

CHILDREN & FAMILY SERVICES
HANDBOOK



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PAGE NO.:
ISSUED/REVISED: 12-30-01

INTERSTATE COMPACT ON THE
PLACEMENT OF CHILDREN (ICPC)

SECTION: 31-510
PAGE NO.:
EFFECTIVE: 10-01-2012

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I. GENERAL

The Interstate Compact on the Placement of Children establishes procedures and regulations for placement of children across state lines. The purpose of the ICPC is to ensure:

- That children are placed in a safe environment;
- That the state where the child is to be placed assures full compliance with application requirements from the persons, facility, and or institution where the child is to be placed for the protection of the child;
- That the sending state receives regular reports from the state where the child is placed on the child's situation;
- That the children receive legal and financial protection from the sending agency;
- And that the sending state does not lose jurisdiction over the child.

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 legislation requires that when a child in state custody is placed in another state, the placement must be approved and supervised through ICPC.

II. REFERENCE

ACL NOs. 11-79, 11-69, 11-61, 10-56, 10-31, 90-38, 8-26
EAS 31-510, W&I 361.21, 727.1, 7901, 7911, 7911.1, 7912, 10553 & 10554
Association of Administrators of the Interstate Compact on the Placement of Children (AAICPC)
<http://icpc.aphsa.org>

III. ICPC DEFINITIONS

- A. ***Sending state or agency:*** The state or agency that sends, brings or causes a child to be placed in another state.
- B. ***Receiving state or agency:*** the state or agency into which a child is brought or sent.
- C. ***Case history:*** an organized record concerning an individual, their family and environment that includes social, medical, psychological and educational history and any

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other additional information that may be useful in determining appropriate placement.

- D. **Case Plan:** a comprehensive individualized program of action for a child and he/her family establishing specific goals and objectives and deadlines for meeting these goals and objectives.
- E. **Home study:** an evaluation of a home environment conducted in accordance with applicable requirements of the state in which the home is located, 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.
1. **Adoption home study:** a home study conducted for the purpose of placing a child for adoption with a placement resource. The adoption home study is the assessment and evaluation of a prospective adoption parents(s).
 2. **Foster home study:** a home study conducted for the purpose of placing a child with a placement resource who is required to be licensed or approved in accordance with federal and/or receiving state law.
 3. **Parent home study:** applies to the home study conducted by the receiving state to determine whether a parent placement meets the standards as set forth by the requirements of the receiving state. A Parent home study must be court ordered.

*****An ICPC home study does not apply to non-custodial parents where there are no allegations against them.*****
 4. **Relative home study:** a home study conducted for the purpose of placing a child with a relative. Such a home study may or may not require the same level of screening as required for a foster home study or an adoptive home study depending upon the applicable law and/or requirements of the receiving state.

In Contra Costa County responsibility for a relative home study is separated. The Relative Approval unit is responsible for the home assessment. This includes home suitability and safety. The assigned social worker is responsible to assess the suitability of the placement resource.
 5. **Non-relative home study:** a home study conducted for the purpose of placing a child with a non-relative of the child.

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- F. **Placement:** means the arrangement for the care of a child in a family free or boarding home or in a child-caring agency or institution but does not include any institution caring for the mentally ill, mentally defective or epileptic or any institution primarily educational in character, and any hospital or other medical facility.
- G. **Approved placement:** The receiving state Compact Liaison has determined that “the proposed placement does not appear to be contrary to the interests of the child.”
- H. **Progress report:** provided by the supervision social worker in the receiving state; a written assessment of a child’s current placement, school performance and health and medical status, a description of any unmet needs and a recommendation regarding continuation of the placement.
- I. **Visit:** For children placed under ICPC regulations a visit 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.
1. Visits and placement are distinguished by purpose, duration, and intention of the person or agency responsible for planning for the child.
 2. A stay of longer than **30 days** is a placement, except if it begins and ends within the period of a child’s vacation from school. A visit may not be extended to exceed 30 days or the school vacation period.
 3. A visit must have an end date. If there is no end date, it is considered a placement.
 4. A request for home study or supervision made by the sending agency will establish a rebuttable presumption that the intent of the stay is not a visit. [Please consult with the CCC ICPC liaison if there is a plan to send the child on a genuine visit, such as during a school break, while a home study is in process. The CCC ICPC liaison will attempt to obtain permission for the visit from the receiving state’s ICPC office.
 5. A visit is not subject to the ICPC process.
 6. When a child is on a visit, the child continues on their current health coverage. The child can get emergency medical care while on a visit but routine medical care is not covered. The caregiver with whom the child is visiting cannot receive foster payment while the child is on a visit.

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J. **Expedited Requests** (*Referred to as Regulation 7 in the ICPC Compact*)

Expedited placement also known as priority placement is intended to speed the ICPC approval/denial placement request. It is to help protect the safety of children while minimizing the potential trauma to children caused by interim or multiple placements. Procedure for a Regulation 7 is listed in section IV, F, 2; Time frames are identified in section IV, C.

IV. POLICY

A. WHEN ICPC IS NECESSARY

1. **Placement must be approved by ICPC when** (a) a child is in the custody of a state (including a court) and (b) the child is to be placed in another state.
2. **Out of state placement resources include:** (a) Parent – court ordered only, (b) Relative, (c) Foster Care, (d) Adoptive Home, (e) Group Home, and (f) Residential Care Facility.

[Note: All residential care placements are processed by CDSS in Sacramento.]

3. Travel arrangements and placement may not be made without prior ICPC approval, which is documented by the receiving state ICPC administrator's approval and signature on the 100A.

B. THE LAW REQUIRES

1. Pre-screening of prospective placement is required and included in ICPC sending packet.
2. Home study within **60 days** after receiving a home study request, prior to placement.
3. ICPC approval from the receiving state prior to placement.
4. The placement can not be contrary to the child's best interests.
5. Dismissal of jurisdiction only with written concurrence from the receiving state.
6. Compliance with the laws of both states (*sending and **receiving).

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C. TIME FRAMES

Home Studies requests

1. Completed by receiving assigned Social Worker within **60 business days**.
2. The entire ICPC process from receipt of the 100A request to deciding whether placement is appropriate for the child's welfare must be completed within 180 business days.

Expedited Requests (*Referred to as Regulation 7 in the ICPC Compact*)

Sending requests

1. Assigned Social Worker will send [JV567](#), court order and ICPC packet (3 copies) to Contra Costa County (CCC) ICPC liaison within **3 business days**.
2. The CCC ICPC Liaison will forward request to receiving state liaison within **2 business days**.

Receiving requests

1. Sent to assigned Social Worker within **2 business days** of receipt.
2. Approval or denial sent by ICPC liaison within **20 business days** to sending state.

Supervision of placement

1. A 100B must be sent to receiving ICPC liaison within **2 business days** of placement or removal by the assigned Social Worker.
2. Monthly face-to-face visits sent to ICPC liaison within **30 business days** of notification of placement.
3. Written quarterly reports sent to ICPC liaison every **90 business days** during placement.

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D. ICPC PROCESS

REGULAR ICPC PROCESS

The ICPC process is to provide timely interstate placement of dependent children between states, setting out a **60 day** time frame for the completion of the home study for quicker placement of children in homes with close relatives.

