

# Interstate Compact for the Placement of Children (ICPC)

(Revised 06/19/20)

[Forms](#)  
[Description](#)  
[General Policy](#)  
[Procedure to Initiate an ICPC](#)  
[ICPC Resource Family Approval \(RFA\)](#)  
[Criminal History Waivers And Exemptions](#)  
[7-Day Waiting Period](#)  
[Placement Resource Evaluation](#)  
[ICPC Liaison](#)  
[When To Use the ICPC 100A](#)  
[When To Use the ICPC 100B](#)  
[Specific State Requirements](#)  
[Missouri Letter](#)  
[Arkansas Letter](#)  
[Public Education](#)  
[Funding for ICPC Placements](#)  
[Visits to SCP](#)  
[Regulation 7: Expedited ICPC](#)  
[ICPC for STRTP/Group Home Placements](#)  
[Out of State Group Home Packet](#)  
[Certification of out of state STRTP/LGH](#)  
[ICPC on Adoptions Cases](#)  
[American Indian Children](#)  
[Timeframe for Receiving States to Complete An ICPC](#)  
[Additional Provisions of the Safe And Timely Act](#)  
[Helpful Hints to Ensure a Smooth ICPC Referral](#)  
[When ICPC Approval Is Obtained](#)  
[Out-Of-State AWOLs](#)  
[Terminating Jurisdiction when Children Are Placed Through ICPC](#)  
[Procedure if ICPC Caregiver Moves](#)  
[Entering Contacts](#)  
[Completing the ICPC 100A In CWS/CMS](#)  
[Completing the Financial/Medical Plan in CWS/CMS](#)  
[Completing the ICPC 100B In CWS/CMS](#)  
[Creating Secondary Assignments for Outgoing ICPC Placements](#)  
[Alignment with SET](#)

---

## Forms

The following forms are referenced in this file:

- 04-24p Consent to Treat- Parent
  - 04-24A-P Authorization to Use or Disclose Protected Health Information – All Providers
  - 04-24A-Psp Authorization to Use or Disclose Protected Health Information – All Providers (Spanish)
-

---

## Forms (cont.)

- 04-24C Order Authorizing Examination and Treatment- Court
  - 04-130 Authorization for County Payment (CWS/CMS Template)
  - 04-148 Statement of Assigned Social Worker Potential ICPC Placement Resource
  - 04-149 Ex Parte Order for Expedited ICPC Decision
  - 04-315 ICPC Letter - Arkansas
  - 04-316 ICPC Letter - Missouri
  - 04-334B Relative/NREFM Home Assessment Documentation (CWS/CMS Template)
  - 04-600 RFA Referral (CWS/CMS Template)
  - [ICPC 100A](#) Interstate Compact Placement Request
  - [ICPC 100B](#) Interstate Compact Report on Child's Placement Status
  - [ICPC 101](#) Sending State Priority Home Study Request
  - [JV-290](#) Caregiver Information
  - [JV-320](#) Orders Under W&IC Sections 366.24, 366.26, 727.3, 727.31
- 

## Description

The Interstate Compact on the Placement of Children (ICPC), which is agreed upon by all 50 states and several U.S. territories, is designed to ensure the safety and well-being of a child placed in a state other than the one having jurisdiction of the child. This is accomplished through the cooperative efforts of the other state to evaluate prospective "placement resources," monitor and supervise the placements, and report back to the state that has jurisdiction over the child.

**NOTE: Jurisdiction is not transferred between states.**

A court order is not necessary to **initiate** a standard (Regulation 2) ICPC, but a dependency minute order showing the child is a dependent of the court or other prima facie evidence will be needed to **place** the child in another state.

**NOTE:** A specific court order is required for an expedited (Regulation 7) ICPC request.

---

## General policy

When placing a dependent child in out-of-home care in another state:

- All communication (questions, correspondence, and forms) should be routed through the San Diego County ICPC Liaison.
  - SWs should **NOT** directly contact ICPC offices in other states.
  - The SW will comply with all ICPC regulations **before** placing any dependent child in out-of-home care in another state.
  - An ICPC is also required to place a child with an out-of-state parent whenever we are maintaining jurisdiction, and whenever we want information, services, a home study, and/or supervision in the other state.
-

