licensed or approved resource family care or adoption; or
2. The child is already in the receiving state in violation of ICPC.

Code References

1. [IC 31-28-4: Interstate Compact on the Placement of Children](#)
2. [ICPC Regulation No. 7](#)

PROCEDURE

The Family Case Manager (FCM) will:

1. Determine if the child meets the criteria for priority placement;
2. If the child meets the criteria for priority placement, immediately submit an Affidavit to the court, requesting a court order for priority placement. The court order should state how the child(ren) meets the criteria for priority placement; and
3. Within three (3) business days of receiving the signed court order, send a copy of the order, [ICPC Request/100A](#), and a completed referral packet to the DCS ICPC Office. See separate policy, [9.1 Request to Place an Indiana Child in Another State](#) for items to be included in referral packet.

The DCS Deputy Compact Administrator or designee will:

1. Notify the FCM of receipt of the packet and accompanying documentation via email;
2. Review the packet for accuracy and ensure that all necessary documentation is included upon receipt of the packet;
3. Notify the FCM and the Supervisor immediately in writing if there is missing information;
4. Indicate on the [ICPC Request/100A](#) that a priority placement is being requested;
5. Approve and sign the [ICPC Request/100A](#), and mail a signed copy to the FCM; and
6. Forward the packet and accompanying documentation to the receiving ICPC Office within two (2) business days of receipt.

When Indiana Children Receive a Priority Placement

The receiving ICPC Office will notify the receiving child welfare local office and request a priority placement home study be conducted.

The receiving child welfare local office will:

1. Conduct a priority placement home study no later than 20 business days from the date the priority request was received; and
2. Send the completed home study to the receiving ICPC Office.

The receiving ICPC Office will:

1. Review and approve the home study; and
2. Notify the DCS ICPC Office that the home study has been approved.

PRACTICE GUIDANCE

During the assessment phase of the case, the assessment worker should collaborate with the family to determine whether there is a relative interested in having the child(ren) placed with them. If the relative is located out of state and the case meets the criteria for an ICPC priority placement, the assessment worker should begin the process of requesting a priority placement.

The Affidavit submitted to the court requesting priority placement must contain the following language: "Based on ICPC Regulation No. 7, this case meets the criteria for priority placement based on the following:", then list the specific criteria that apply to the child(ren).

The cover letter included with the referral packet must also note that the case is entitled to priority placement and then list the specific criteria that apply to the child(ren).

FORMS AND TOOLS

[ICPC Request/100A \(SF106\)](#) - Available in ICWIS

RELATED INFORMATION

Emergency Shelter

For the purposes of this policy, emergency shelter placement refers to a child placed in emergency shelter foster care or in an emergency shelter facility, such as the Children's Guardian Home.

	INDIANA DEPARTMENT OF CHILD SERVICES CHILD WELFARE MANUAL	
	Chapter 9: Interstate Compact for the Placement of Children (ICPC)	Effective Date: November 1, 2008
	Section 6: International Adoptions	Version: 1

POLICY	OLD POLICY: 509
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The Indiana Department of Child Services (DCS) requires approval by the DCS Interstate Compact for the Placement of Children (ICPC) Office of all foreign-born children who are waiting to be placed with and subsequently adopted by Indiana families. A home study and five (5) copies of the [ICPC Request/100A](#) must accompany the child(ren), along with three (3) identical copies of the referral packet containing:

1. Social History of the child which includes:
 - a. Pertinent history regarding birth parents;
 - b. Development information; and
 - c. Documentation of availability for adoption.
2. Medical History of the child which includes:
 - a. Physical examination within the past six (6) months;
 - b. Physical/emotional problems which might have an impact on the placement; and
 - c. The child's emotional ability to accept the adoption (if applicable).
3. Legal Documents:
The documents must be in the native language of the country, accompanied by certified English translations
 - a. Attestation of the legal availability of the child for adoption; and
 - b. Court order of guardianship or other legal status.
4. Surety Bond of \$10,000 or letter of agency responsibility in the event of a placement disruption.