Sending Requests

1. A specific evidence of pre-screening of the prospective placement resource is required to be included in the ICPC referral packet. The form, *Statement of Social Case Worker/Potential Placement Resource ICPC Regulation 2 (Pre-Screening)* form (ICPC Reg2) and the *Interstate Compact on the Placement of Children Request, (100A)* are found in CWS/CMS. (See Attachment I, Referral packet items.)
2. Three (3) identical copies of the referral packet are sent to the ICPC liaison. (One for the CCC ICPC liaison's records, one for the receiving ICPC office, and one for the assigned social worker in the receiving state.)
3. The ICPC liaison sends referral to the ICPC office in the receiving state.
4. The ICPC liaison will receive a home study from receiving state. Included in the home study will be an approval or denial of placement via the 100A. The liaison will forward the homes study and 100A to the sending social worker.

Placement is not approved until the ICPC administrator in the receiving state has signed the approved 100A.
5. If placement is denied, the ICPC case is closed.
6. If placement is approved, the assigned social worker can make arrangements to place the child. The Juvenile Court must approve the child's moving out of state.
7. Placement is not approved until the ICPC administrator in the receiving state has signed the approved. 100A.

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8. When the child is placed, the assigned social worker completes the 100B (Report on Child's Placement Status) form and sends 3 copies to the ICPC liaison. Supervision will not be provided until the 100B has been completed and sent through the ICPC liaison.
 9. The sending state retains custody/jurisdiction and is responsible for on going case management and the child's financial and medical needs.
 10. The dependency can be dismissed when the receiving state concurs in writing through the ICPC office. The assigned social worker then sends a 100B to the ICPC liaison to close the ICPC case.
- ** At any time during this process, if the placement will not be used, the assigned social worker must send a 100B to the ICPC liaison to close the ICPC case. **

Receiving Requests

1. The ICPC office receives ICPC home study request.
 2. The ICPC office in the receiving state forwards the request to their local child welfare office, requesting a home study for the care provider.
 3. A social worker is assigned to complete the home study.
 4. The social worker sends the completed home study and placement recommendation to the ICPC office in the receiving state.
 5. The ICPC office in the receiving state approves or disapproves the placement on the 100A and forwards the home study and the 100A to sending state ICPC liaison.
 6. The receiving state's assigned social worker completes progress reports (CCC requires quarterly reports) and routes them through the ICPC office.
 7. When the receiving state concurs (in writing through both states' ICPC offices), the dependency can be dismissed. The assigned social worker then sends a 100B to the ICPC liaison to close the ICPC case.
2. EXPEDITED PLACEMENT PROCESS (REGULATION 7)

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For qualifying cases, when it is important to get placement approval quickly, the Court may order an “expedited placement” request under the rules of ICPC Regulation 7. If requirements are met, the receiving state is expected to approve or deny placement within **20 business days** of receiving the request.

- a. Criteria for an expedited placement
 - 1) Proposed placement must be with:
 - Parent (see ICPC definitions for appropriate request.)
 - Step-parent
 - Adult sibling
 - Aunt/Uncle
 - Grandparent
 - Legal Guardian and
 - 2) The child:
 - Is 4 years old and younger and their siblings if being placed in the same home, or
 - One child being placed has substantial relationship with prospective placement meaning a familial or mentoring role with the child, has spent more than cursory time with the child, and has established more than a minimal bond with the child, or
 - Unexpected dependency meaning child is in care due to a sudden or recent incarceration, incapacitation or death of a parent or guardian, or
 - In emergency placement.
- b. Expedited placement process **does not apply** if child is already placed in receiving state in violation of ICPC OR to foster care or adoption placements (unless placement is already licensed) but must still be one of the above proposed placement categories.

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- c. If the Court determines that a proposed placement meets the Expedited Placement criteria (Reg.7), the Court must sign the “Findings and Order”
- d. The below expedited placement time frames must be met:
 - 1) “Findings and Order” (in Contra Costa County use the JV 567-ICPC Findings & Orders) signed by the Court, must be used designating this as an expedited placement and must be sent to the assigned social worker within **2 business days**.
 - 2) Within **3 business days** of receiving the court order, the assigned social worker must send the referral to the ICPC liaison. (The referral must include the regular referral packet and, in Contra Costa County, the JV 567 Findings and Order”).
 - 3) The ICPC liaison will send the request to the receiving state within **2 business days**.
 - 4) The receiving state will approve or deny placement within **20 business days**. A copy of the signed 100A will be faxed or e-mailed to the ICPC liaison, who will forward it to the assigned social worker.

***If the sending or the receiving state fails to meet the required time frames, they will be out of compliance with ICPC. The court issuing the expedited placement order may request assistance from a court in the receiving state to obtain compliance.
- e. Exceptions:
 - 1) The ICPC liaison determines that additional information is needed from the sending social worker within **2 business days**.
 - 2) The receiving state requests additional information from the CCC ICPC liaison within **2 business days**. The 20 business days begin on the date the requested additional information is received.
- f. Time periods may be modified by written agreement between the court, the sending agency, and the two ICPC offices.

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- g. All information and correspondence for Regulation 7 requests shall be sent by overnight mail.
- h. Some states (including Alabama, Georgia, Indiana, Maryland, New York, Washington, and West Virginia) are unable to meet the Regulation 7 deadline.

3. RELOCATION – WHEN A FAMILY RELOCATES TO ANOTHER STATE

- a. Applies when a family unit relocates to another state.
- b. Includes children in CFS custody and placed in foster homes, pre-adoptive homes (adoption not yet final), and children placed with parent(s) but still in CFS custody.
- c. Relocation is the one time when placement may occur in another state prior to the approval of the receiving state.

1) Referral process

- a) Prior to authorizing move, consult with supervisor and with certifier (if a foster family), and obtain court approval for the child to be moved out of state. A possible risk is that placement might not be approved in the receiving state, in which case the child would have to return to the sending state. The risk is significant if there were concerns with the placement, for example if a criminal history exception as needed to approve the family for certification.
- b) The ICPC request should be sent to the ICPC liaison as soon as the decision has been made to allow the child to move out of state. Complete regular ICPC referral packet, plus:

Sending Request

- 2) Provide the following information for relocation of foster or adoptive families:
 - a) Copy of foster or adoption home study.

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- b) Copy of most recent renewal study (if applicable).
 - c) Copy of foster care certificate (if applicable).
 - d) 100B showing date family and child are moving.
- 3) Provide the following for relocation of parents:
- a) Copy of parent's case plan.
 - b) Copy of relevant information about parent (i.e. assessments, recent psychological evaluations).
 - c) 100B showing date family and child are moving.

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Receiving Requests

- a) The receiving state will make an initial contact with the child's caretaker within **30 days** of being notified that the caretaker and child have arrived in the receiving state. Care providers will be required to complete a home study in the receiving state, and foster parents will be required to complete foster licensing in the receiving state.
- 4) Closing the relocation case.
 - a) The sending state needs to maintain jurisdiction until the appropriate authority in the receiving state concurs with dismissal, whether the dismissal is for an adoption to finalize, for guardianship to be established, or for custody to be returned to the parent(s).
 - b) **Prior** to asking the court to dismiss Contra Costa County jurisdiction, ask the supervising worker in the receiving state to send through their ICPC office a written recommendation to finalize the adoption, establish guardianship, or return custody to parent(s). Ask for court dismissal only after the ICPC office has sent the written recommendation to close the case.
 - c) Send 3 copies of the 100B and court order to the ICPC liaison to close the ICPC case.

