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

From: James W. Payne, Director
Angela Green, Deputy Director Practice Support
Dave Judkins, Deputy Director of Field Operations
Department of Child Services

Subject: Minimum Contact for Interstate Compact for the Placement of Children (ICPC)
DCS-09-01

Child safety is the paramount concern guiding the minimum requirements for Family Case Manager (FCM) face-to-face contact with children. Having face-to-face contact is one of the most effective ways that an FCM can: assess safety; ensure the well-being of children; provide support; assess, revise and implement service plans; and promote timely implementation of Case Plans for children and families served by DCS.

This administrative letter outlines a change to Chapter 9.8 Minimum Contact for ICPC Placements policy, regarding mandated FCM face-to-face contact with Indiana children placed out of state through the ICPC program.

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. DCS will ensure that Indiana children placed out of state through the ICPC program have monthly contact. Therefore, if the receiving state denies the request to meet with the child in the off-months, DCS will have face-to-face contact with the child when the receiving state does not.

DCS will continue to have **monthly** face-to-face contact with children placed in Indiana through an approved ICPC.

The current Chapter 9.8 Minimum Contact for ICPC Placements policy will be updated to reflect this



Protecting our children, families and future

important change.

If you have any questions regarding this change please address them to DCS policy mailbox at DCS.Policy@dcs.in.gov.

Sincerely,

James W. Payne, Director
Department of Child Services

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