In accordance with Indiana law, a child whose adoption is finalized by an adoption decree in the country of origin is considered to be adopted. Furthermore, these children enter the United States immediately eligible to become United States citizens.

The [United States Citizenship and Immigration Services \(USCIS\)](#) may, at its discretion, require that the DCS ICPC Office approve an adoption finalized in another country. DCS will comply with the USCIS decision to review the appropriateness of the adoption and the adoptive home.

Note: Adoptive families in Lake, Porter, LaPorte, and St. Joseph counties will be referred to the Chicago ICPC Office by the Indiana ICPC Office for USCIS approval.

Code References

1. [IC 31-28-4: Interstate Compact on the Placement of Children](#)
2. [IC-31-19-28: Adoption Code](#)

PROCEDURE

For adoptions finalized outside the United States

USCIS will:

1. Notify the family of the decision to review the appropriateness of the adoption and the adoptive home; and
2. Provide the family with the DCS ICPC Office's contact information.

The family will contact the DCS ICPC Office upon receiving notification from USCIS.

The DCS ICPC Office will work with the family to coordinate all necessary action.

For adoptions finalized in the United States

The agency arranging the adoption will:

1. Assure that a home study of the adoptive parents is completed. See Related Information for details on what must be included;
2. Update the home study annually until adoption occurs;
3. Conduct all necessary background checks;
4. Complete an [ICPC Request/100A](#), if the agency is located in a state other than Indiana;
5. Submit five (5) copies of the [ICPC Request/100A](#), if applicable, and the home study to the Indiana ICPC Office; and,
6. Assure that once the adoption is completed, the appropriate information is sent to the clerk of courts in the county the family resides in, so that a new birth certificate can be prepared.

The ICPC Consultant will, within five (5) business days:

1. Review the referral and home study;
2. Determine if the referral will be approved;
3. If the referral is approved, fax a letter to USCIS, advising that the pre-adoptive requirements for the adoptive placement of the specific child have been met; or
4. If the referral is not approved, notify the agency arranging the adoption and attempt to rectify the issues.

PRACTICE GUIDANCE

N/A

FORMS AND TOOLS

[ICPC Request/100A \(SF106\)](#) – Available in ICWIS

RELATED INFORMATION

ICPC Home Study Requirements

The summary must include all of the following information:

1. Responses by all adults in the proposed adoptive home to the following questions:
 - a. Have you ever been arrested?

- b. Do you have a history of substance abuse?
 - c. Do you have a history of sexual or child abuse?
 - d. Do you have a history of domestic violence?
 - e. Have you ever been rejected as a prospective adoptive parent or been the subject of an unfavorable adoptive family assessment?
2. Documentation of the following:
- a. The United States-based agency's name, or contact person; or
 - b. Agency in the foreign country coordinating the adoption;
 - c. The name of the state in which the adoption will be finalized;
 - d. The proposed adoptive parents' types and amounts of insurance policies; and
 - e. Whether the parents have health insurance that will cover the child.
3. Assessments of the following:
- a. The adoptive parents' motivation for adopting a foreign-born child;
 - b. The attitude of the adoptive family, extended adoptive family, and the community toward the parents' adoption of a child from a different race and culture;
 - c. The appropriateness of the adoptive parents' plans for preserving the child's cultural heritage and assisting the child in understanding and appreciating the child's own racial and cultural background;
 - d. How the adoptive parents plan to cope with any unanticipated behavioral and medical problems; and
 - e. The parents' financial stability, including specific income figures, total assets and liabilities.

	INDIANA DEPARTMENT OF CHILD SERVICES CHILD WELFARE MANUAL	
	Chapter 9: Interstate Compact for the Placement of Children (ICPC)	Effective Date: November 1, 2008
	Section 7: Private Interstate Adoptions	Version: 1

POLICY	OLD POLICY: 508
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The Indiana Department of Child Services (DCS) requires approval by the DCS Interstate Compact for the Placement of Children (ICPC) Office of all private, interstate adoptions by Indiana families of a child from another state.