4. PLACING ICPC NON-MINOR DEPENDENTS (NMD) OUT OF STATE
(EXTENDED FOSTER CARE)

- a. Out of state placements are allowable for NMDs who are attending college, residing in an appropriate placement or for appropriate employment. (ACL 11-69) However, **no** Difficulty of Care (DOC) will be paid upon reaching their 18th birthday.
- b. The sending county may request services for NMDs; however, the receiving state may not accept the request for supervision. It is at the discretion of the receiving state.

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c. If the receiving state will not supervise the NMD, it is the responsibility of the sending county to arrange supervision which may include contracting with private agencies to provide supervision services.

5. FINANCIAL AND MEDICAL

- a. The sending state is responsible for the child's financial support, including payment for services and other supports (such as clothing vouchers, bus passes, evaluations, foster parent mileage reimbursement, etc).
- b. The sending state is responsible for ensuring that the child has medical coverage. The child may qualify for Medicaid in the receiving state, but ultimately it remains the sending state's responsibility to provide for medical coverage.
- c. If the child is placed with a parent in another state, the parent is responsible for supporting the child and applying for financial/medical assistance if needed.

V. CONTRA COSTA ICPC POLICY

A. COMMUNICATION

- 1. The assigned social worker should not contact another state's ICPC liaison directly, but should route communication through their CCC ICPC liaison.
- 2. In most instances, social workers are encouraged to have direct verbal or e-mail communication with their counterparts in the other state to more effectively co-manage the placement. A few states discourage direct contact between social workers from each state; when in doubt, route communication through the CCC ICPC liaison.
- 3. Written materials such as ICPC 100A requests, progress reports, home studies, relative assessments, recommendations for services, or critical case updates must be sent are routed through the CCC liaison.
- 4. A home study and/or placement decision are not official and valid unless they have passed through the ICPC offices.

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5. The receiving state's recommendation to close the case must be routed through the ICPC offices to verify that it has been reviewed by the appropriate authority in the receiving state, per ICPC rules.
6. How to send written materials (through ICPC or direct between workers):

Through ICPC Liaison:

Placement Approval or Denial (100A)

- Home Study
- Placement notification/closure (100B)
- Quarterly supervision report
- Concurrence for dismissal/finalization
- Foster license/certificate

Direct, cc: ICPC liaison:

E-mails

7. Call the ICPC liaison if you have questions about materials you want to send to the other state.

B. HOME STUDY RESPONSIBILITY (Two Separate Assessments)

1. The Relative Approval unit is responsible to complete the Relative Placement HOME assessment including any safety concerns that may be present when children are placed in relative or NREFM placements.

The Relative Approval Unit must complete the relative (home) assessment in a timely manner to ensure the assigned social worker can collate the home assessment with their placement assessment.

2. The assigned social worker is responsible to assess the SUITABILITY of the placement resource to determine if the family can meet the needs of the children.

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The assigned social worker must complete the home study within the ICPC 60 day time frames and recommend either approval or denial of placement.

If the home study will not be completed within the ICPC home study time frame, the assigned social worker must complete a home study status update. This update should be on letterhead (3) copies, sent to the ICPC liaison **before** the 60 day time frame and include the following:

- Current status (brief report on placement resource including steps taken i.e., contact and visits.)
- Provide the reason/s for the delay using the below choices.
 - Live Scan fingerprint process pending
 - Child Abuse Central Index (CACI) delay
 - Criminal background check pending
 - Medical forms
 - Lack of compliance from prospective caregivers
 - Education/Training requirements
 - Department of Justice (DOJ)
 - FBI Request pending
 - Out-of-State Adam Walsh Request
 - Pending information from requesting state
 - Prospective caregivers' home needs correction(s)
 - Other (provide an explain)

A home status update does not replace the home study. A home study must be completed as soon as the reasons for delay are resolved.

C. SENDING ICPC - FOSTERCARE PAYMENTS AND MEDI-CAL COVERAGE

1. Providers eligible to Foster Care that have Contra Costa County dependent children placed in their homes:
 - a. Non-relative placements must be licensed or certified by the receiving state in order to receive foster care payments.
 - b. If the child is placed with a relative and is receiving federally eligible foster care payments (IV-E eligible), documentation via the *FC3*

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Determination of Federal AFDC-FC Eligibility form is necessary. This form can be obtained from an eligibility worker.

2. Medical coverage for a child in a Sending ICPC Placement
 - a. If the child is Title IV-E eligible and receiving IV-E foster payments, in most cases the child will be eligible for Medicaid in the receiving state. If the child is placed with a relative and is receiving federally eligible foster care payments, see section V.,C.,1.,b., above.
 - b. If the child is non-IV-E eligible the child may or may not receive Medicaid in the receiving state. Before the child is placed, the caregiver should consult their local agency to determine whether the child will be eligible to receive medical coverage in the receiving state.
 - c. When placing non-IV-E eligible children for adoption, there must be adoptive placement with post TPR and an AAP agreement signed prior to placement. In many states, children will be eligible for medical coverage if Adoption Assistance is in place.
 - d. If the child is not eligible to receive Medi-Cal coverage in the receiving state, then the child will continue to be covered under their personal Health Plan. In this case, medical service providers in the other state will need to register as medical providers in order to bill for services provided to the child. **Prior** to placement, the caregiver should be instructed to find medical service providers who are willing to register as providers and willing to accept Medi-Cal payment rates.

VI. PROCEDURES

SENDING AN ICPC – WHEN CCC IS SENDING AN ICPC

A. WHEN CCC IS SENDING AN ICPC THE ASSIGNED SOCIAL WORKER WILL:

1. Prepare referral packet which **must include** all documents listed below and described in Attachment I. New to the list is a Pre-assessment Reg. 2 form of the prospective placement.
 - Cover letter (see Attachment II)

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- A fully completed 100A form (see Attachment II)
- Pre-Assessment Reg.2 form. (see Attachment III)
- Child's Social History
- Court Orders/Status Reports
- Financial/Medical Plan
- IV-E Eligibility Documentation (FC3 form from eligibility) (See Foster Care payments section VI, 4, c for more information.)

Other Enclosures: indicates other pertinent materials, such as:

- psychological evaluations
- case/services/permanency plan
- medical reports/HEP (immunization records)
- school reports/IEP
- birth certificate
- copy of social security card

ICWA Enclosure (Only if applicable)

2. Retain custody/jurisdiction of the child until the receiving state concurs with dismissal.
3. Provide ongoing case management for the child.
4. Ensure all costs for support and maintenance of the child, including foster care payment, medical coverage, and funding for services are provided.
 - a. Send a completed CWS16 with below documentation to the Clerical Specialist when placing or relocating a child. The following information must be included in on the CWS16:
 - Name of parent/s
 - Who child was removed from
 - Removal reason
 - Placement Resources relationship to child
 - b. Attach the following documentation to the CWS16, copy of the ICPC 100B, new state rates and Foster Home Approval.