## General policy (cont.)

- When a child is placed through ICPC, we cannot recommend termination of jurisdiction for any reason unless we have the permission of the host state's **ICPC Office** (not the supervising agency). Usually, a minimum of six months of supervision and two progress reports from the other state are needed. Whenever a SW recommends terminating jurisdiction, they must provide to the court a copy of the agreement to terminate from the other state's ICPC office.
- When requesting supervision, frequency of contacts should be determined by considering the needs of the child and caregiver (see Contacts - SW and Child).
- The assigned SW must close an ICPC request (with an ICPC 100B) when either the SW or the placement resource decides against an ICPC evaluation.
- Any agreement between the SW and supervising agency in another state, such as terminating jurisdiction, must be made known to both ICPC offices in writing. Until ICPC officially sanctions the agreement, any action taken on the agreement by the local offices will be in violation of the regulations.

## Procedure to initiate an ICPC

To initiate an ICPC, the SW will follow these steps:

Step	Action
1	Contact the person to be evaluated; i.e., "placement resource."
2	Does the placement resource want to be considered?  If <b>YES</b> , go to step 4. If <b>NO</b> , complete step 3 and <b>STOP</b> .
3	If the court <b>ordered</b> an ICPC and the placement resource does not want to be considered, submit an ex parte to inform the court and other parties, and to request that the court vacate its order for an ICPC.
4	Is this an EXPEDITED ICPC?  <b>NOTE:</b> The court has to have jurisdiction and the placement resource HAS to be one of the following parent, guardian, stepparent, grandparent, adult uncle or aunt, adult brother or sister ( <b>Note:</b> no other relatives are allowed for purposes of Regulation 7) <b>AND</b> at least one of the following must apply: <ul style="list-style-type: none"><li>• an unexpected dependency due to a sudden or recent incarceration, incapacitation or death of a parent or guardian <b>AND/OR</b></li><li>• at least one of the children sought to be placed is four years of age or younger, including older siblings sought to be placed with the same proposed placement resource <b>AND/OR</b></li><li>• the court finds that any child in the sibling group who seeks to be placed has a substantial relationship with a placement resource <b>AND/OR</b></li><li>• a child is currently in an emergency placement.</li></ul> If <b>YES</b> , go to step 5. If <b>NO</b> , go to step 6.

**Procedure to initiate  
an ICPC (cont.)**

Step	Action
5	<p>If an ICPC request qualifies as an expedited placement decision, then complete the following:</p> <ul style="list-style-type: none"> <li>the ICPC 101 form</li> <li>the 04-148 form. The Case carrying SW will ask the potential placement resource specific questions on the form. This form needs to be thoroughly completed by the case carrying SW and must be attached to the 04-149.</li> <li>04-149 form and obtain judicial officer signature. If the court signs the 04-149, then the SW will forward the forms (following Steps 7-12) to the ICPC Office within 5 days of the judge's signature.</li> </ul>
6	<p>Ask the potential placement resource specific questions on the 04-148 form. This form needs to be thoroughly completed before an ICPC can be initiated.</p>
7	<p>Obtain information from the placement resource to begin filling out 100A form. <b>The ICPC 100A is a ONE-PAGE form.</b> ICPC will <b>not</b> accept a 100A that spans more than one page.</p> <p><b>NOTE:</b> When a 100A is created in CWS/CMS a secondary document is generated called the "Financial/Medical Plan". The 100A and the Financial/Medical Plan are two separate documents. The Financial/Medical Plan document consists of a two-page cover letter, a Title IV-E eligibility determination form, and the specific financial and medical plan page.</p>
8	<p>Forward the Eligibility Determination Section of the Financial/Medical Plan (the 3<sup>rd</sup> page of the Financial/Medical Plan, page 3 of 4) to the Foster Care Human Services Specialist (HSS) who will determine the child's eligibility, sign the form, and return the form to the SW.</p>
9	<p>Complete the fourth page of the Financial/Medical Plan.</p> <p><b>NOTE:</b> It is essential to discuss realistic options with the placement resource. If the child is not Title IV-E eligible, relatives are not able to receive Foster Care payments. They must be willing to accept CalWORKs rates or support the child without assistance.</p>
10	<p>Several States have specific requirements for their state. Contact the ICPC Liaison at 650-5550/858 or at 650-5548/858 for specific state requirements.</p>

Procedure to initiate  
an ICPC (cont.)