DCS will require appointment of a guardian for the child unless the birth parent has surrendered their parental rights to a DCS local office or Licensed Child Placing Agency (LCPA). The child's birth parents and adoptive parents are legally prohibited from serving as the guardian.

DCS will require written verification that the child is legally free for adoption prior to approving the ICPC adoption referral. Verification should include copies of the Termination of Parental Rights (TPR) court order and/or signed adoption consent forms by birth parents.

In accordance with the [American Public Human Services Association](#) (APHSA) guidelines, the child may not leave the sending state without the approval of both the sending and receiving state's interstate offices.

DCS will not pay any costs or fees associated with non-relative private interstate adoptions.

Note: This policy does not apply to adoptions involving DCS wards or wards of other state child welfare agencies. See separate policies [9.1 Request to Place an Indiana Child in Another State](#) and/or [9.2 Request to Place a Child in Indiana](#).

Code References

1. [IC 31-28-4-1: Enactment, Provision](#)
2. [465 IAC 2-3: Interstate compact on the placement of children](#)

PROCEDURE

The Deputy Compact Administrator or designee will ensure that the private agency coordinating the adoption will complete a referral packet. Submit three (3) identical copies of the referral packet and five (5) copies of the [ICPC Request/100A](#) to the sending state's ICPC Office. The referral packet should include the following:

1. Cover letter detailing reason for the referral;
2. Child's social history;
3. Child's medical history;
4. Psychological and any other reports current within the past year;
5. Court order of TPR, signed consents to adoption by birth parents, or notice of publication on a missing parent regarding the adoption proceedings;

6. Native American statement included in the TPR order or the surrender attested to by both natural parents as stated below:
 - a. I am not an enrolled member of an Indian Tribe or an Alaskan Village, and
 - b. To the best of my knowledge, I am not eligible for membership in an Indian tribe or an Alaskan Village.
7. Proof of publication or no registration with an applicable Putative Father Registry if there is a putative father whose rights have not been terminated or no birth father is named;
8. A legal risk agreement signed by the adoptive parents if the biological parents of the child(ren) are not married;
9. A statement by the designated LCPA or licensing agency describing counseling that has been provided to the birth parents concerning their rights and the services available to them if they chose to parent;
10. Legal documentation of the child's availability for adoption in the form of either:
 - a. A court order terminating parental rights and the appointment of a guardian for the child; or
 - b. A notarized surrender of parental rights to an LCPA;
11. Background information on the birth parents listed on the Birth Parent History Form; and
12. Home study including background check information regarding the adoptive family.

Note: All forms listed above are provided by the private LCPA.

The DCS ICPC Office will:

1. Review the referral for accuracy and completeness within five (5) business days of receipt;
2. If the referral packet is complete, sign the [ICPC Request/100A](#) and send it to the receiving state's ICPC Office; and
3. Once approved by the receiving state, send the [ICPC Request/100A](#) to the LCPA or licensing agency that originally made the referral.

The receiving ICPC Office will:

1. Review the referral for accuracy and completeness; and
2. If the referral is approved, sign the [ICPC Request/100A](#) and return it to the sending ICPC Office.

PRACTICE GUIDANCE

N/A

FORMS AND TOOLS

[ICPC Request/100A \(SF106\)](#) – Available in ICWIS

RELATED INFORMATION

Responsibility of the Guardian (if appointed)

The guardian shall be a full guardian of the person (child), willing and able to assume full financial responsibility for the child should the child not be legally adopted in either Indiana or the other state. This responsibility includes the return of the child to the sending state if the adoption disrupts.

	INDIANA DEPARTMENT OF CHILD SERVICES CHILD WELFARE MANUAL	
	Chapter 9: Interstate Compact for the Placement of Children (ICPC)	Effective Date: March 1, 2010
	Section 8: Minimum Contact for ICPC Placements	Version: 2

POLICY

Minimum Contacts With Children Placed in Indiana

The Indiana Department of Child Services (DCS) will have **monthly** face-to-face contact with children placed in Indiana through an approved Interstate Compact for the Placement of Children (ICPC) program. The location of the monthly visits may alternate, with one visit in the child's home and the next visit at a designated location, such as the child's school or daycare.