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Always consult with your IV-E Eligibility Worker to verify eligibility prior to placing child out of state. In order to avoid problems after placement, review financial and medical plan with the care provider *prior* to placement.

- c. To ensure foster care payments are issued, the assigned sending social worker will take the following action:
- 1) Provide a copy of the home study, approved 100A, and foster license/certificate (if applicable) to your eligibility worker to open payment case.
 - 2) The monthly payment amount will be the receiving state's rate.
 - a) Personal or special care rates are not paid to out of state placements. However, many states have levels of care, and you should request documentation from the supervising worker if the child qualifies for a higher level of foster care payment.
 - 3) Provide medical coverage for children in substitute care.
 - 4) IV-E Eligible Process:
 - a. Obtain COBRA letter from your IV-E eligibility worker. The COBRA letter is the statement that documents the child's IV-E eligibility for Medicaid in the state where the child resides.
 - b. Give the care provider the COBRA letter, an original or certified copy of the child's birth certificate and a copy of the social security card.
 - c. Instruct care provider to apply for medical coverage with their local agency in the receiving state.
 - 5) Non IV-E Eligible Process

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- a. Inform the care provider that they should consult with their local agency to determine whether the child will be eligible to receive medical coverage in the receiving state.

If the child is not eligible to receive Medi-Cal coverage in the receiving state, inform care providers ***Prior to*** placement. Instruct the caregiver to find medical service providers who are willing to register as providers and willing to accept Medi-Cal payment rates.

- b. When placing children for adoption, ensure TPR and AAP agreement is signed prior to placement for Non-IV-E eligible children.

5. Make travel arrangements to place the child (and return if placement disrupts).

- a. Travel arrangements to place a child in another state may not be made until the placement is approved through ICPC.
- b. The state having legal custody of the child is responsible for payment of the child's travel expenses.
- c. The state having legal custody of the child will cover travel costs to return a child when an ICPC placement disrupts.
- d. Develop a travel plan including dates of travel. Secure tickets through purchasing.
- e. When a parent absconds to another state with a child who is in the agency's legal custody, a pick-up order may be issued by the court, and the child may be returned to Contra Costa County.

6. Send 100B (found in CWS/CMS), **within 2 days**, to the CCC ICPC liaison for:

- The child's placement,
- to close ICPC of placement or
- a change of address or disruption

The CCC ICPC liaison will forward the 100B to the sending state ICPC liaison **within 2 days**.

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7. Contact receiving states assigned social worker to verify monthly contacts and enter the information into CWS/CMS.
- B. WHEN CCC IS SENDING AN ICPC THE CLERICAL SPECIALIST WILL:
- Upon receipt of the 100A, 100B, home study, other state's foster care rates and other necessary documentation, update placement and provide the eligibility worker the CWS generated SOC 158A and copies of the 100A, 100B and receiving state's rates.
- C. WHEN CCC IS SENDING THE ICPC THE ELIGIBILITY WORKER WILL:
- Provide *FC3, Determination of Federal AFDC-FC Eligibility* form to social worker upon request.
- When there is a placement change to another state, take appropriate action to process change.
- D. THE SENDING SOCIAL WORK SUPERVISOR WILL:
1. Ensure the 100A and accompanying documentation is appropriate and complete.
 2. Ensure the child is placed in a placement that is in the best interest of the child.
 3. Make sure the social worker sends the 100B to the CCC ICPC liaison within 2 days of placement.

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E. WHEN CCC IS SENDING THE ICPC LIAISON WILL

1. Review and forward placement requests to the Receiving State ICPC office.
2. Ensure compliance with state laws.
3. Monitor flow of reports.
4. Monitor placement status.
5. Provide help to resolve problems regarding ICPC placement issues.
6. Review and forward written communication between sending agency and receiving state.

RECEIVING – WHEN CCC IS RECEIVING THE ICPC

F. WHEN CCC IS RECEIVING THE ICPC THE ASSIGNED SOCIAL WORKER WILL:

1. Upon receipt of the 100A request for an ICPC home study (see Attachment IV), complete home study within **60 days**. The social worker will conduct, complete, and report back to the sending state on the results of the study of the home environment for purposes of assessing the safety and suitability of the child remaining in the home and make recommendation for placement.

The assigned social worker is responsible for case management and ensuring all ICPC time frames are met and procedures are followed.

2. Send completed home study (3 copies) to the CCC ICPC liaison who will forward to the receiving state.

If the home study is not ready **before** the 60 days, complete a home study status letter and send to the ICPC liaison. See section V, B. for content guidance.

If applicable, provide a *CF93, Foster Care Statement* for states that require proof of safety/certification. ****California does not license relatives; we are required to provide proof of safety/certification. Example: Oregon requires a *CF93-Foster Care Statement* form to be completed.**)

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3. Supervise placement with a face-to-face monthly visit to start within **30 days** of notification by the sending state via a 100B form.
4. Submit to Clerical Specialist a copy of 100B and proof of the Title IVE eligibility, if applicable.
5. If appropriate, provide the following items to the eligibility worker in order to determine Medi-Cal eligibility:
 - SAWS 1
 - 100B
 - SOC 158A
 - Proof of Title IVE eligibility
 - Child's birth Certificate
 - Child's Social Security Number
 - Proof of any other medical coverage the child may be enrolled in
 - Appropriate Medi-Cal application
 - Verification of child's income and/or property
6. Complete quarterly written progress reports (3 copies) and forward to the CCC ICPC liaison as requested by sending state at least once every **90 days** following the receipt of the ICPC 100B. (See Attachment V, ICPC Progress Report form.)

At a minimum, such reports must include:

 - The date and location of face-to-face contacts with the child
 - A summary of child's current circumstances
 - Academic performance
 - Current health status
 - An assessment of current placement and caretakers
 - A description of any unmet needs and any recommendations for meeting identified needs
 - The supervising caseworker's recommendation regarding continued placement
7. Assist with referrals and monitor whether requested services are received (*note: sending agency is responsible for payment for services*).
8. Notify receiving CCC ICPC liaison when placement changes or problems occur.

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9. Recommend dismissal and case closure.
- G. WHEN CCC IS RECEIVING AN ICPC RELATIVE HOME STUDY REQUEST, THE RELATIVE ASSESSMENT WORKER WILL:
1. Upon receipt of the ICPC 100A, complete the safety and home assessment in a timely manner.
 2. Submit 3 copies to the ICPC Liaison.
 3. Send a copy of the completed home assessment to the assigned social worker.
- H. WHEN CCC IS RECEIVING AN ICPC RELATIVE HOME STUDY REQUEST, THE RELATIVE ASSESSMENT SUPERVISOR WILL:
- Ensure the home assessment is completed in a timely manner.
- I. WHEN CCC IS RECEIVING THE ICPC THE CLERICAL SPECIALIST WILL:
- Upon receipt of CWS16, 100B, Proof of Title IV-E eligibility and SAWS 1 from the social worker, enter placement into CWS/CMS using the date the child was placed in Contra Costa County as the placement date.
- On Child Removal Information page, click Temporary Custody, Yes.
 - Enter “who removed from” and the reason.
 - Click button for Staff Person in the “Removed By” box.
 - Enters social worker.
 - Create SOC 158A and send copy to Relative Assessment Supervisor.
 - Be sure to note ICPC on bottom of SOC 158A.
 - Send SOC 158A to social worker.
 - Send 100B, SOC 158A and Title IV-E Proof of Eligibility to eligibility worker.

