

	<b>INDIANA DEPARTMENT OF CHILD SERVICES CHILD WELFARE POLICY</b>	
	<b>Chapter 9:</b> Interstate Compact on the Placement of Children (ICPC)	<b>Effective Date:</b> November 1, 2020
	<b>Section 2:</b> Request to Place a Child in Indiana	<b>Version:</b> 3

## STATEMENTS OF PURPOSE

The Indiana Department of Child Services (DCS) will require any out-of-state agency wishing to place a child in Indiana to submit an Interstate Compact on 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.

**Note:** An out-of-state child may visit with a proposed placement in Indiana; however, if the visit lasts longer than 30 days an ICPC referral packet is required (see Practice Guidance).

In accordance with federal law, the ICPC referral process must be completed within 60 calendar 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 calendar days of the date the DCS local office receives the referral packet.

The DCS ICPC Office may reject or return incomplete requests after 10 business days, which may result in placement delays and/or denials.

DCS will honor requests for expedited placement in accordance with the separate policy, [9.05 Expedited Placement for Out-of-State ICPC Placements](#).

If the ICPC case type changes (e.g., foster care to adoption or relative care to foster care), DCS will require a new ICPC referral.

While DCS does not mandate completion of Resource and Adoptive Parent Training (RAPT) or licensure as a prerequisite for relative placement as defined by the law of the sending state, DCS will honor requests from the out-of-state placing agency to provide training or licensure of the placement.

**Note:** For more information about Indiana DCS' ICPC process, please review the [Indiana ICPC Interactive Guide](#).

### Code References

1. [IC 31-19-2-7.5: Submission of information, forms, or consents for criminal history check](#)
2. [IC 31-19-7: 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](#)
5. [ICPC Regulation No. 9](#)

## PROCEDURE

The sending state ICPC Office will:

1. Complete an Interstate Compact on the Placement of Children 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. Interstate Compact on the Placement of Children Request (100A),
  - c. Written statement about the current status of the case from the case manager,
  - d. The child's social history,
  - 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/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 12 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.

- h. A copy of the child's Case Plan, and
  - i. Other pertinent records, such as school records, medical records, birth certificate, and Social Security card.
3. Forward the completed Interstate Compact on the Placement of Children Request (100A) and referral packet to the Indiana DCS ICPC Office.

The DCS ICPC Office will:

1. Review the request and referral packet within three (3) business days of receipt; and
2. Create a resource household in the case management system. Notification will automatically be sent to the appropriate FCM Supervisor.

The Foster Care Specialist (FCS) Supervisor will:

1. Receive notification in the case management system and the electronic copy of the ICPC referral. If the electronic copy is not received, the FCS Supervisor will email the DCS ICPC Unit mailbox;
2. Assign the home study request to an FCS or designee; and
3. Review the home study prior to submission to the ICPC office for final approval/denial

The FCS or designee will:

1. Complete the home study within 50 days of receiving the electronic copy of the ICPC referral. The home study will include an assessment of the safety and suitability of the home for placement, criminal history and background check results (see policy [13.05 Conducting Background Checks for Unlicensed Placements](#)), the extent to which the proposed placement will meet the needs of the child, and a specific placement recommendation (see separate policy, [12.11 Foster Family Home Licensing Study](#));

**Note:** If an expedited placement is requested, the home study will be completed within 20 business days of receiving the ICPC referral packet from the DCS ICPC Office (see separate policy, [9.05 Expedited Placement for Out-of-State ICPC Placements](#)).

2. Send a letter of non-compliance to the family and the DCS ICPC Office if the FCS or designee makes two (2) unsuccessful attempts (first by phone, then by sending a letter) to contact the proposed placement resource to complete the home study. The FCS will also document each attempt to schedule an appointment with the family by entering a contact in the case management system;
3. Meet with his or her FCS Supervisor to review the home study prior to submission to the ICPC Office; and
4. Email the signed copy of the home study (with background checks attached) to the DCS ICPC Unit for approval. If the home study with background checks is voluminous and it is not an exigent circumstance, three (3) copies of the home study should be mailed to the DCS ICPC Office.

The DCS ICPC Office will:

1. Review the home study to ensure that it was completed correctly and approve or deny the home study; and
2. Send a copy of the home study and completed Interstate Compact on the Placement of Children Request (100A) to the sending state ICPC Office within the required time frame.

**Note:** For more detail, see the [Indiana ICPC Interactive Guide](#).

## PRACTICE GUIDANCE

### **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 may 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 rebuttable presumption is established that the intent of the stay or proposed stay is not a visit when a request for a home study or supervision, made by the person or agency sending or proposing to send a child on a visit, is pending at the time that the visit is proposed.

## FORMS AND TOOLS

1. DCS ICPC Unit email - [ICPCUnit.DCS@dcs.IN.gov](mailto:ICPCUnit.DCS@dcs.IN.gov)
2. [Interstate Compact on the Placement of Children Request \(100A\)](#) – Available in the case management system
3. [Interstate Compact on the Placement of Children Report on Child's Placement Status \(100B\)](#) – Available in the case management system
4. [Indiana ICPC Interactive Guide](#)

## RELATED INFORMATION

### **DCS ICPC Unit Electronic Mailbox**

The DCS ICPC Unit Mailbox may be accessed in Outlook. Progress reports, Interstate Compact on the Placement of Children Report on Child's Placement Status (100B) form, and questions may be sent to this DCS ICPC mailbox.

**DCS ICPC Office**

The DCS ICPC Office is located at the DCS Central Office.

Indiana Department of Child Services

Attn: Deputy Compact Administrator

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