Minimum Contacts With Indiana Children Placed Out of State

[NEW] DCS will have face-to-face contact **once every four (4) months** with Indiana children placed out of state through the ICPC program, and will request that the receiving state visit the child in the off-months. The Family Case Manager (FCM) should notify the receiving state interstate worker of their intent to visit. As such, the FCM will make himself or herself available to meet with the sending state interstate worker when they come for a visit with the child placed in Indiana.

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.

Code References

1. [IC 31-28-4: Interstate Compact on the Placement of Children](#)
2. [ICPC Regulation No. 9](#)

PROCEDURE

For contacts with ICPC children placed in Indiana

The FCM will:

1. Contact the resource family to schedule the visit with the child;
2. Conduct the visit with the child in their home or other designated location. See separate policy, [8.10 Minimum Contact](#), for information of what assessments should take place at the visit;
3. Send an email to the sending state interstate worker, informing them of the date the visit occurred, as well as a brief overview of the visit. The email should include any questions

or concerns the child and/or resource family has, as well as any concerns noted by the FCM;

4. Enter the information from the face-to-face contact in the Indiana Child Welfare Information System (ICWIS); and
5. Provide [Interstate Compact on the Placement of Children \(ICPC\) Supervision Report \(ICPC110801SUPREP\)](#)
6. to the DCS ICPC Office as often as requested on the [ICPC Request/100A \(SF106\)](#), but no less than every three (3) months. See separate policy, [9.9 Placement Updates and Supervision Reports](#).

The Supervisor will:

1. Ensure that all children placed in Indiana through ICPC are seen in their homes or designated location monthly;
2. Ensure that the FCM enters all face-to-face contact in ICWIS timely; and
3. Ensure that [Interstate Compact on the Placement of Children \(ICPC\) Supervision Report \(ICPC110801SUPREP\)](#)
4. are completed and sent to the DCS ICPC Office timely. See separate policy, [9.9 Placement Updates and Supervision Reports](#).

For Contacts with Indiana Children Placed Out of State

The FCM will:

1. Contact the resource family to schedule the visit with the child;
2. Contact the interstate worker in the receiving state, informing them of when they plan to visit with the child;
3. Obtain approval for out of state travel and contact DCS Travel Services to make travel arrangements. See separate policy, [9.11 Transportation Costs](#);
4. Email the interstate worker if they do not attend the visit, informing them of the date the visit occurred, as well as a brief overview of the visit; and
5. Upon returning from the visit, enter the contact information in ICWIS.

The Supervisor will:

1. Assist the FCM with obtaining out of state travel approval and travel arrangements; and
2. Ensure that the information from the face-to-face contact is entered in ICWIS timely.

PRACTICE GUIDANCE

N/A

FORMS

1. [ICPC Request/100A \(SF106\)](#)- Available in ICWIS
2. [Interstate Compact on the Placement of Children \(ICPC\) Supervision Report \(ICPC110801SUPREP\)](#)

RELATED INFORMATION

N/A

	INDIANA DEPARTMENT OF CHILD SERVICES CHILD WELFARE MANUAL	
	Chapter 9: Interstate Compact for the Placement of Children (ICPC)	Effective Date: TBA
	Section 9: Placement Updates and Supervision Reports	Version: 1

POLICY	OLD POLICY: 506.5
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The Indiana Department of Child Services (DCS) will require **at a minimum** quarterly [Interstate Compact on the Placement of Children \(ICPC\) Supervision Report \(ICPC110801SUPREP\)](#) for all Indiana children placed out of state through the Interstate Compact for the Placement of Children (ICPC) program.