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J. WHEN CCC IS RECEIVING THE ICPC THE ELIGIBILITY WORKER WILL:

Upon receipt of appropriate verifications from social worker determine Medi-Cal eligibility. If necessary, request additional verification from assigned social worker.

K. WHEN CCC IS RECEIVING THE ICPC THE SOCIAL WORK SUPERVISOR WILL:

1. Review and ensure the home study is completed and sent to the CCC ICPC liaison within the 60 day time frame.
2. Once the child is placed, ensure the social worker supervises placement with a monthly face to face visit.
 - a. Ensure a progress report is completed and sent to the CCC ICPC liaison every 90 days.

L. WHEN CCC IS RECEIVING THE ICPC THE ICPC LIAISON WILL:

1. Review and forward placement requests to the local office.
2. Ensure compliance with state laws.
3. Approve or deny placement as soon as practical but no later than **180 days** from receipt of the initial home study request.
4. Monitor flow of reports.
5. Monitor placement status.
6. Provide help to resolve problems regarding ICPC placement issues.
7. Authorize case closure by the sending state based on recommendation of the local (receiving agency) office.
8. Send a copy of all 100Bs to the district Clerical Specialist where the placement resource resides.



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M. ADOPTION ICPC PROCEDURE

Adoption ICPCs follow the same ICPC regulations and procedures as delineated in this manual section with the exception of case transfer for receiving ICPC requests and the requirement of Termination of Parental Rights (TPR). The process of assigning Adoption ICPC cases are as follows:

1. Sending an ICPC Adoption Home Study Request

Follow ICPC regulations previously outlined in this manual section with the exception of TPR which must be included in the ICPC packet.

2. Receiving an ICPC Adoption Home Study Request

a) Child is Already Placed – In Relative Home or Potential Adoptive Home

An existing ICPC placement is ongoing and assigned to a district social worker for placement supervision. The sending state submits a 100A Adoption home study request with TPR documents.

- 1) The ICPC Liaison will send the 100A Adoption home study request to the Homefinding Unit Supervisor who will assign the Adoptive home study to a Homefinding social worker. Other copies will go to the Adoption Unit Supervisor and the assigned district social worker.
- 2) Upon receipt of the 100A Adoption home study request, the district Social Work Supervisor will transfer case to the Adoption Supervisor.
- 3) Adoption Unit social worker will provide placement supervision until the Adoption home study is approved and the adoption is finalized.
- 4) The ICPC case is closed upon receipt of 100B and adoption finalization papers from sending state.
- 5) If Adoption home study is denied the district social worker continues supervision until receipt of 100B from sending state closing placement.

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b). Child Not Placed In Relative Home or Potential Adoptive Home

1) Sending an ICPC Adoptive Home Study Request

Follow ICPC regulations previously outlined in this manual section with the exception of the Termination of Parental Rights which must be included in the ICPC packet.

2) Receiving an ICPC Adoptive Home Study Request

- a. Sending state requests an Adoption home study. ICPC liaison sends ICPC request to Homefinding Supervisor for assignment to a Homefinding social worker.
- b. Homefinding social worker will complete Adoptive home study approving or denying request.
- c. If Adoptive home study is approved, the sending state must send a 100B agreeing with the home study approval and provide placement date. The Homefinding Unit Supervisor transfers case to Adoption Supervisor.
- d. The assigned Adoption Unit social worker will provide supervision until the adoption is finalized.
- e. The ICPC case is closed upon either denial of home study or receipt of 100B and adoption finalization papers from the sending state.

N. CLOSING THE ICPC CASE

1. Termination of services through ICPC occurs when:

- a. Adoption is finalized*; or
- b. Child reaches maturity or is legally emancipated; or
- c. Legal custody and/or guardianship is awarded or returned to the parent/relative*; or

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- d. Treatment is completed; or
- e. Child returns to sending state; or
- f. Child moves to a different state (then open a new ICPC case for the new state); or
- g. Proposed placement request is withdrawn; or
- h. Approved resource will not be used for placement.

** Only with written agreement of the receiving state*

- 2. 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, whether the dismissal is for an adoption to finalize, for guardianship to be established, or for custody to be returned to the parent(s).
- 3. **Prior** to asking the court to dismiss our custody, ask the supervising worker in the receiving state to send through their ICPC office a written recommendation to finalize the adoption, establish guardianship, or return custody to parent(s). Ask for court dismissal only **after** the ICPC office has sent the written recommendation to close the case.
- 4. Send 3 copies of the 100B and court order, if applicable, to the ICPC liaison to close the ICPC case.

VII. ATTACHMENTS

- I. Referral packet instructions
- II. CWS/CMS quick guide
- III. Pre-Assessment Reg.2 Form (CWS/CMS)
- IV. ICPC Home Study Form (CWS/CMS)
- V. ICPC Progress Report Form (CWS/CMS)

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VIII. CONTACT PERSON:

First-line Supervisors and above may contact the ICPC Program Analyst with questions concerning this Department Manual Section.

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WHAT MUST BE INCLUDED IN YOUR ICPC PACKET

There must be **3 copies** of all of the following for **each** child

Cover letter – If a sibling group is going to the same placement, all children can be included in one letter, it is not necessary to do a separate letter per child.

Pre-Assessment Reg.2 form – Must be completed on all potential placement resources prior to sending the ICPC packet.

A fully completed 100A form– one per child, filled out on CWS/CMS

Child’s Social History: one per child. A case history for the child, including custodial, chronology of court involvement, social dynamics and a description of any special needs of the child.

Court Orders/Status Reports: If a sibling group is going to the same placement and all the children are on the same court document, there only needs to be 1 copy per packet. All applicable court documents should be enclosed pursuant to which the sending agency has authority to place the child, including court orders requesting a home study for the court. e.g., custody/guardianship orders, surrenders, orders terminating parental rights.

Financial/Medical Plan: one per child. Attach the plan of how the proposed placement will be funded and how the child/children’s medical needs will be covered.

IV-E Eligibility Documentation (FC3 form from eligibility): one per child. Attach a copy of the determination of IV-E eligibility.

Other Enclosures: indicates other pertinent materials, such as:

- psychological evaluations
- case/services/permanency plan
- medical reports/HEP (immunization records)
- school reports/IEP
- birth certificate
- copy of social security card

ICWA Enclosure: Obtain a letter from the child’s Tribe showing that the child is a member or is eligible for membership.

After the home study is completed and approved a 100B must be completed with the placement date of child so the receiving state will begin their supervision and quarterly progress reports.

