

DSS Policy and Procedure Guide

Division 03: Child Welfare

Chapter 05: Placement

Item 018: **Interstate Compact on the Placement of Children (ICPC)**

Suggested changes send to: [DSS PSOA Mailbox](#)

Issued: **3-2-2012**

References: [ICPC Regulations No.1- No. 11](#); [U.S. Public Law \(PL\) 109-239](#) (Safe and Timely Interstate Placement of Foster Children Act of 2006); All County Letter ([ACL 11-79](#)); [Senate Bill \(SB\) 703, Chapter 583](#); [Manual of Policies and Procedures Division 31-510.53](#); [All County Information Notice I-95-06](#); [All County Letter \(ACL\) 08-26](#); [All County Letter \(ACL\) 10-31](#)

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Revisions in red

Policy

Department of Social Services (DSS) **Child Welfare** staff **shall** be in compliance with the Articles and Regulations of the Interstate Compact on the Placement of Children (ICPC) **in the arranging, making, processing and supervision of placements** for all children who are sent and received into placements across state lines. **Staff shall also comply with all applicable state and federal laws, rules and regulations**

Purpose

To inform staff of established procedures and regulations of the ICPC for placement of children across state lines. Staff **shall** follow the ICPC to ensure that children are placed in a safe environment, **that the supervision of the placement continues uninterrupted** and that children placed across state lines are given legal and financial protection.

Introduction

The ICPC has been enacted by all 50 states, as well as the District of Columbia and the U.S. Virgin Islands. It is a uniform law, which means that the provisions are the same in all member states. The purpose of the ICPC is to protect the child and the party states in the interstate placement of children so that:

- The child is placed in a suitable environment;
- The receiving state has the opportunity to assess that the proposed placement is not contrary to the interests of the child and that its applicable laws and policies have been followed before it approves the placement;
- The sending state obtains enough information to evaluate the proposed placement;
- The care of the child is promoted through appropriate jurisdictional arrangements; and
- The sending agency or individual guarantees the child legal and financial protection

When ICPC Compliance is Required

When a minor is under court jurisdiction with an open court case for dependency, abandonment, abuse and/or neglect, the case is considered a public court jurisdiction case, which requires compliance with ICPC Article III (see [ICPC Regulations No. 1, No. 2, No. 7 and No. 11](#))

- Per [ICPC Regulation No. 3](#), placement of a child requires compliance with the ICPC if such placement is made under one of the following four types of placement resource categories:
 - [Adoption](#): Placement preliminary to an adoption (independent, private or public adoptions)
 - [Licensed or approved foster homes](#) (placement with related or unrelated caregivers)
 - [Placements with parents and relatives](#) when a parent or relative is not making the placement
 - [Group homes/Residential Placement Facilities, including adjudicated delinquents in institutions in other states](#)

NOTE: DSS does NOT complete home study requests for children that are to be placed in Group Homes or Residential Placement Facilities or Private or Independent Adoptions.

- If an out-of-state residential treatment facility group home or residential facility is needed for a Fresno County dependent minor, the DSS CM SW is to contact the California Department of Social Services (CDSS) at (916) 651-8100 or ICPC@dss.ca.gov. Requests for these types of placements are processed by the CDSS Out-of-State Placement Policy Unit. For assistance with questions on this process see the DSS ICPC Liaison.
- **Private agency adoptions** are processed by California licensed adoption agencies. Interstate **independent adoptions** are processed through the CDSS Adoptions District Offices. For assistance with questions on this process see the DSS ICPC Liaison.

Definitions ([ICPC Regulations No. 3 and No. 9](#))

The following is a partial listing of terms used in this PPG. Some of the definitions have been shortened for ease of use. For a complete listing of the ICPC definitions, click on the link above.

Approved placement: The receiving state Compact Administrator has determined that "the proposed placement does not appear to be contrary to the interests of the child."

Home Study (see Safe and Timely Interstate Placement of Foster Children Act of 2006): An evaluation of a home environment conducted to determine whether a proposed placement of a child would meet the individual needs of the child, including the child's safety, permanency, health, well-being, and mental, emotional and physical development.

Provisional approval: An initial decision by the receiving state that the placement is approved, subject to receipt of required additional information, before final approval is granted.

Provisional denial: The receiving state cannot approve a provisional placement pending a more comprehensive home study or assessment process due to issues that need to be resolved.

