

 INDIANA DEPARTMENT OF CHILD SERVICES	INDIANA DEPARTMENT OF CHILD SERVICES CHILD WELFARE POLICY	
	<b>Chapter 9:</b> Interstate Compact on the Placement of Children (ICPC)	<b>Effective Date:</b> November 1, 2020
	<b>Section 03:</b> Initial Placement/Placement Changes	<b>Version:</b> 3

## STATEMENTS OF PURPOSE

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) Unit in writing of:

1. Any changes in placement involving Indiana children placed in other states; and
2. All placement changes involving children from other states placed in Indiana.

**Note:** This policy also applies to changes in the placement address and Termination of Jurisdiction (see separate policy, [9.10 Termination of Jurisdiction](#)).

For Indiana children, DCS will notify the school, the school corporation where the child currently attends, and the school corporation where the child has legal settlement **in writing within 72 hours** of the child's change in placement. See separate policy, [8.22 School Notifications and Legal Settlement](#) for additional information.

In accordance with the [Every Student Succeeds Act \(ESSA\)](#), DCS, Indiana Department of Education (DOE), and local education agencies must identify state and local [Point of Contacts \(POC\)](#) with whom to collaborate on determining the best educational interests of Indiana children in out-of-home care. DCS has appointed the Education Services Director as the agency's state ESSA POC and the Education Liaisons (EL) as the agency's local ESSA POC. See [Practice Guidance](#) for additional information.

### Code References

1. [IC 31-28-4: Interstate Compact on the Placement of Children](#)
2. [IC 20-50-3-3: School of origin](#)

## PROCEDURE

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 (100B) form and retain one (1) copy for the case file;
2. Email a copy of the 100B form to the DCS ICPC Unit or mail two (2) copies to the DCS ICPC Unit;

**Note:** The date of placement must be noted on the 100B form.

3. Contact the DCS Education Services Team, via [DCS.Education@dcs.in.gov](mailto:DCS.Education@dcs.in.gov), to notify the ESSA State POC of the out-of-state placement and to coordinate the completion of the [School Notification \(SF 47412\)](#) and initiate ESSA collaboration; and

**Note:** The school where the child currently attends should also be **verbally** notified of the child's removal or placement change **as soon as possible**.

4. Ensure there are appropriate services in place for the child.

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

1. Receive the emailed or mailed copies of the 100B form;
2. Review the 100B form within three (3) business days, for completeness and accuracy, and sign the form;
3. Create a case in the case management system listing the child's placement date;
4. Forward one (1) signed copy of 100B form to the DCS local office;
5. Create a resource household in the case management system when the 100B form is received or when the child arrives in Indiana, whichever comes first;
6. Request supervision of the placement and the completion of the [Interstate Compact on the Placement of Children \(ICPC\) Supervision Report \(SF 54335\)](#);
7. Email the DCS Medicaid Eligibility Unit (MEU) if the child is Title IV-E eligible so the child may be enrolled in Indiana Medicaid; and
8. Retain one (1) copy of the 100B for the ICPC Office case file (see separate policy, [9.09 Placement Updates and Supervision Reports](#)).

## **PRACTICE GUIDANCE**

### **Every Student Succeeds Act (ESSA) and Transportation for Students in Care**

ESSA, as it pertains to foster children, was implemented December 10, 2016. ESSA requires local education agencies' POC and child welfare agencies' POC to collaborate on determining educational best interests for foster children when their home placement change causes the potential for their education placement to change. Foster children should remain in their [school of origin](#) unless there is justification, based on the needs of the child, to transfer to their new school of residence.

ESSA requires local education agencies' POC and child welfare agencies' POC to collaborate on providing transportation for foster children who attend their [school of origin](#) but have been placed outside of the district. The [school of origin](#) is required to provide transportation for a foster child removed from his or her home and placed outside of the [school of origin's](#) district when it is determined to be in the child's best interest to remain enrolled in the [school of origin](#). Best interest determinations, including a plan for transportation, between the local school POC and child welfare POCs are expected to be finalized within five (5) instructional days after receiving the request from the child welfare POC. In some situations, the collaboration process may take more time to deliberate.

DCS is responsible for arranging transportation until the best interest determination is completed. If resource parents are able and willing to provide transportation for the child, in collaboration with the school of origin, this is a suitable option to fulfill the school of origin's

obligations to ensure transportation is provided.

### **Local School Point of Contact List**

A list of contact information for school corporations may be found in the [School Notification Point of Contact \(POC\) List](#). Best interest determinations need to be initially discussed between the FCM and the EL.

### **Educational Collaboration for Indiana Children Placed through a DCS ICPC**

When an Indiana child involved with DCS is placed through an ICPC, the DCS local office is responsible for making contact with the DCS Education Services team, via [DCS.Education@dcs.in.gov](mailto:DCS.Education@dcs.in.gov). The DCS Education Services Director will initiate collaboration between the other State's ESSA POC, which will help determine the educational best interests of the child.

## **FORMS AND TOOLS**

1. Interstate Compact on the Placement of Children Report on the Child's Placement Status (100B) – Available in the case management system
2. [Interstate Compact on the Placement of Children \(ICPC\) Supervision Report \(SF 54335\)](#)
3. [School Notification Point of Contact \(POC\) List](#)
4. [Release of Education Records \(SF 55228\)](#)
5. [Indiana ICPC Interactive Guide](#)

## **RELATED INFORMATION**

### **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, 100B forms, and questions may be sent to this mailbox.

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

### **DCS ICPC Unit Office**

The DCS ICPC Unit 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)234-5764- phone

(317)232-2069- fax

### **School of Origin**

[IC 20-50-3-3](#) defines school of origin as the school that a student in foster care attended when the student last had a permanent residence or the school in which a student in foster care was last enrolled.