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ICPC – 100A

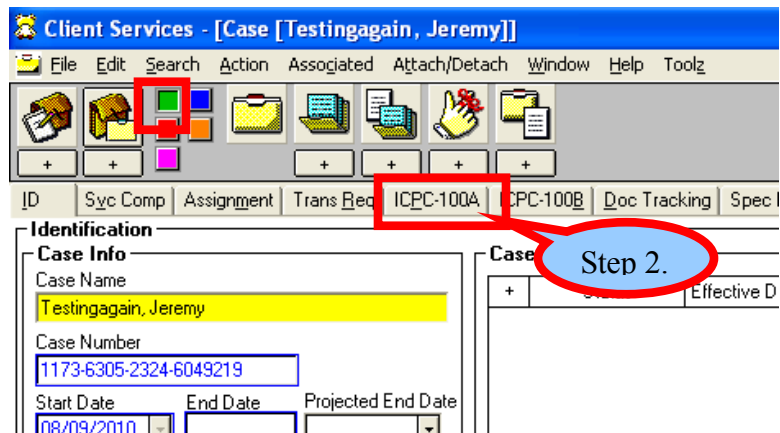
The ICPC – 100A is used to initiate the required pre-placement evaluation of the proposed placement resource in an ICPC member state.

When completing the ICPC – 100A: one per child, one per placement resource.

Make 3 copies, including the original, of the ICPC – 100A and **3 copies** of each of the following: *signed* court order/status review, Case Plan, financial/medical plan, cover letter.

Separate documents into **3 separate identical packets** made up of all of the above documents for each child. NOTE: If all siblings are on the same court order/status review there only needs to be 3 copies.

Enclose the 3 packets in a manila envelope and send to ICPC Liaison, NCOB, 500 Ellinwood Way, Pleasant Hill, CA.



1. Open Case.
2. Click on the ICPC-100A tab found in the Case Management Section (green).

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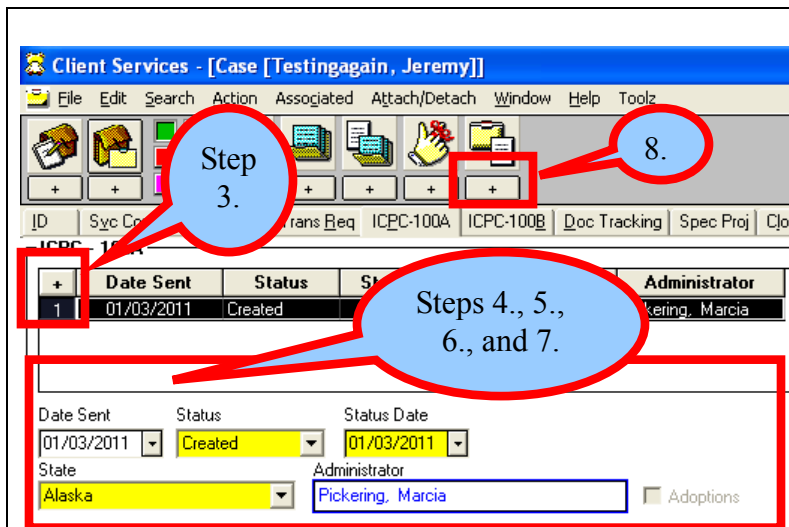
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3. Click the + in the upper left corner of the ICPC-100A box on the screen. This will enable you to enter the ICPC information.
4. Fill in the Date Sent and choose the current day's date. You cannot choose a date beyond the current day's date.
5. Status automatically auto-populates to Created when the ICPC is opened. This is what it should be.
6. The Status date should be the same as the Date Sent.
7. Click on the dropdown arrow under State and choose the state which will be the receiving state for this case. The administrator will auto-populate automatically.
8. Click + to create a new document.

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Generate New Documents

Document Category: State of California County

CDSS CDSS Adoptions

Documents to Generate: **ICPC 100A**

Select Notebook

Item to Select: ICPC Request

Local	ID	Name	Start Date	End Date
<input checked="" type="checkbox"/>	1173-6305-2324-6049219	Testingagain, Jeremy	08/09/2010	

Select this ICPC Request	Date Sent	Status	Status Date	State	Administrator
<input checked="" type="checkbox"/>	01/03/2011	Created	01/03/2011	Alaska	Pickering, Marcia

9. Choose ICPC 100A from the Generate New Documents prompt. Then click OK.

10. Select appropriate State if more than one appears. Click OK again and the WORD document will generate.

INTERSTATE COMPACT PLACEMENT REQUEST

DISTRIBUTION: Complete five copies of this form.

TO: Marcia Pickering, P.O. Box 110630, Juneau, Alaska 99811-0630

FROM: Name of Contra Costa ICPC Liaison, (Their PCM) Contra Costa County Employment & Human Services Dept. Children & Family Services Bureau 500 Ellinwood Drive Pleasant Hill, CA 94523 (925) 602-6937

SECTION I - DEMOGRAPHIC DATA

NAME OF CHILD: Jeremy Testingagain

DATE OF BIRTH: 06/01/2007

ETHNICITY: HISPANIC ORIGIN YES NO

RACE: AMERICAN INDIAN OR ALASKAN NATIVE NATIVE HAWAIIAN/OTHER PACIFIC ISLANDER WHITE

NAME OF MOTHER: Janet Testingagain

NAME OF AGENCY OF FACILITY RESPONSIBLE FOR PLACING CHILD: Contra Costa County Children & Family Services

TELEPHONE NO.: (925) 602-6937

SECTION II - PLACEMENT INFORMATION

11. Always type the ICPC Liaison's information in the From box in the upper right of document.

Brenda Sutherland, NCOB
Contra Costa County Employment & Human Services Dept.
Children & Family Services Bureau
500 Ellinwood Way
Pleasant Hill, CA 94523
(925) 602-6937

12. Complete the ICPC 100A as appropriate.

13. When completed, Print. Click on "SAVE" icon in WORD.

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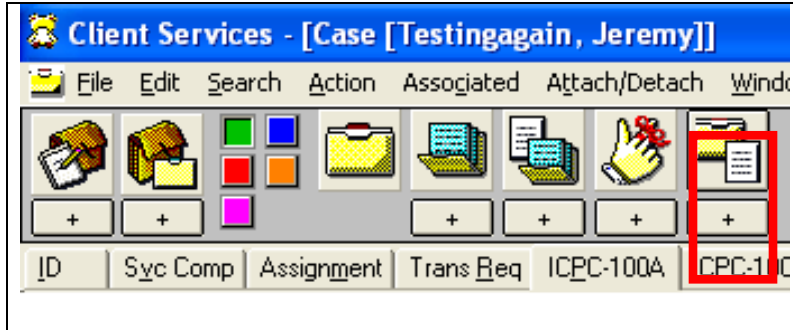
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14. Exit out of WORD and go back to CWS/CMS. Again click on the + under Create New Document – Case to generate the Financial/ Medical Plan, **which includes the cover letter.**

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Cover Letter and Financial/ Medical Report

15. From the Generate New Documents prompt choose Financial/ Medical Plan then click OK. Select appropriate State if more than one appears.

Local	ID	Name	Start Date	End Date
1	1173-6305-2324-6049219	Testingagain, Jeremy	08/09/2010	

	Date Sent	Status	Status Date	State	Administrator
1	01/03/2011	Created	01/03/2011	Alaska	Pickering, Marcia

16. Click OK again.

17. **The cover letter and Financial/Medical Plan** will be created by CWS in WORD.

