

## PROTOCOL: Inter-County Transfer (ICT) Process

### OVERVIEW

This county protocol is related to the Inter-County Transfer Protocol (ICT) that was established by the State of California to ensure foster children whose parent's move between counties within the state can resume their reunification services in their county of residence. The county protocol below involves the steps Children and Family Services (CFS) must do to process a Transfer-In from an outside county as well as steps to process a Transfer-Out to another county. For further details regarding California Local Rules and the Bay Area ICT Protocol SW practice considerations see the References section of this protocol.

### TRANSFER IN PROCESS

1. Out-going county conducts a Transfer-Out Hearing. The outgoing court contacts the Contra Costa Co. Court Clerk's Office to schedule a \***Transfer-In Hearing**. Once the Transfer-Out Hearing occurs the clerk's office will then put the **Notice of Hearing** form (with the date of the hearing) and any other documents sent from the county into a **Transfer-In Package**. This package then is put into an envelope, labeled 'Transfer In' and addressed to the 'Court Officer.'
2. The Transfer-In envelope will then be sent **from Court to Central District via the Courier**.
3. After receiving the envelope from courier the **Lead Clerk in Central** uploads all the contents of the envelope, including the **Notice of Hearing** form to the OCR '**Detention Notice & Packets**' folder using the naming convention; TRANSFER-IN Date of Hearing Last Name of Child J#. For example, a Transfer-In for Jay Williams, J23-00000, with the hearing date of March 10, 2023 would be titled;  
**TRANSFER-IN 3-10-23 Williams J23-00000**
4. The Lead Clerk or designated clerk in Central then sends original package, via inter-office mail, to the ATM in the district in which the parent's reside. An email is sent to **Court Officer** and **ATM** (in district the package is going to) with Cc to **ICT Analyst** confirming the routing of the package.
5. ATM determines the assigning SWS then contacts the out-going county to transfer CWS access to CFS. ATM provides out-going county ICT or counterpart with assigning SWS information so CWS case can be assigned over to that SWS. Out-going county then assigns the CFS SWS as primary. ATM puts 'Date of Jurisdiction' a.k.a. foster care start date (date our court receives packet) on cover sheet/top of packet before providing to lead clerk.
6. ATM then brings the 'Transfer-In' package to lead clerk to assign a clerk to develop or order a hard case file. Once the case file is developed or received from ARM, The lead clerk returns it with the original transfer-in Package to the SW Supervisor to provide to the assigned worker.

## TRANSFER OUT PROCESS

1. CFS SW requests a Transfer-Out Hearing with Juvenile Court in Contra Costa County. After the Transfer-Out Hearing occurs the Juvenile Court and/or County Counsel contacts receiving court to schedule a Transfer-In Hearing. Once the \*Transfer-In Hearing is scheduled in receiving court the Juvenile Court Clerk's Office prepares the Transfer-In Package and sends it to the receiving county courthouse. The receiving county court completes the Transfer-In Hearing and the package is sent on to the receiving county's CPS agency.

\*SW can verify the transfer-in hearing date within the hearing notebook on CWS

2. In preparation for the notice of the transfer-out the assigned SW enters all necessary documentation in CWS and ensures everything is up to date (as they would if the case was vacated).

3. Once the Transfer-In Hearing occurs the receiving county will contact CFS SWS to transfer over \*CWS assignment to that county and make that county primary for the case.

\*CFS SWS will need to get the name of program (court, cont, etc.) unit, caseload (supervisor) for where the case in that county is going in order to make the receiving county primary. CFS worker should be made secondary in order to finalize the closure on CFS end.

4. CFS SW and Supervisor will then proceed with closing out both the CWS case and the hard file as if closing out a case.

\*Once the Transfer-In Hearing occurs in Contra Costa County Juvenile Court the jurisdiction of the case lies with Contra Costa County and CFS. Visitation with the child and family is CFS's responsibility. If the CWS case has not been transferred over then CFS must work with the information provided in the hard file to arrange for the visitation.

## REFERENCES

[Rules of the Court; Transfer-In Hearing](#)  
[Rules of the Court; Transfer-Out Hearing](#)  
[CWDA Bay Area Inter-County Protocol Agreement](#)