Provisional placement: A determination made in the receiving state that the proposed placement is safe and suitable and, to the extent allowable, the receiving state has temporarily waived its standards or requirements otherwise applicable to prospective foster or adoptive parents so as to not delay the placement. Completion of the receiving state requirements regarding training for prospective foster or adoptive parents shall not delay an otherwise safe and suitable placement.

Receiving state: The state to which a child is sent, brought or caused to be sent or brought.

Relative: A birth or adoptive brother, sister, stepparent, stepbrother, stepsister, uncle, aunt, first cousin, niece, nephew, as well as relatives of half blood or marriage and those denoted by the prefixes of grand and great, including grandparent or great grandparent, or as defined in state statute for the purpose of foster and or adoptive placements.

Sending state: The state where the sending agency is located, or the state in which the court holds exclusive jurisdiction over a child, which causes, permits or enables the child to be sent to another state.

Visit: If the child's stay is intended to be for no longer than thirty (30) days and if the purpose is to provide the child with a social or cultural experience of short duration, such as a stay in a camp or with a friend or relative who has not assumed legal responsibility for providing child care services, it will be presumed that the circumstances constitute a visit rather than a placement. A stay or proposed stay of longer than thirty (30) days is a placement or proposed placement, **except** that a stay of longer duration may be considered a visit if it begins and ends within the period of a child's vacation from school

Procedure

- The Home Study Request packet shall be assembled by the sending **case managing** social worker (CM SW).
 - Per [ICPC Regulation No 2](#), the home study packet shall include:
 - Form [ICPC-100A](#) "Interstate Compact Placement Request" fully completed.
 - Form [ICPC-100B](#) if the child is already placed without prior approval in the receiving state. The receiving state is not obligated to provide supervision until the placement has been approved with an ICPC-100A signed by the receiving state ICPC office, unless provisional approval has been granted.
 - A copy of the current court order pursuant to which the sending agency has authority to place the child or, if authority does not derive from a court order, a statement of the basis on which the sending agency has authority to place the child and documentation that supervision is on-going.
 - A signed statement from sending CM SW:
 - Confirming the potential placement resource is interested in being a placement resource for the child and is willing to cooperate with the ICPC process.

- Including the name and correct physical and mailing address of the placement resource and all available telephone numbers and other contact information for the potential placement resource.
- Describing the number and type of bedrooms in the home of the placement resource to accommodate the child under consideration and the number of people, including children, who will be residing in the home.
- Confirming the potential placement resource acknowledges that he/she has sufficient financial resources or will access financial resources to feed, clothe, and care for the child, including child care, if needed.
- That the placement resource acknowledges that a criminal records and child abuse history check will be completed for any persons residing in the home required to be screened under the law of the receiving state.
- A current case history for the child, including custodial and social history, chronology of court involvement, social dynamics and a description of any special needs of the child.
- Any child previously placed with placement resource in sending state: If the placement resource had any child placed with them in the sending state previously, the sending agency shall provide all relevant information regarding said placement to the receiving state, if available.
- Service (case) Plan: A copy of the child's case/service/permanency plan and any supplements to that plan, if the child has been in care long enough for a permanency plan to be required.
- Title IV-E Eligibility verification: An explanation of the current status of the child's Title IV-E eligibility under the Federal Social Security Act and Title IV-E documentation, if available. Documentation must be provided before placement is approved.
- Financial/Medical Plan: A detailed plan of the proposed method for support of the child and provision of medical services.
- A copy of the child's Social Security card or official document verifying correct Social Security Number, if available, and a copy of the child's birth certificate, if available.
- When DSS is making the request, the packet shall be sent to the DSS ICPC Administrator/Liaison.

Sending the ICPC Request Packet to the Receiving State

- The sending state's ICPC Administrator/Liaison sends the request packet to the ICPC Administer/Liaison in the receiving state.
- Some or all documents may be communicated by express mail or any other recognized method for expedited communication, including FAX and/or electronic transmission, if acceptable by both sending and receiving state.

- All information in the request packet shall be sent in a secure method in compliance with applicable state and federal laws and/or regulations related to the protection of personally identifiable information and confidential information.
- The receiving state may request and is entitled to receive originals or certified copies of any legal documents if it considers them necessary for a legally sufficient record under its laws.
- The ICPC Administrator/Liaison in the receiving state forwards the request to their local child welfare office, requesting a home study for the **placement resource**.
- The local child welfare office in the receiving state assigns a child welfare worker to complete the home study.