DCS will also provide placement updates to the interstate worker in the sending state for all children placed in Indiana. These updates will be provided as often as face-to-face contacts occur. See Practice Guidance for information to be included in the placement updates.

DCS will comply with the sending state's request for [Interstate Compact on the Placement of Children \(ICPC\) Supervision Report \(ICPC110801SUPREP\)](#) and the frequency with which the reports are to be submitted for all children from other states placed in Indiana.

Code References

[IC 31-28-4: Interstate Compact on the Placement of Children](#)

PROCEDURE

For Children Placed Outside of Indiana

The Family Case Manager (FCM) will:

1. Utilize the Child and Family Team (CFT), case conference, and/or meet with their Supervisor to help assess the frequency of [Interstate Compact on the Placement of Children \(ICPC\) Supervision Report \(ICPC110801SUPREP\)](#) needed. [Interstate Compact on the Placement of Children \(ICPC\) Supervision Report \(ICPC110801SUPREP\)](#) should be received at least quarterly to be in compliance with the ICPC;
2. Request [Interstate Compact on the Placement of Children \(ICPC\) Supervision Report \(ICPC110801SUPREP\)](#) and indicate the frequency with which the reports must be submitted on the [ICPC Request/100A\(SF106\)](#); and
3. Submit the [ICPC Request/100A \(SF106\)](#) to the DCS ICPC Office.

The DCS ICPC Office will:

1. Acknowledge receipt of the [ICPC Request/100A](#) via email; and
2. Forward the request to the receiving state ICPC Office.

The receiving ICPC Office will:

1. Upon receipt of [ICPC Request/100A](#), begin to provide these [Interstate Compact on the Placement of Children \(ICPC\) Supervision Report \(ICPC110801SUPREP\)](#) and any other services agreed to by the sending and receiving agencies; and
2. Submit three (3) copies of the [Interstate Compact on the Placement of Children \(ICPC\) Supervision Report \(ICPC110801SUPREP\)](#) to the DCS ICPC Office.

The DCS ICPC Office will forward the [Interstate Compact on the Placement of Children \(ICPC\) Supervision Report \(ICPC110801SUPREP\)](#) to the appropriate DCS local office within five (5) business days of receipt.

For Children Placed in Indiana

The DCS ICPC Office will forward the [ICPC Request/100A](#) to the appropriate DCS local office.

The FCM assigned to the case will:

1. Enter information for each face-to-face contact in Indiana Child Welfare Information System (ICWIS);
2. Email a placement update for each face-to-face contact to the interstate worker in the sending state child welfare local office;
3. Write the [Interstate Compact on the Placement of Children \(ICPC\) Supervision Report \(ICPC110801SUPREP\)](#) at the frequency noted on the [ICPC Request/100A](#); and
4. Submit the [Interstate Compact on the Placement of Children \(ICPC\) Supervision Report \(ICPC110801SUPREP\)](#) to their Supervisor for approval.

The Supervisor will:

1. Ensure that the FCM submits the [Interstate Compact on the Placement of Children \(ICPC\) Supervision Report \(ICPC110801SUPREP\)](#) timely;
2. Approve and sign the [Interstate Compact on the Placement of Children \(ICPC\) Supervision Report \(ICPC110801SUPREP\)](#); and
3. Send the [Interstate Compact on the Placement of Children \(ICPC\) Supervision Report \(ICPC110801SUPREP\)](#) to the DCS ICPC Office at least 10 calendar days before the report is due. The due date should be noted on the [ICPC Request/100A \(SF 106\)](#).

The DCS ICPC Office will:

1. Acknowledge receipt of the [Interstate Compact on the Placement of Children \(ICPC\) Supervision Report \(ICPC110801SUPREP\)](#) via email; and
2. Forward the [Interstate Compact on the Placement of Children \(ICPC\) Supervision Report \(ICPC110801SUPREP\)](#) to the sending state ICPC Office.

