

ICPC Receiving State Checklist

These are the basic steps for the caseworker in a **RECEIVING STATE (RS)** to complete the interstate placement process for a child or youth coming from another State, known as the **SENDING STATE (SS)**, to be placed with the RS's prospective family.

- Receive ICPC packet from your ICPC Compact Administrator
- Request (by fax, phone, or email) any additional information, if needed, from the child's caseworker in the Sending State (SS).
 - Send copies of any new documents you received from the SS that contain information on the child to your State's ICPC Compact Administrator
- Talk directly with the child's case manager in the SS to discuss any issues related to the provision of services and supports (i.e., your State's tuition requirements, eligibility for medical assistance, post adoption services) for the child and family
 - Engage prospective family in the family/home study process if not already complete. Send family the required forms (e.g., to request criminal background checks) to begin family/home study per your State's policy and placement process
- Complete requested family/home study

Best Practice Suggestion: refer to SS's cover letter for any unique requirements

- Include a clear recommendation approving or denying the family/home study and placement for this child
- Notify the prospective family of the placement recommendation
- Forward completed family/home study with recommendation and supporting documentation to your State's ICPC Compact Administrator
- Your State's Compact Administrator now sends the completed ICPC 100A Form and family/home study with a recommendation to approve or deny the placement to the Sending State's Compact Administrator

If study/placement is denied, the child cannot be placed

If study/placement is approved, continue with the steps below

- Coordinate, with the SS caseworker, the notification to prospective family of possible match and placement decision
- Together with the SS caseworker, talk with the family about how they will meet this individual child's needs and review to ensure that full disclosure of the child's social, medical, psychological, educational history, level of contact (with former foster family, birth parents, siblings) and assessed permanency needs have been provided to the family

- Document the full disclosure process as required by your State's law and policy
 - At the time an Adoption Assistance agreement is entered into between the family and the SS, confirm that the Interstate Compact on Adoption and Medical Assistance (ICAMA) process for ensuring receipt of Medicaid has been completed by the SS
 - Confirm the level of placement support, services, and supervision required
 - Work with the SS caseworker to plan the pre-placement visitation schedule and move-in day according to the needs of the child and the capacity of the family
 - Finalize, with the SS caseworker, the supports and frequency of supervision including funding of in-home services, content of supervisory reports, etc.
 - Confirm in which State's court the adoption is to be finalized
 - Work with SS to facilitate actual placement of the child with the identified family
 - You will receive an **ICPC Form 100B – Child Placement Status** with date of actual placement from your State's Compact Administrator
 - Ensure that the supports, services and supervision are in place, based on the agreed upon schedule of services
 - Submit required supervisory reports to your State's Compact Administrator
- ### *Best Practice Suggestion: notify the SS caseworker that these reports have been sent*
- Review and re-assess the changing needs of the family after child has been placed
 - Adjust the services and supports based on the re-assessment
 - Ensure that required ongoing supports, services, and funding will be available after finalization
 - In coordination with the SS caseworker, and depending on whether the adoption will be finalized in the Sending or Receiving State, provide information and technical assistance, as needed, to the adoptive family to ensure that finalization occurs properly and expeditiously
 - You should receive a copy of the **ICPC Form 100B** from your State's ICPC Compact Administrator and a copy of the final adoption decree. You can then close the case

GREAT JOB!!!



Together we hold their future



ICPC

RECEIVING STATE CHECKLIST

The Interstate Compact on the Placement of Children [ICPC] is a law that establishes procedures to assure that children and youth are being placed with families that are safe, suitable, and able to provide care and that States understand their responsibilities in pre-adoptive and other ICPC regulated placements. Under a compact, the jurisdictional, administrative, and human rights obligations of all parties involved in an interstate placement can be protected.

The following checklist is meant to serve as an overview and generalized description of how ICPC might operate for children and youth being placed across State lines with recruited, general applicant families for the purpose of adoption. Not all steps in the checklist will apply to all situations in every State. Consult with your State ICPC Compact Administrator (<http://icpc.aphsa.org/states.asp>) if in doubt.



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