18. Complete the documents as appropriate and print. Then Save and Exit WORD and Save to Database.

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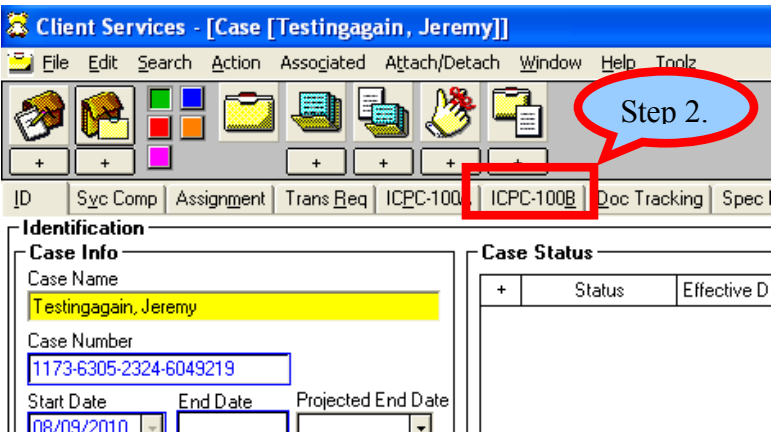
ICPC – 100B

The ICPC – 100B is used to:

- 1) Notify the receiving state of the date the child was placed in their state so supervision can start;
- 2) Change or terminate the current out-of-state placement in an ICPC member state.

When completing the ICPC – 100B: one per child, one per placement resource.

Enclose the **3 copies**, including the original, of the ICPC-100B in a manila envelope and send to ICPC Liaison, NCOB, 500 Ellinwood Way, Pleasant Hill, CA.

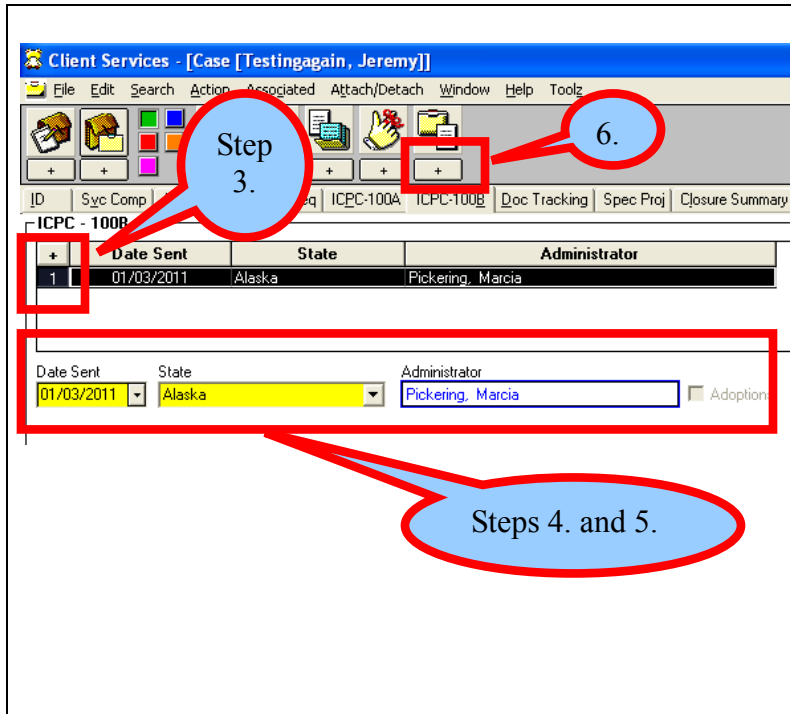
	<ol style="list-style-type: none"> 1. Open Case. 2. Click on the ICPC-100B tab found in the Case Management Section (green).
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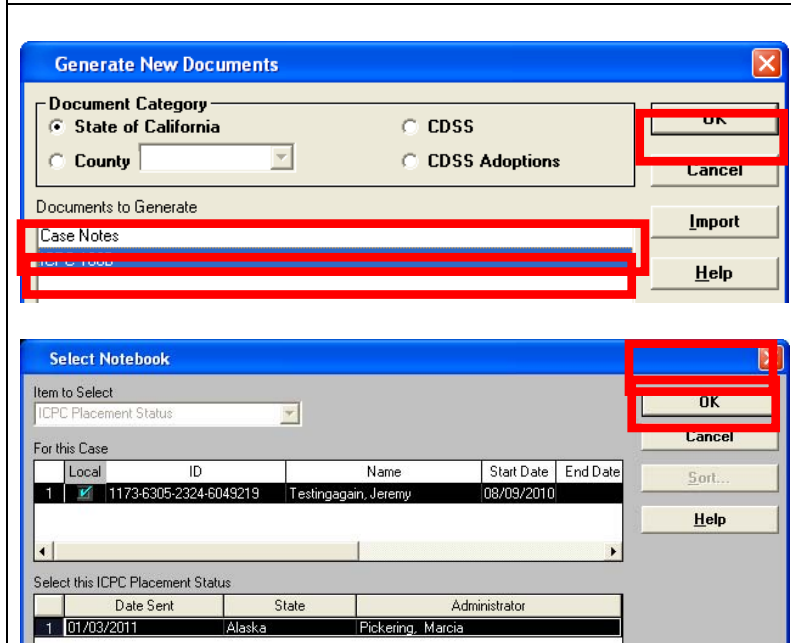
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3. Click the + in the upper left corner of the ICPC-100B box on the screen. This will enable you to enter the ICPC information. **NOTE: the ICPC-100B is not available unless an ICPC-100A has been created.**
4. Fill in the Date Sent and choose the current date. You cannot choose a date beyond the current date.
5. Use the dropdown to choose the State the ICPC-100B is being sent to. This will automatically auto-populate the Administrator.
6. Click + to create a new document



7. Choose ICPC 100B from the Generate New Documents prompt. Select appropriate State if more than one appears. Click OK.
8. Click OK again and the WORD document will generate.



9. The ICPC-100B prompt box appears. Choose the action we are requesting under the "ICPC Actions" and the reason for our request under

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“ICPC Reasons” if appropriate. Click OK.

- The WORD document will generate.

- Always type the ICPC Liaison’s information in the From box in the upper right of document.

Brenda Sutherland, NCOB
Contra Costa County Employment & Human Services Dept.
Children & Family Services Bureau
500 Ellinwood Way
Pleasant Hill, CA 94523
(925) 602-6937

- Complete the ICPC-100B as appropriate.
- When completed, Print. Click on “SAVE” icon, Exit WORD and Save to Database.

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ATTACHMENT III

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CONTRA COSTA COUNTY
EMPLOYMENT AND HUMAN SERVICES DEPT.