PRACTICE GUIDANCE

In an effort to provide regular and consistent information to the interstate worker in the sending state regarding children placed in Indiana, the FCM should provide regular placement updates to them. These updates should not be sent to the ICPC Office but instead emailed directly to the sending state interstate worker so the FCM has an accurate record of what was sent. Placement updates should provide the sending state interstate worker with an update on the child's functioning in the resource home, school, mental health services (if applicable), and any

other services being provided. It should also note any concerns voiced by the child and resource family.

[Interstate Compact on the Placement of Children \(ICPC\) Supervision Report](#)

[\(ICPC110801SUPREP\)](#) should be submitted to the ICPC Office in the sending state at least quarterly, as required by the ICPC. Information contained in the placement updates can be used to complete the ICPC Supervision Report, but the ICPC Supervision Report should contain more detailed information, as indicated on the form. In addition, the FCM must consult with the resource family to address any questions or concerns they may have for the sending state interstate worker.

FORMS AND TOOLS

1. [ICPC Request/100A \(SF106\)](#)- Available in ICWIS
2. [Interstate Compact on the Placement of Children \(ICPC\) Supervision Report \(ICPC110801SUPREP\)](#)

RELATED INFORMATION

N/A

	INDIANA DEPARTMENT OF CHILD SERVICES CHILD WELFARE MANUAL	
	Chapter 9: Interstate Compact for the Placement of Children (ICPC)	Effective Date: November 1, 2008
	Section 10: Termination of Jurisdiction (ICPC Case Closure)	Version: 1

POLICY	OLD POLICY: 506.6, 507.4
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In accordance with federal law, the court of original jurisdiction (the court in the sending state) retains jurisdiction over the case. The receiving state has no legal authority over the child(ren), except to provide supervision and services as specified in the Interstate Compact for the Placement of Children (ICPC) agreement.

Jurisdiction may be terminated by the court when the child:

1. Is adopted;
2. Reaches the age of majority according to the laws of the sending state; or
3. Is discharged from the wardship of the sending state with concurrence of the ICPC Office in the receiving state.

The Indiana Department of Child Services (DCS) will require approval from both state ICPC Offices prior to the dismissal of wardship of an Indiana child placed out of state.

Code References

[IC 31-28-4: Interstate Compact on the Placement of Children](#)

PROCEDURE

For an Indiana child placed out-of-state

The receiving state ICPC Office will recommend dismissal of wardship by submission of an [Interstate Compact on the Placement of Children \(ICPC\) Supervision Report \(ICPC110801SUPREP\)](#) to the DCS ICPC Office.

Upon receipt of the report, the DCS ICPC Office will forward the report to the DCS local office within five (5) business days of receipt of the report.

The Family Case Manager (FCM) will:

1. Convene a Child and Family Team (CFT) Meeting or case conference to ensure that the team agrees with the receiving state's recommendation of wardship dismissal;
2. Advise the DCS ICPC Office of the recommendation to dismiss wardship;
3. Request a court hearing to dismiss wardship within five (5) business days of receipt of the [Interstate Compact on the Placement of Children \(ICPC\) Supervision Report \(ICPC110801SUPREP\)](#);
4. After the hearing, send an [ICPC Report on Child's Placement Status/100B \(SF26174\)](#) and any relevant court orders to the DCS ICPC Office to advise of the dismissal of jurisdiction and closure of the case; and
5. End the placement in the Indiana Child Welfare Information System (ICWIS).

The DCS ICPC Office will forward all relevant information to the receiving state ICPC Office.

For a child from another state placed in Indiana

The FCM will:

1. Convene a CFT Meeting or case conference to determine whether wardship dismissal is in the child's best interests;
2. Complete an [Interstate Compact on the Placement of Children \(ICPC\) Supervision Report \(ICPC110801SUPREP\)](#) to advise the DCS ICPC Office of its recommendation to dismiss wardship by submission of a Supervisory Report; and
3. Submit the [Interstate Compact on the Placement of Children \(ICPC\) Supervision Report \(ICPC110801SUPREP\)](#) to their Supervisor for approval.