Step	Action
11	<p>Complete the ICPC 100A which is located in the CWS/CMS application for <b>each</b> child as follows:</p> <ul style="list-style-type: none"> <li>• <b>Check</b> the “Sending Agency Custody/Guardianship” box in Section II.</li> <li>• <b>Check</b> the boxes in Section III stating that the sending agency (i.e., San Diego) requests that the receiving agency provides a parent, relative, adoptive, or foster home study; courtesy supervision; and quarterly supervisory reports.</li> <li>• <b>Sign</b> the bottom of Section III under “Signature of Sending Agency or Person.”</li> </ul> <p><b>NOTE:</b> ICPC 100A is generated in CWS/CMS under the 100A tab, the default status of the 100A in CWS/CMS after it is generated is “created.” Provide 6 copies for each child. Follow link for complete procedures for generating an ICPC 100A in CWS/CMS.</p>
12	<p>Attach the following reports: <b>Please use one-sided copies only.</b></p> <ul style="list-style-type: none"> <li>• <b>Three</b> copies of the Financial/Medical Plan documents per child.</li> <li>• <b>Three copies of the 04-148 form.</b></li> <li>• <b>Two</b> copies of the most recent Review Report (in correct numerical order, not reverse order) <b>per family.</b></li> <li>• <b>Two</b> copies of any psychological evaluations of the child(ren) and placement resource.</li> <li>• <b>Two</b> copies of the J&amp;D Report (in correct numerical order, not reverse order) <b>per family.</b></li> <li>• <b>Two</b> copies of the <b>CWS/CMS case plan</b> <u>per family.</u></li> <li>• <b>Two</b> copies of the most recent court orders showing the declaration of dependency <b>for each child.</b></li> </ul> <p><b>NOTE:</b> A prima facie order can also be used if Jurisdiction is still pending.</p> <ul style="list-style-type: none"> <li>• <b>Three</b> copies of Specific state letters, if necessary (see specific state letter sections).</li> <li>• <b>Two</b> copies of the most recent status review <u>per family.</u></li> <li>• <b>Two</b> copies of the Health and Education Passport, SS card, and birth certificate <b>per child.</b></li> </ul> <p><b>NOTE:</b> Some states require minute orders signed by the court, and/or court reports and case plans to be signed by a PSW and PSS.</p>
13	<p>Submit the ICPC 100A, 04-148, Financial/Medical Plan and all attachments directly to the ICPC office.</p>
14	<p>Record the ICPC Packet Documents in CWS/CMS on the Document Tracking page of the Case Management Section.</p>

---

**ICPC Resource Family  
Approval (RFA)**

ICPC requests will be processed as Emergency RFA requests unless there are concerns identified that would prevent an Emergency RFA. The time frame for getting all of the paperwork to the sending state is 60 days. RFA Units will have 50 days to complete the ICPC RFA.

**IMPORTANT NOTE:**

**Because of the extensive assessment and approval requirements under RFA, other states' requests for expedited ICPCs cannot be accommodated unless their court orders it pursuant to Regulation 7.**

This table describes the process for all ICPC requests.

Step	Who	Action
1	ICPC Liaison	After receipt of other state's ICPC request, the packet is date-stamped and reviewed for completeness.
2	ICPC Liaison	Upon acceptance of the ICPC request, call Placement Resource and determine if potential caregiver is still interested in being a placement resource for a child.
3	ICPC Liaison	Send out the Questionnaire packet to the Placement Resource.
4	ICPC Liaison	Send the 04-600 to the Emergency RFA Unit and RFA Background Unit.
5	Emergency RFA (ERFA) PSS	<ul style="list-style-type: none"><li>• If there is minimal criminal history, assign referral to ER ERFA worker.<ul style="list-style-type: none"><li>○ Emergency Clearance process will be completed in 5 business days.</li></ul></li><li>• If there is extensive criminal history, forward to Standard RFA Unit for assignment.</li><li>• E-mail ICPC SW when assigning ICPC RFA referral.</li><li>• Stamp file folder with red inked "ICPC Expedite" Stamp</li></ul> <p><b>NOTE:</b> Communication between ICPC staff and the ER RFA Unit is extremely important during the emergency placement clearance process. If there are any concerns that will hold up the process, the ER RFA SW must notify the ICPC Liaison.</p>