Safe and Timely Interstate Home Study Report

Per ICPC Regulation No. 2, the Safe and Timely Interstate Home Study Report shall be completed by the receiving state's SW as quickly as possible, but not more than sixty **(60) calendar days** after receiving a home study request from the sending state. The purposes of the Home Study is to assess the safety and suitability of the child being placed in the home.

- The receiving state shall return a report to the sending state on the results of the home study that shall address the extent to which placement in the home would meet the needs of the child.
- This report may, or may not, include a decision approving or denying permission to place the child. The receiving state's placement decision may be postponed for good cause.
- If the receiving state cannot provide a decision regarding approval or denial of the placement at the time of the safe and timely home study report, the receiving state should provide the reason for delay and an anticipated date for a decision regarding the request. Reasons for delay may include such factors as:
 - The receiving state requires all relatives to be licensed as a foster home, therefore, an unlicensed relative placement request cannot be approved until the family has met licensing requirements.
 - Education and training of the placement resource remain incomplete

NOTE: (See ACL Nos. 08-26, dated May 28, 2008, and 10-31 dated June 9, 2010)

Decision by the Receiving State to Approve or Deny Placement Resource

Final approval or denial of the placement resource request shall be provided by the receiving state's Compact Administrator/Liaison in the form of a signed ICPC-100A, as soon as practical but **no later than one hundred and eighty (180) calendar days** from the receipt of the initial home study request.

- If necessary or helpful to meet time requirements, the receiving state ICPC office may communicate its determination (approval or denial) to the sending agency's ICPC

- Administrator/Liaison by FAX or electronic transmission, if acceptable to the receiving and sending states.
- The receiving state may decline to provide a favorable determination if the receiving state Compact Administrator/Liaison finds that based on the home study, the proposed caregiver *would be unable to meet the individual needs of the child, including the child's safety, permanency, health, well-being, and mental, emotional and physical development.*

Authority of Sending Agency

When the receiving state has approved a placement resource, the sending placing agency has the final authority to determine whether to use the approved placement resource in the receiving state.

NOTE: The receiving state's ICPC-100A approval expires six months from the date the 100A was signed by receiving state.

Reconsideration of an ICPC Denial

- The sending state may request reconsideration of the denial **within 90 days** from the date 100A denying placement is signed by receiving state. The request can be with or without a new home study. After 90 days there is nothing that precludes the sending state from requesting a new home study.
- The receiving state ICPC office has **60 days** from the date that the formal request was received to reconsider the denial denying the placement.
 - If the receiving state ICPC administrator decides to change the prior decision denying the placement, an ICPC transmittal letter and a new 100A shall be signed reflecting the new decision.

Requesting to Return the Child to the Sending State at the Time of ICPC Denial of Placement

The receiving state Compact Administrator/Liaison may request that the sending state arrange for the return of the child or propose an alternative placement for approval in the receiving state in the following circumstances:

- The placement resource is denied and the child is already residing in the receiving state with the proposed placement.
- After the placement has been approved and the receiving state determines that the placement resource no longer meets the child's needs.
- The **alternative placement resource** must be approved by the receiving state before placement is made.
- Return of the child shall occur **within five (5) working days** from the date of notice for removal or as agreed upon between the two states.

Approval of Placement

- The Fresno Co. Juvenile Court must approve the Fresno County dependent child's move out of state **before the child is moved.**
- Placement is not approved until the ICPC Administrator/Liaison in the receiving state has signed the ICPC 100A. Approval is valid for **six months** from the date the 100A was signed by receiving state.
- When the child is placed **with the placement resource**, the assigned supervising SW **in the receiving state shall** complete form **ICPC 100B** (Interstate Compact Report on Child's Placement Status) and send it to their ICPC **Compact Administrator/Liaison.**

Supervision for Approved Placement

Supervision shall be conducted in accordance with ICPC Regulation No.11.

- Supervision must begin when the child is placed in the receiving state pursuant to an approved placement under and the receiving state has received a form 100B from the sending state indicating the date of the child's placement.
- Supervision **can and should begin prior to receipt of the form 100B if** the receiving state has been informed by other means that the child has been placed.
- Supervision must continue until:
 - the child reaches the age of majority or is legally emancipated; or
 - the child's adoption is finalized; or
 - legal custody of the child is granted to a caregiver or a parent and jurisdiction is terminated by the sending state; or
 - the child no longer resides at the home approved for placement; or
 - jurisdiction over the child is terminated by the sending state; or
 - legal guardianship of the child is granted to the child's caregiver in the receiving state; or
 - the sending state requests in writing that supervision be discontinued, and the receiving state concurs.
- Supervision must include face-to-face visits with the child at least once each month and beginning **no later than 30 days** from the date on which the child is placed, or 30 days from the date on which the receiving state is notified of the child's placement, if notification occurs after placement.
- A majority of the visits must be face-to-face visits in the child's home performed by a Child Welfare Caseworker in the receiving state.