The Supervisor will:

1. Approve the [Interstate Compact on the Placement of Children \(ICPC\) Supervision Report \(ICPC110801SUPREP\)](#); and
2. Immediately forward the [Interstate Compact on the Placement of Children \(ICPC\) Supervision Report \(ICPC110801SUPREP\)](#) to the DCS ICPC Office.

The DCS ICPC Office will:

1. Forward the [Interstate Compact on the Placement of Children \(ICPC\) Supervision Report \(ICPC110801SUPREP\)](#) to the sending state ICPC Office within ten (10) calendar days of receipt; and
2. Upon receipt of all relevant information from the sending state ICPC Office regarding wardship dismissal, forward any relevant information to the DCS local office.

PRACTICE GUIDANCE

When the decision is made to recommend wardship dismissal to the court for an ICPC child, the FCM should work with the resource family to make sure they are prepared to assume total responsibility of the child in their care. The FCM should assist the family by making sure the child's medical, educational, mental health, and other specific needs will continue to be met after DCS is no longer involved with the family. Upon receipt of the court order that dismisses wardship, the FCM should notify the resource family within two (2) business days that the case has officially closed.

FORMS AND TOOLS

1. [ICPC Report on the Child's Placement Status/100B \(SF 26174\)](#)- available in ICWIS
2. [Interstate Compact on the Placement of Children \(ICPC\) Supervision Report \(ICPC110801SUPREP\)](#)

RELATED INFORMATION

N/A

	INDIANA DEPARTMENT OF CHILD SERVICES CHILD WELFARE MANUAL	
	Chapter 9: Interstate Compact for the Placement of Children (ICPC)	Effective Date: November 1, 2008
	Section 11: Transportation Costs	Version: 1

POLICY	OLD POLICY: N/A
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The Indiana Department of Child Services (DCS) will pay all transportation costs related to the Interstate Compact for the Placement of Children (ICPC) out of state placement of a DCS ward. This includes travel costs related to the child returning to Indiana for visits with parents and/or siblings as well as travel costs for the Family Case Manager (FCM) to visit an Indiana child placed out of state through the ICPC program.

Note: The FCM must receive approval from the Deputy Director of Field Operations to visit an ICPC child placed out of state. In addition, travel arrangements for visits must be made ahead of time in order to qualify for the lowest airfare rates possible.

DCS will **not** pay any transportation cost associated with:

1. The ICPC placement of child from another state being placed in Indiana;
2. Private interstate adoptions; or
3. International adoptions.

For DCS wards, DCS will pay for the return of the child to the state of Indiana should the placement fail or no longer be in the child's best interest.

Code References

[IC 31-28-4: Interstate Compact on the Placement of Children](#)

PROCEDURE

In preparation for visiting a child placed in another state, the FCM will prepare and submit a letter requesting permission to travel to their DCS Local Office Director.

The DCS Local Office Director will forward all travel request letters to the Deputy Director of Field Operations.

The Deputy Director of Field Operations will:

1. Approve or deny the travel request; and
2. Forward the approved or denied travel request to the FCM.

If the travel request is approved, the FCM will:

1. Contact DCS Travel Services to:
 - a. Make travel arrangements for them to visit a child placed out of state;
 - b. Make travel arrangements for Indiana wards to travel to and from out of state placements, as well as travel to and from visits with parents and siblings.

Note: Directions for making travel arrangements can be found in the DCS Travel Bulletin, located at <http://intranet.dcs.in.gov/pdf/DCSTravelBulletin2007.pdf>; and

2. Visit with the child once every (60) days.

Note: The DCS Deputy Director of Field Operations will also approve all travel costs for the child to travel to visit parents and/or siblings. The FCM should work with their Supervisor to make travel arrangements for Indiana children placed out of state who will be returning to Indiana to visit parents and/or siblings.

PRACTICE GUIDANCE

N/A

FORMS AND TOOLS

N/A

RELATED INFORMATION

The DCS Travel Services can be reached at DCSTravelInquiries@dcs.in.gov.