CHILDREN AND FAMILY SERVICES BUREAU
Interstate Compact on the Placement of Children (ICPC)

**STATEMENT OF SOCIAL CASE WORKER/POTENTIAL PLACEMENT RESOURCE
ICPC REGULATION 2 (Pre-screening)**

CHILD'S NAME) _____ DOB: _____

Pursuant to the requirements of Regulation 2, Section 5(d) of the Interstate Compact on the Placement of Children (ICPC), I, _____ (*Social Worker full name*), certify that the following information is true:

- I have communicated directly with the potential placement resource, _____ (*name of person with whom child to be placed*).
- The potential placement resource is interested in being a placement resource for the child and is willing to cooperate with the ICPC process.
- The name, correct address, available telephone number or other contact information, date of birth, and social security number of the placement resource is as follows:
Name of placement resource: _____
Address of placement resource: _____
City/State/Zip Code: _____
Telephone numbers/contact information _____
DOB/SSN: _____
- The name, correct address, available telephone number or other contact information, date of birth, and social security number of all adults in the home is as follows (see attached page):
Name of adult: _____
Mailing address of adult: _____
Physical Address of adult: _____
City/State/Zip Code: _____
Telephone numbers/contact information _____
DOB/SSN: _____
- The number and type of rooms in the proposed residence is sufficient to accommodate the child as follows:
Number of bedrooms: _____
Number of adults residing in the home: _____
Number of children residing in the home, including child to be placed: _____

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EMPLOYMENT AND HUMAN SERVICES DEPT.

CHILDREN AND FAMILY SERVICES BUREAU
Interstate Compact on the Placement of Children (ICPC)

STATEMENT OF SOCIAL CASE WORKER/POTENTIAL PLACEMENT RESOURCE
ICPC REGULATION 2 (Pre-screening)

- _____ (*name of person with whom child to be placed*) has or will access financial resources to feed, clothes, and care for the child, including child care.
- _____ (*name of person with whom child to be placed*) acknowledges that a criminal records and child abuse history check will be completed on any persons residing in the home to be screened under the law of the receiving state.

Signature: _____ Dated: _____

Printed Name
Title
Address
City/State/Zip Code
Telephone Number
Fax Number

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EMPLOYMENT AND HUMAN SERVICES DEPT.

CHILDREN AND FAMILY SERVICES BUREAU
Interstate Compact on the Placement of Children (ICPC)

ICPC Home Study

Social Worker Name :		Date Received:	
----------------------	--	----------------	--

CHILD INFORMATION		
Child Name:		
DOB:		
Address:		
State:		
Title I-VE Eligible:	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

PLACEMENT RESOURCE INFORMATION	
Name of Family:	
Address:	
Home Phone:	
Work Phone:	
Cell Phone:	

PLACEMENT RESOURCE INDIVIDUAL INFORMATION			
Maiden Name (if applicable):		Maiden Name (if applicable):	
Date of Birth:		Date of Birth:	
Gender:		Gender:	
Religion:		Religion:	
Education:		Education:	
Language(s):		Language(s):	
Occupation:		Occupation:	
Employer:		Employer:	
Annual Gross Income:		Annual Gross Income:	
Tribal Affiliation:		Tribal Affiliation:	

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MARITAL/DOMESTIC PARTNER INFORMATION			
Date of Current Marriage or Domestic Partnership:			
Place of Marriage:			
Marriage Verification:			
Date Begun:		Date Ended:	
MARITAL/DOMESTIC PARTNER RELATIONSHIP			

SONS AND DAUGHTERS OF PLACEMENT RESOURCE (RESIDING OR FREQUENTLY IN HOME)		
Name	Age	Location

OTHERS RESIDING OR FREQUENTLY IN THE HOME			
Name	Age	Relationship	Current Situation

ADDITIONAL INFORMATION

DATES OF CONTACT		
Date	Person(s)	Location

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MOTIVATION FOR PLACEMENT INTEREST
How long has family known this child?
<p>What is their relationship with parents and child</p> <p>Feelings regarding Reunification</p>
When was their last face to face visit with the child?

PERSONAL CHARACTERISTICS
<p>Health status, medical clearances, history of alcohol/substance abuse, mental illness</p>

CLEARANCES/DOCUMENTATION
<p>Live Scan and/or CLETS , CACI, FBI, CCL, CWS/CMS, include background checks on minors if needed</p>

FINANCIAL INFORMATION
<p>Income, expenditures, bills, bank accounts, is financial assistance needed, SSI</p>

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EXTENDED FAMILY RELATIONSHIPS

Family History,
Relationship with the parents and the child

HOME AND COMMUNITY

Religious, Self-care, other

FAMILY LIFESTYLE / FORMS OF ENTERTAINMENT

Athletics/sports, Music, Movies, etc

PHYSICAL/SOCIAL ENVIRONMENT

Discuss No Smoking Policy
CPR/First Aid training

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GENERAL PARENTING

Communication patterns
Supervision issues

DISCIPLINARY PRACTICES/TECHNIQUES

Response to challenging behaviors
Discuss no use of corporal punishment

**IS THIS FAMILY WILLING TO BE A PERMANENT RESOURCE FOR THIS CHILD?
IF YES, IN WHAT CAPACITY?**

Understanding adoption issues/cultural awareness
Willing to participate/be involved in the child's case plan

PLACEMENT CONSIDERATIONS

Special needs for the child
Where would child be attending school?
Provisions for daycare (if needed)?

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PLACEMENT RESOURCE DISPOSITION	
Date Placement Approved:	Date Placement Denied:
Select One:	TYPE OF PLACEMENT
	Applicants are primarily interested in becoming a Foster Home Placement
	Applicants are primarily interested in becoming an Adoptive Home Placement
	Applicants are primarily interested in becoming a Parent Home Placement

CONCLUSIONS /RECOMMENDATIONS	
ICPC Social Worker Signature:	Date:

ICPC Supervisor Signature:	Date:
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To: (NAME AND ADDRESS OF COMPACT ADMINISTRATOR IN SENDING STATE)	FROM: (NAME AND ADDRESS OF COMPACT ADMINISTRATOR IN RECEIVING STATE)
	TELEPHONE

SECTION I—IDENTIFYING DATA

NAME OF CHILD	SEX	DATE OF BIRTH	ETHNICITY
NAME OF MOTHER	NAME OF FATHER		
NAME OF AGENCY OR PERSON RESPONSIBLE FOR PLANNING FOR CHILD:	TELEPHONE NO.		
ADDRESS			
NAME OF AGENCY OR PERSON FINANCIALLY RESPONSIBLE FOR THE CHILD:	TELEPHONE NO.		
ADDRESS			

SECTION II—CURRENT ADJUSTMENT

BEHAVIORAL

EMOTIONAL

SOCIAL SKILLS

SECTION III—RELATIONSHIP INTERACTIONS WITH:

PARENT(S)/GUARDIAN(S)

CARE PROVIDER(S)

SIBLING(S)

PEERS

SECTION IV—HEALTH:

CURRENT STATUS

TREATMENT/MEDICATIONS	Name	Start Date	Prescribing Physician	Comment

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Child's Name

CASE I.D. #

PLAN

SECTION V—EDUCATION

ACADEMIC PROGRESS **Grade:**

CLASSROOM BEHAVIOR

RELATIONSHIP WITH TEACHERS AND CLASSMATES

EXTRA CURRICULAR ACTIVITIES

SECTION VI—SPECIAL NEEDS
(May apply to any of the above sections)

SECTION VII—OTHER COMMENTS

DMCL # 12-45