- The Child Welfare Caseworker assigned to supervise a child placed in the receiving state shall complete a written supervision report **at least once every ninety (90) days** following the date of the receipt of the form 100B by the receiving state's Compact Administrator/Liaison notifying the receiving state of the child's placement.
- At a minimum the reports shall include the following:
 - Date and location of each face-to-face contact with the child since the last supervision report was completed.
 - A summary of the child's current circumstances, including a statement regarding the on-going safety and well-being of the child.
 - If the child is attending school, a summary of the child's academic performance along with copies of any available report cards, education-related evaluations or Individual Education Program (IEP) documents.
 - A summary of the child's current health status, including mental health, the dates of any health-related appointments that have occurred since the last supervision report was completed, the identity of any health providers seen, and copies of any available health-related evaluations, reports or other pertinent records.
 - An assessment of the current placement and caretakers (e.g., physical condition of the home, caretaker's commitment to child, current status of caretaker and family, any changes in family composition, health, financial situation, work, legal involvement, social relationships; child care arrangements).
 - A description of any unmet needs and any recommendations for meeting identified needs.
 - If applicable, the supervising caseworker's recommendation regarding continuation of the placement, return of legal custody to a parent or parents with whom the child is residing and termination of the sending state's jurisdiction, finalization of adoption by the child's current caretakers or the granting of legal guardianship to the child's current caretakers.
- The receiving state shall respond to any report of abuse or neglect of a child placed in the receiving state and will respond in the same manner as it would to a report of abuse or neglect of any other child residing in the receiving state.
- As soon as possible after such a report is received the receiving state shall notify the Compact Administrator/Liaison in the sending state of any report of child abuse or neglect of a child placed in the receiving state, regardless of whether or not the report is substantiated.
- If the receiving state determines that a child must be removed from his or her home in order to be safe the receiving state shall place the child in a safe and appropriate setting in the receiving state. The receiving state shall promptly notify the sending state if a child is moved to another home.

- It's the responsibility of the placing agency in the sending state to take action to ensure the ongoing safety of a child placed in a receiving, including return of the child to the sending state as soon as possible when return is requested by the receiving state.

Expedited Placement Decisions, ICPC Regulation No. 7

The intent of ICPC Regulation No. 7, is to expedite ICPC approval or denial by a receiving state for the placement of a child with a parent, stepparent, grandparent, adult uncle or aunt, adult brother or sister, or the child's guardian, and to:

- Help protect the safety of children while minimizing the potential trauma to children caused by interim or multiple placements while ICPC approval to place with a parent or relative is being sought through a more comprehensive home study process.
- Provide the sending state court and/or sending agency with expedited approval or denial. An expedited denial would underscore the urgency for the sending state to explore alternative placement resources.

Criteria for an Expedited Placement Request

At least one of the following four (4) criteria must exist before an Expedited Placement request may be made by a sending state:

- An unexpected dependency due to a sudden or recent incarceration, incapacitation or death of a parent or guardian;
- A child four years of age or younger, including older siblings sought to be placed with the same proposed placement resource;
- The court finds that any child in the sibling group sought to be placed has a substantial relationship with a placement resource; and
- A child who is currently in an emergency placement.

NOTE: This regulation shall not apply if: 1) the child has already been placed in violation of the ICPC in the receiving state; 2) the intention of the sending state is for licensed or approved foster care or adoption; or 3) the court places the child with a parent from whom the child was not removed, the court has no evidence the parent is unfit, doesn't seek evidence regarding fitness and relinquishes jurisdiction.

Provisional Approval or Denial

ICPC Regulation 7 permits a receiving state to make a provisional approval or denial of the placement resource pending the final approval or denial. Upon the request of the sending state, the receiving state may, but is not required to, provide provisional approval or denial.