---

**ICPC Resource Family  
Approval (RFA)  
(cont.)**

Step	Who	Action
6	ERFA SW	<ul style="list-style-type: none"><li>• Within 48 hours, complete the paperwork and transfer to the Permanency Assessment Unit, if the home was cleared.</li><li>• If the home must go through the standard process, complete the paperwork and send it to the Standard RFA Unit PSS within 48 hours.</li></ul> <p><b>NOTE:</b> RFA worker will need to inform their PSS if they cannot complete the RFA within the 50-day time limit, and provide clear documentation to the ICPC PSS of the reason(s) they cannot comply with the Federal mandate. ICPC will take the information provided by RFA worker and send this information to the sending state.</p>
7	ICPC Liaison	Inform the sending state of the status of the RFA.

---

**Criminal history  
waivers and  
exemptions**

The RFA Background Supervisor, RFA Manager (DD, if needed) will approve or deny all exemption and waiver requests.

---

**7-Day Waiting Period**

Whenever the court orders a child placed in another state through ICPC, the law requires an automatic 7-day stay of the order in case a parent wants to appeal. If no appeal is filed, the SW can place the child after 7 days. If an appeal is filed, the SW must wait for instructions from the court.

---

**Placement resource  
evaluation**

The Placement Resource is the Substitute Care Provider (SCP) to be evaluated for an ICPC placement.

CA State regulations require all out-of-home placements (relative or not) to be licensed or approved by the same standards. When requesting a home evaluation via ICPC, a “foster home study” should be the service requested when the child is Title IV-E eligible and the financial plan is AFDC-FC. A “relative home study” may be requested when the child is not Title IV-E eligible and the financial plan is for the caregiver to support the child or request CalWORKs (TANF in other states). A child can also be Title IV-E eligible to receive TANF.

---

**ICPC Liaison**

Any questions about ICPC procedures should be directed to the CWS ICPC Coordinator/Liaison at 650-5550/858 or 650-5548/858, or by email at [SanDiegoICPC.hhsa@sdcounty.ca.gov](mailto:SanDiegoICPC.hhsa@sdcounty.ca.gov).

---

---

**When to use the ICPC 100A**

The ICPC 100A is used to:

- request that an ICPC be initiated
- notify the requesting state whether or not placement may be made.

**The ICPC 100A is a ONE-PAGE form.** ICPC will **not** accept a 100A that spans more than one page.

**NOTE:** When the 100A is created in CWS/CMS, it generates a Financial/Medical Plan document. The Eligibility Determination Section of the Financial/Medical Plan will be printed out and sent to the Foster Care Human Services Specialist (HSS) who will determine the child's eligibility, sign the form and return it to the SW.

---

**When to use the ICPC 100B**

The ICPC 100B is used to:

- notify a state that a child has been placed and that supervision may begin
- notify a state that a child has moved within the state
- close an ICPC case (e.g., jurisdiction terminated, child returned to sending state, adoption finalized)
- notify changes in Placement status (e.g., relative placement to adoptive placement).

**NOTE:** An ICPC case **cannot** close without a signed ICPC 100B.

---

**Specific state requirements**

Most states have additional requirements. View the [ICPC State webpage](#) and contact the ICPC Liaison for any additional requirements.

**NOTE:** Many states require that relatives become licensed foster parents.

---

**Missouri Letter**

Missouri will not accept any ICPC referrals from California without a **written signed statement** on official letterhead from both the court **and** CWS. Both must agree to abide by the terms of the Compact.

Before requesting an evaluation in Missouri, the SW will complete page 1 of the "Missouri Letter" (04-316) and:

- obtain all required signatures on page 1 of the Missouri letter.
- submit page 2 to the court ex parte, requesting court signature.
- send 3 copies of signed letters, along with the completed ICPC packet, to the ICPC Liaison for processing.

All ICPC referrals to Missouri must contain both signed letters before the referral will be processed.

---



---

## Arkansas Letter

Arkansas will not accept any ICPC referrals from California without a **written signed statement** on official letterhead from both the court **and** CWS. Both must agree to abide by the terms of the Compact.

Before requesting an evaluation in Arkansas, the SW will complete page 1 of the “Arkansas Letter” (04-315) and:

- obtain all the required signatures on page 1 of the Arkansas letter.
- submit page 2 to the court ex parte, requesting court signature.
- send 3 copies of signed letters, along with the complete ICPC packet, to the ICPC Liaison for processing.