	INDIANA DEPARTMENT OF CHILD SERVICES CHILD WELFARE MANUAL	
	Chapter 9: Interstate Compact for the Placement of Children (ICPC)	Effective Date: November 1, 2008
	Section 12: Violations of ICPC Procedures	Version: 1

POLICY	OLD POLICY: 504
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The Indiana Department of Child Services (DCS) will adhere to the laws that govern interstate placement of children. Failure on the part of DCS staff to follow the Interstate Compact for the Placement of Children (ICPC) policies and procedures may result in disciplinary action, up to and including termination.

DCS will report any known or suspected ICPC violations, including illegal ICPC placements by another state, to the DCS ICPC Office, who will then report it to the other state's ICPC Office. DCS reserves the right to contact the [Administration for Children and Families](#) (ACF) regarding ICPC violations.

If an Indiana court orders a child to be placed out of state without a completed ICPC, DCS will file an objection on the record with the court based on the rules of the ICPC and notify the DCS ICPC Office of the illegal placement.

If a DCS local office is aware they have violated the Interstate Compact, the DCS ICPC Office should be notified so that efforts can be taken to correct the circumstances that caused the violation.

Code References

[IC 31-28-4-1: Article IV: Penalty for Illegal Placement](#)

PROCEDURE

ICPC Illegal Placements

If a DCS local office becomes aware of a child who is illegally placed in Indiana, the Family Case Manager (FCM) or staff who becomes aware of the placement, will:

1. Notify their Supervisor and/or DCS Local Office Director of the violation within 24 hours; and
2. Ensure the safety of the child.

The Supervisor or DCS Local Office Director will notify the Regional Manager immediately of the illegal placement.

The Regional Manager will:

1. Notify the DCS ICPC Office of the illegal placement; and
2. Notify the DCS Director of the illegal placement.

The DCS ICPC Office will contact the ICPC Office in the sending state to notify them of the illegal placement and request that the state correct the placement decision or come to Indiana to pick up the child.

The DCS Director will:

1. Contact the Agency Head in the sending state regarding the circumstances of the illegal placement; and
2. Request assistance with compliance with the ICPC.

The FCM will schedule a meeting with his or her Supervisor and DCS Local Office Director to discuss placement options for the child while ensuring the child's safety.

Other ICPC Violations

Indiana DCS staff suspecting or knowing of ICPC violations will:

1. Write a letter that indicates how the other state has violated the ICPC and request compliance by the state; and
2. Submit the letter to the Deputy Compact Administrator at the DCS ICPC Office.

If it is determined that a violation occurred, the Deputy Compact Administrator will:

1. Forward the letter to the other state ICPC Office within five (5) business days of receipt of the letter;
2. Request a response regarding the violation from the other state's ICPC Office within 10 business days; and
3. Upon receipt of a response from the other state's ICPC Office, notify the DCS local office of what action will be taken to rectify the situation.

If a DCS local office is found to be in violation of the ICPC, the staff person responsible for the violation will:

1. Submit a letter to the Deputy Compact Administrator, explaining why they are out of compliance with the ICPC; and
2. Work with the Deputy Compact Administrator to ensure future compliance.

PRACTICE GUIDANCE

When a DCS local office becomes aware of an ICPC illegal placement, steps should be taken to ensure the safety of the child(ren) involved. However, an illegal placement should not be the sole reason a child is removed from the home while waiting for the sending state to retrieve them. When DCS is notified of an illegal placement, the home should be assessed to determine if there is an immediate threat to the safety of the child. If there is no immediate threat to the child's safety and the child can remain in the home until the sending state arrives, DCS should work with the child and family by making appropriate referrals to voluntary community resources and other services the child and/or family may need during that time. Such referrals may include Temporary Assistance for Needy Families (TANF), Medicaid, or Workforce Development, subject to the rules and policies of program eligibility.

Note: DCS will neither pay for nor monitor those services.

FORMS AND TOOLS

N/A

RELATED INFORMATION

N/A