

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

<b>POLICY</b>	<b>OLD POLICY: 505, 506</b>
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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](#)

<b>PROCEDURE</b>
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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.