All ICPC referrals to Arkansas must contain both signed letters before the referral will be processed.

---

## Public education

Some states charge sending states for educational expenses incurred by children. Such charges will be noted in the home study, and the SW must get CWS Manager approval on the 04-130 **prior** to sending a child to the other state.

---

## Funding for ICPC placements

When SWs place a child in another state, San Diego County continues to assume financial, legal and medical responsibility for that child until the other state agrees it is appropriate to terminate jurisdiction. San Diego County also agrees to abide by all of the other state’s rules and payment rates.

**NOTE:** SCPs are not eligible for any funding until a license or similar home approval is completed in their state.

The SW, after consultation with the potential placement resource, chooses the most appropriate financial plan for the child. The HSS indicates financial eligibility (Title IV-E or Non-Title IV-E) on the Financial/Medical Plan.

Non-relative licensed foster homes will always be paid foster care rates. Relatives may or may not be paid foster care rates depending on the child’s eligibility. If the child is eligible, relatives are paid foster care at the rate established in the county of their home state. Most states require relatives to obtain a license in order to be paid foster care rates. A number of states will provide ICPC relative approvals but the approvals do not meet Title IV-E funding standards. If the child is not eligible to Title IV-E funds, relatives may be paid CalWORKs at California rates or apply for TANF in the receiving State once they are licensed or similarly approved.

---

## Visits to SCP

A child cannot “visit” the prospective caregiver in the other state when an ICPC is pending **UNLESS** there is written permission from the receiving state’s ICPC office. Contact the CWS ICPC Liaison for specifics regarding visitation during the ICPC process.

---

---

**Regulation 7:  
Expedited ICPC**

“Regulation 7” allows the court to order that an ICPC be expedited under certain circumstances. To expedite an ICPC, the placement resource **MUST** be a parent, guardian, stepparent, grandparent, adult uncle/aunt, adult brother/sister (no other relatives are allowed **for purposes of Regulation 7**) **AND** at least one of the following must apply:

- there is an unexpected dependency due to a sudden or recent incarceration, incapacitation or death of a parent or guardian **AND/OR**
- at least one of the children sought to be placed is four years of age or younger, including older siblings sought to be placed with the same proposed placement resource **AND/OR**
- the court finds that any child in the sibling group who seeks to be placed has a substantial relationship with a placement resource **AND/OR**
- a child is currently in an emergency placement.

---

**ICPC for  
STRTP/group home  
placements**

SWs will contact a Residential Services supervisor before placing a child into a STRTP/licensed group home in another state. ALL out-of-state group home ICPC requests are reviewed by the ICPC Liaison, and the ICPC Liaison will send the completed packet to the State ICPC office to process.

**NOTE:** A Residential Services MDT Case Consultation must be scheduled prior to recommending a child be placed in an out-of-state GH/STRTP.

Staff will follow these steps:

STEP	WHO	ACTION
1	Residential Worker	<ul style="list-style-type: none"><li>• Complete the ICPC packet.</li><li>• Send to the ICPC unit.</li></ul>
2	ICPC Worker	<ul style="list-style-type: none"><li>• Will review for thoroughness.</li><li>• Return packet to Residential Worker if items are missing.</li><li>• If packet is complete, the Residential Worker will send to:  OSPP Unit CDSS Children and Family Services Division 744 P Street, MS 3-90 Sacramento, CA 95814 Telephone (916) 651-8121 Fax (916) 651-8144 Email <a href="mailto:ICPC@dss.ca.gov">ICPC@dss.ca.gov</a> if you have questions.</li></ul>

---

**ICPC for  
STRTP/group home  
placements (cont.)**

STEP	WHO	ACTION
3	CDSS	<ul style="list-style-type: none"><li>Will send ICPC request to the receiving state.</li></ul>
4	Receiving state	<ul style="list-style-type: none"><li>Will sign the 100A and send it back to CDSS.</li></ul>
5	CDSS	<ul style="list-style-type: none"><li>Will send the approved 100A to the SW that the placement has been approved.</li></ul>
6	SW	Will place the child.  <b>NOTE:</b> Do not place out-of-state until the OSPP unit has approved the placement via a signed 100A.