- In the event a receiving state opts to make a provisional determination, certain processes must first be followed. These include:

- Performing a physical walk through of the prospective placement resource's home;
 - Searching of receiving state's child protective services database for prior reports/investigations on the prospective placement resource as would be required in the receiving state for emergency placements;
 - Completing local criminal background check on the prospective placement;
 - Conducting other determinations as agreed upon by both the sending and receiving states; and
 - Providing a provisional written report to the sending state as to the appropriateness of the placement.
- A determination made in response to a request for provisional approval or denial shall be completed within seven calendar days of receipt of the completed request packet by the receiving state Compact Administrator/Liaison.

NOTE: The provisional approval or denial shall be communicated to the sending state compact administrator by the receiving state compact administrator in writing and **shall not include** the signed form ICPC 100A until the final decision is made.

- **Provisional placement**, if approved, shall continue pending a final approval or denial by the receiving state or until the receiving state requires the return of the child to the sending state.
- If **provisional approval** is given for placement with a parent from whom the child was not removed, the court in the sending state may direct its agency to request concurrence from the sending and receiving state compact administrators to place the child with the parent and relinquish jurisdiction over the child after final approval is given. If concurrence is not given, the sending agency shall retain jurisdiction over the child.
- A **provisional denial** means the receiving state cannot approve a provisional placement pending the more comprehensive home study or assessment process due to issues that need to be resolved.

Required Action by Sending Agency

Before a request for an expedited placement decision can be submitted to the receiving state, the sending agency must obtain either a signed statement of interest from the potential placement resource or a written statement from the assigned case manager in the sending state that the potential placement confirmed the appropriateness for the ICPC expedited placement decision process.

The statement requirements include:

- That the potential placement resource has confirmed that he/she is interested in being a placement resource;
- That the potential placement resource fits the definition of a placement resource

- The placement resource/family's name and correct address, all available telephone numbers, dates of birth and social security numbers;
- The number and type of rooms in the home;
- The potential placement resource's financial resources;
- If required due to age and/or needs of the child, the plan for child care and how it will be paid for;
- That the potential placement resource acknowledges that a criminal records and child abuse history check will be completed on persons residing in the home, and no one has a criminal history or child abuse history that would prohibit the placement; and
- Whether a request is being made for concurrence to relinquish jurisdiction if placement is sought with a parent from whom the child was not removed.
- A request by a sending state for a determination for provisional approval or denial shall be made by execution of an "Order of Compliance" by the sending state court that includes the required findings for an Expedited Placement request and a request for provisional approval or denial.
- When requesting an Order for Compliance for an Expedited Placement Request the CM SW shall submit the following to the court:
 - The signed written statement as noted above, and
 - A statement that based upon current information known to the sending agency, that it is unaware of any fact that would prohibit the child being placed with the placement resource and that it has completed and is prepared to send all required paperwork to the sending state ICPC office, including the ICPC-100A and ICPC Form 101.

Time Frames and Methods for Processing of ICPC Expedited Placement Decision

DSS Expedited Placement Decision Requests

- The court shall send a copy of its signed Order of Compliance to the DSS **within two (2) business days of the hearing**;
 - The order shall include the name, mailing address, e-mail address, telephone number and FAX number of the clerk of court or a designated court administrator of the sending state court.
- The DSS CM SW shall send the request to the DSS ICPC Liaison **within three (3) business days** of receipt of the signed Order of Compliance, a completed ICPC-100A and Form 101, the statement as described above and supporting documentation from the court.
- In the event DSS ICPC Liaison finds that the ICPC request documentation is substantially insufficient, the liaison shall specify to the CM SW what additional information is needed and request such information from the CM SW.

- The DSS ICPC Liaison shall send the ICPC request to the receiving state ICPC Administrator **within three (3) business days** of receipt of the request and all required documents listed above.

Requests Received by DSS

- The DSS social worker assigned to complete the expedited home study shall return the completed home study to the DSS ICPC Liaison **within fifteen (15) business days (including date of receipt)** of receipt of the packet from the Liaison.
- The DSS ICPC Liaison must issue the DSS expedited placement decision to the sending state as soon as possible, but **no later than three (3) business days** after receipt of the packet from the assigned home study SW **and no later than twenty (20) business days** from the date that the forms and materials were received from the sending state.
- Expedited transmissions may be sent by overnight mail, facsimile transmission, or any other recognized method for expedited communication, including electronic transmission, if acceptable to the sending and receiving states.
- All transmissions should be sent in a secure method in compliance with applicable state and federal laws and/or regulations related to the protection of personally identifiable information and confidential information.
- Failure by either the receiving or sending state to make a request for additional documentation within two business days of receipt of the ICPC request shall raise a presumption that the sending agency has met its requirements under the ICPC and this regulation.

