


ICPC SENDING STATE CHECKLIST

These are the basic steps for the caseworker in a **SENDING STATE (SS)** to complete the interstate placement process for a child or youth being sent to another State, known as the **RECEIVING STATE (RS)**.

- Information on prospective family in the other State:
 - Talk with the RS caseworker, if assigned and known, or RS supervisor, if known but case not yet assigned, to verbally share child information and discuss any known issues regarding placement of child(ren) with prospective family
 - Contact and determine the interest and commitment of the prospective family
 - Inform family and RS caseworker that a family/home study will be requested using ICPC packet information below (or request copy of a current family/home study, if available).
 - Begin discussing with the RS caseworker and prospective family: financial and medical issues including foster care payments, Adoption Assistance payments, medical assistance (coverage), and education (enrollment, tuition, special needs, etc.)
- Prepare and send ICPC packet to your ICPC Compact Administrator in the Sending State formally requesting a family/home study OR placement of this child or youth in the Receiving State. Please be aware that State requirements may vary. You will need to communicate with the RS caseworker to ensure that the required documents for each State are included as part of the ICPC packet.

ICPC Form 100A is required for each child being placed - Prepare ICPC Form 100A to request an interstate placement. Fill out the ICPC Form 100A in its entirety including all required signatures
- Assemble required documentation:
 - Signed Court Order (identifying who has custody in the SS, i.e., local/State agency, private agency, court)
 - Proof of IV-E eligibility (if applicable)
 - Financial/medical plan or form (i.e., is the child IV-E eligible or not). If your State does not have this type of form, discuss the financial and medical plan in the cover letter.
 - Educational needs (Special Education, IEP, if appropriate)
 - A copy of the termination of parental rights order (if applicable)
 - Copy of family's current family/home study (if available) or license (if available)
 - Current social, psychological and medical summary of each child

- Additional information/documents that may be required (check with RS to confirm which of these are needed):
 - Current case plan
 - Current medical records (if applicable, depending upon State)
 - Current EPSDT (Early Periodic Screening and Diagnostic Test) form
 - Copy of birth certificate
 - Psychological reports
 - School record/information (IEP, grades, etc.)
 - Copy of Social Security card
 - Write cover letter to be sent to the RS. Attach it to the front of the ICPC packet and include in the letter:
 - Your contact information: name, address, phone, fax, email
 - Your State's preferred or expedited delivery method (fax, postal express mail, email)
 - Any additional SS requirements (e.g., federal fingerprinting) that need negotiation with the RS caseworker
 - Desired case supervision (i.e., frequency of visits, etc.)
 - Brief background of child to highlight any special needs: medical, psychological, educational, etc.
 - Submit ICPC packet (3 collated copies of the packet are required) to your ICPC Compact Administrator for processing and delivery to the RS ICPC Compact Administrator
-  **Best Practice Suggestions:**
1. Follow-up within two weeks to determine if packet is complete and/or if further information is needed
 2. Maintain contact with the prospective family's caseworker in the RS every two weeks during the family/home study (or update of family/home study) to address the child's specific needs (child care, etc.) and to assist in the planning process
 3. Check the status of your request with your ICPC Compact Administrator after 30 days and then every 2 weeks until placement approval or denial is received
- Your State's ICPC Compact Administrator will notify you of the Receiving State's decision to approve or deny the placement

If placement is denied, the child cannot be placed

If placement is approved:

- Coordinate with the RS caseworker to notify prospective family of possible match and placement decision
- Together with the RS 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
- Negotiate the Adoption Assistance agreement and other resources/supports (i.e., IV-E or State funded Adoption Assistance or foster care payments, TANF, SSI, Medicaid, private insurance) with family
- Confirm that the process for the Interstate Compact on Adoption and Medical Assistance (ICAMA) has been completed by the RS to ensure receipt of Medicaid for the child, if appropriate
- Consult with the RS caseworker to set-up pre-placement visits: in-person, by teleconference or by video conference
- Ensure all special medical/educational/psychological services are in place
- Confirm that the supervision plan, including frequency and funding of in-home services, is in place
- Place child with family
- Submit completed ICPC Form 100B to your State ICPC Compact Administrator to notify RS of child's or youth's placement and to initiate supervision services
- Follow-up with supervising agency regularly - based on the agreed upon schedule of visits and reports
- In coordination with the RS caseworker, and depending on whether the adoption will be finalized in the Sending or Receiving State provide information and technical assistance, as needed, to ensure that finalization occurs properly and expeditiously
- Ensure that the required ongoing supports, supervision and services will be available after finalization
- Finalize the adoption and send ICPC Form 100B and a copy of the final adoption decree to notify RS of change in placement and to close the case

GREAT JOB!!!



ICPC

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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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