Insufficient Documentation

- In the event **the receiving state** Compact Administrator/Liaison finds that the expedited placement decision request documentation is substantially insufficient, the Compact Administer/Liaison shall specify to the sending agency what additional information is needed and request such information from the sending agency.
 - Until receipt of the requested information from the sending state Compact Administrator, the receiving state is not required to continue with the assessment process.
- In the event **the receiving state** Compact Administrator/Liaison finds that the expedited placement decision request documentation is lacking needed information but is otherwise sufficient, he/she she shall specify what additional information is needed and request such information from the sending state Compact Administrator.
- If a **provisional placement** is being pursued, the provisional placement evaluation process shall continue while the requested information is located and provided.
- Failure by a Compact Administrator/Liaison in either the sending state or the receiving state to make a request for additional documentation or information **within two (2) business days** of receipt of the ICPC request and accompanying documentation shall raise a presumption that the sending agency has met its requirements under the ICPC.

Failure of receiving state ICPC office or local agency to comply with ICPC Regulation No. 7

- Upon receipt of the expedited placement decision request, if the receiving state Compact Administrator/Liaison determines that it will not be possible to meet the timeframes for the request, whether or not a provisional request is made, the receiving state Compact Administrator shall notify the sending state Compact Administrator as soon as practical and set forth the receiving state's intentions in completing the request..
- The notification shall include an estimated time for completion or consideration of the request as a regular ICPC request.
- If the receiving state Compact Administrator and/or local state agency in the receiving state fail(s) to complete action for the expedited placement request within the time period allowed, the receiving state shall be deemed to be out of compliance with this regulation and the ICPC.
- The sending state court that sought the provisional placement and expedited placement decision may inform the court in the receiving state, provide that court with copies of relevant documentation and court orders entered in the case, and request assistance.

Staff Assignments

When DSS is the receiving agency, the Home Study request packet comes first to the ICPC Liaison and then is assigned to a social worker as identified below.

- The request is for the child to be placed with a Relative..... Home Approval Unit
- The request is for the child to be placed with a Parent..... Non-Crisis ER
- The request is for the child to be placed with an Adoptive Family ... Adoptions
- The request is for the child to be placed with a Foster Family Licensing/Home Approval

If the Home Study recommends placement and placement is approved by the Fresno ICPC Liaison when the placement is made a case will be opened and assigned to a social worker as identified below for monthly contact and quarterly reporting:

- The request is for the child placed with a Relative.....PPLA
- The request is for the child placed with a ParentFR
- The request is for the child placed with an Adoptive FamilyAdoptions
- The request is for the child placed with a Foster FamilyPPL

The ICPC Liaison is given Secondary assignment status in CMS in the following situations:

- All cases in which a ICPC Home Study request is made on behalf of a Fresno County dependent. (Fresno County DSS is the sending agency)
- All cases in which a Fresno County dependent is placed out of state. (Fresno County DSS is the sending agency)
- All received ICPC Home Study requests. (DSS is the receiving agency)

- All cases opened as a result of an out of state minor being placed in Fresno County. (DSS is the receiving agency)

Responsibilities

Responsibilities of the Sending Fresno County DSS Social Worker

- Prepare the Home Study Request packet (for parent, foster/relative/adoption home studies) as described above.
- If an out-of-state residential treatment facility group home or residential facility is needed, the case manager should contact the State at (916) 651-8100 or ICPC@dss.ca.gov. Requests for these types of placements are processed by the CDSS Out-of-State Placement Policy Unit. **For assistance with** questions on this process see the DSS ICPC Liaison.
- Private agency adoptions are processed by California licensed adoption agencies. Interstate independent adoptions are processed through the CDSS Adoptions District Offices. **For assistance with** questions on this process see the DSS ICPC Liaison.
- The sending SW shall provide the EW with a SOC158A denoting the change of address and indicating the case is an ICPC case.
- Retain **case assignment of the child's case** until the receiving state concurs with dismissal.
- Provide ongoing planning for the child.
- Ensure that all costs for support and maintenance of the child, including foster care payment, medical coverage, and funding for services are covered by Fresno County.
- Make travel arrangements to place the child (and return if placement disrupts).
- Immediately advise the DSS ICPC Liaison of the child's placement date or the if the placement disrupts and the child is returned to Fresno County.

Responsibilities of the ICPC Liaison When Fresno Co. DSS is the Sending Agency

- Review Home Study Requests, complete the ICPC 100A in CMS, enter the financial and medical information CMS.
- Sends the Home Study packet, ICPC 100A and the Transmittal Letter to the receiving state's ICPC Administrator/Liaison.
- Ensure compliance with **ICPC regulations**.
- Monitor flow of home studies and reports using the Case Tracking Log.
- Provide help to resolve ICPC placement issues.

- Document the end of the ICPC process **in the child's ICPC folder** when advised by the assigned Fresno Co. SW that placement has disrupted and the child has been brought back to Fresno County.
- Provide the **Eligibility Worker with** copies of the 100A and 100B as soon as they are returned by the receiving state.
- Document the date and reason for the closure of the ICPC process in the Case Tracking Log when the termination of dependency court order is received from the **DSS CM SW**. This **shall** be done **within ten (10) business days** from the date the documents are received.

Responsibilities of the Receiving Fresno Co. DSS Social Worker

- Complete home study using forms 6195 and **SOC 815** and make recommendation for placement.
- **For Expedited Placement Decisions/Provisional Approvals and Denials see information above.**
 - When the home study is completed, forward three copies to the ICPC Liaison. Include the foster care license, if one has been issued, the ICPC Cover Letter, Equivalency Letter (for relatives only), and the SOC 815 (not required for placements with parents).
 - If the proposed placement has failed to respond or has withdrawn from consideration, the SW **shall** document this in CMS. The SW **shall** attach the ICPC Cover Letter and send to the **DSS ICPC Liaison within 30 days**.
- Supervise the placement **and comply with supervision requirements, per ICPC Regulation No.11 (as described above)**.
- Assist with referrals **for services** and monitor whether requested services are **being provided to the child** (note: sending agency is responsible for payment for services).
- Immediately notify the **DSS ICPC Liaison** when placement changes or problems occur.
- Recommend termination of dependency and case closure, **when appropriate, per ICPC Regulation No. 11**.

Responsibilities of the ICPC Liaison When Fresno Co. DSS is the Receiving Agency

- Review Home Study Request packets and take the packet to the L Street clerical unit to be on-lined as a case (not **as** a referral) and assigned to a Social Work Supervisor in the appropriate task area. Advise the clerical staff to use "Incoming ICPC Request" for the case Intervention Reason.
- Ensure compliance with **ICPC regulations**.

- Approve or deny placement by signing the ICPC 100A.
- Monitor flow of home studies and reports using the Case Tracking Log.
- Provide help to resolve problems regarding ICPC placement issues.
- Authorize case closure by the sending state based on the recommendation of the **DSS** supervising SW.

Travel Arrangements and Expenses

- Travel arrangements to place a child in another state may **not** be made until the placement is approved through ICPC.
- The DSS **CM** SW's Program Manager (PM) **shall** approve all ICPC travel requests after copies of the court order authorizing out of state travel and/or placement have been received.
- DSS will pay travel costs only for ICPC placement of children who are **the care and custody of Fresno Co. DSS**.
- The sending agency is billed directly for airfare, and will reimburse the traveler(s) for other costs, such as lodging, meals, rental car, gas, airport parking, and reasonable costs for shipping the child's belongings.
- For DSS adoption cases, DSS will cover travel costs for pre-placement visits in addition to the placement travel on a case-by-case basis.
- DSS will cover travel costs to return a child to Fresno Co. when an ICPC placement disrupts.

Process for Fresno County Case Managing SW(sending SW):

- Obtain court order authorizing out of state travel and/or placement.
- Develop a travel plan including dates of travel.
- Contact their PM's secretary to make travel arrangements. Provide court order authorizing out of state travel and/or placement.
- Submit three (3) copies of the court order authorizing out of state travel or placement to the ICPC Liaison.
- Advise the ICPC Liaison of the child's date of placement.

Closing the ICPC Process

Termination of services through ICPC occurs when:

- **The child's adoption** is finalized*; **or**
- The Child reaches the age of majority or is legally emancipated; **or**
- Legal custody is **granted to a caregiver or a parent and jurisdiction is terminated by the sending state***; **or**
- The child is returned to the parent/relative***or**
- Treatment is completed; **or**
- The Child returns to sending state; **or**
- The Child moves to a different state; **or**
- The placement request is withdrawn; **or**
- Approved **placement** resource will not be used for placement.

** Only with written agreement of the sending and receiving states*

Once a child is placed in another state, the sending state must maintain jurisdiction until the appropriate authority (usually the ICPC office) in the receiving state concurs with dismissal.

Responsibilities at Time of Closure

Responsibilities of Sending DSS **CM** SW:

- Prior to asking the Fresno Co. Juvenile Court to dismiss Dependency, the assigned **CM** SW must ask the supervising worker in the receiving state to send through their ICPC Administrator/Liaison a written recommendation to finalize the adoption, establish guardianship, or return custody to parent(s).
- Ask for court dismissal **only after** the written recommendation to close the case has been received from the receiving state.
- Email the Fresno ICPC Liaison and **provide** the date and the reason as to why this ICPC is being closed; and where the minor **resides on** the date of the ICPC closing.
- Send the ICPC 100B and copies of the court order documenting dependency has been dismissed by the court, if applicable, to the ICPC Liaison to close out the ICPC process.
- Sign the ICPC 100B after the **DSS** ICPC Liaison completes and sign it.

- Update narratives **in the child's CWS/CMS case narrative section** and complete the SOC 158 to **indicate the** placement was closed.
- Within **ten (10) business days** of the termination of dependency the **CM SW** shall update **the child's CWS/CMS case** narratives and all **required sections** in CMS, pend the case for closure and submit the case to the unit SWS for review and **approval** of closure in CMS.
- Inform the ICPC Liaison via email that dependency has been terminated and that the case is pending for closure in CMS.

Note: Both states' ICPC Administrators/Liaisons must concur regarding the termination of ICPC services and the closure of ICPC process.

Responsibilities of Supervising (receiving) DSS SW:

- The supervising SW shall complete the ICPC Supervision Report Stating that ICPC services are no longer needed and termination of ICPC services is recommended.
- Provide three (3) copies of the Supervision Report, signed by the SW and Social Work Supervisor (SWS) to the **DSS ICPC Liaison**.
- The receiving SW must keep the case open and continue monthly face-to-face contacts and quarterly reports until **notified** by the Fresno ICPC Liaison that the case is closed by the sending state.
- When notice is received from the Fresno ICPC Liaison that the case is closed **the CWS/CMS case** narratives and all **required sections** in CMS **shall** be updated. The SW shall complete the Closure Summary stating where the minor is at the date of closing and the reason why supervision and ICPC services are no longer **required**.
- Within **ten (10) business days** of the date of notice from the ICPC Liaison regarding the termination of dependency the supervising SW shall pend the case for closure and submit the case to the unit SWS for review and **approval** of closure in CMS.

Note: Both states' ICPC Administrators/Liaisons must concur regarding the termination of ICPC services and the closure of ICPC process.

Responsibilities of Fresno Co. ICPC Liaison When Fresno Co. DSS is the Sending Agency:

- Upon the receipt of the supervision report stating that supervision and ICPC services are no longer **required** the Liaison shall request the court orders documenting that dependency has been terminated from the **CM SW**.
- The Liaison **shall** complete the ICPC 100B, sign it and request the **CM SW's** signature.
- The Liaison files the signed ICPC 100B in the **child's ICPC file** and **places the file in the Closed Cabinet**. The Liaison logs in all necessary information in the ICPC Sending Log.

- **Within ten (10) business days** from the date the documents are received the ICPC Liaison shall submit the ICPC file to the ICPC unit supervisor for review and request that the supervisor end date the Liaison's Secondary assignment in CMS.

Responsibilities of Fresno Co. ICPC Liaison When Fresno Co. DSS is the Receiving Agency:

- When the Liaison receives the signed ICPC 100B from the sending state, the Liaison emails the supervising SW and informs the SW that ICPC supervision and services are no longer **required** and that the case may now be closed in CMS.
- The Liaison logs all necessary information in the ICPC Receiving Log **and** files the ICPC 100B in the **child's ICPC** file and places the file in the Closed Cabinet.
- **Within ten (10) business days** from the date the documents are received the ICPC Liaison shall submit the ICPC file to the ICPC unit supervisor for review and request that the supervisor end date the Liaison's Secondary assignment in CMS.

Responsibilities of Fresno Co. ICPC Liaison Unit Supervisor When Fresno Co. DSS is the Sending or Receiving Agency:

- Review the ICPC file and CMS to determine if closure is appropriate.
- End date the ICPC Liaison's Secondary assignment in CMS **within ten (10) business days** from the date the file is received from the Liaison.