**NOTE:** CDSS has established a specialized Out of State Placement Policy Unit (OSPP) to process other states' ICPC requests for placements into California LGHs and to process ICPC requests from California counties for placements of dependents into out-of-state LGHs. The County is not authorized to act on behalf of CDSS to request ICPC services from other states. **This rule applies only to LGH placements.**

---

**Out of State Group  
Home Packet**

The out-of-state group home ICPC packet must include:

- An acceptance letter from the group home
  - ICPC-100A Form
  - Court Order or Authority To Place (signed and/or stamped by the Judge)
  - Current Case History (dated within 6 months)
  - Service (Case) Plan
  - Transitional Independent Living Plan (TILP starting at 15.5)
  - Placement Recommendation (MDT/CFT or IEP)
  - Financial and Medical Plan (Title IV-E eligibility verification/Financial Plan/Medical Plan)
  - Title IV-E Determination Paperwork, If the youth is Title IV-E eligible (FC2 and FC3 Forms)
  - Facility Acceptance Letter
  - ICPC-100B Form (submit to the OSPPU upon placement and if/when there is a change in the placement status)
-

---

**Certification of out of state STRTP/LGH**

The California Department of Social Services (CDSS) is required to certify and perform initial and continuing inspections of out-of-state group homes providing care to dependents and wards of California's Juvenile Courts placed by county social service agencies or probation departments.

CDSS recognizes new out-of-state group homes may be identified by counties to best meet a child's specific and unique needs. Per [All County Letter 08-21](#), procedures have now been developed in order to expedite the certification process and the placement of children by the counties. Counties may not, however, pre-certify facilities on behalf of the CDSS. Additionally, it is important for the county placement worker to advise the facility administrator of the following:

- Certification by CDSS of out-of-state group home is required to comply with licensure standards required of group homes in California, unless a waiver is granted;
- The reporting requirements applicable to group homes in California pursuant to Title 22 of the California Code of Regulations apply for each child in the facility's care regardless of whether the child is in a California Placement; and
- The facility administrator should review the general and group home licensing regulations commencing at Title 22 section 80000 and 84000 respectively and contact CDSS, Out-of-State Certification Unit (OSCU) to initiate the certification process.

---

**ICPC on adoptions case**

In order for the sending state to initiate an adoptive placement request, the sending state must submit:

- an ICPC 100A for an **adoptive home study** and supporting ICPC documents
- signed court orders terminating the parental rights (JV 320)
- a copy of the .26 court report.

Adoptions cannot be finalized (nor jurisdiction terminated) without an approved ICPC 100A from the host state's ICPC office.

**NOTE:** Adoptions request cannot be expedited.

---

**American Indian children**

Indian Tribes are sovereign nations. Because of this status, placing a child in a residence on an Indian reservation outside California does not require an ICPC. In lieu of ICPC services, the SW has the option of coordinating services for the placement with the Tribe's Social Services Agency. The SW may utilize ICPC services in these circumstances **only** if:

- The tribe has no social services programs to offer,
- AND**
- The placement is in need of monitoring and supportive services.

**NOTE:** The SW is advised to contact the Indian Specialty Unit PSS when the SW is considering the use of ICPC services for an Indian child.

---

---

**Timeframe for receiving states to complete an ICPC**

The Safe and Timely Interstate Placement of Foster Children Act of 2006 outlined in [All County Letter 08-26](#), amended the Social Security Act to include the following requirements:

- Foster care and adoptive home studies for children placed across state lines must be completed within 60 calendar days. Completion of the education and training requirements for the prospective foster or adoptive parents are not required to meet the 60-day deadline.
  - There is a 14-day time frame to reject the foster or adoption home study done in a receiving state. The determination to reject the foster or adoption home study must be based on information presented in the report that the decision to place the child in the home would be contrary to the welfare of the child. If the county makes this determination, it must document the circumstances.
  - States have some latitude in determining what constitutes a complete home study request for purposes of meeting the 60-day time frame. The date to begin the 60-day time frame will be the date that the county receives a completed ICPC 100A form with all appropriate attachments and necessary information as defined in the instructions attached to the ICPC 100A.
- 

**Additional provisions of the Safe and Timely Act**

The Safe and Timely Interstate Placement of Foster Children Act of 2006 also provides that:

- caregivers have the right to:
    - be noticed of the hearing (by the SW or by the court)
    - be present and heard in any court proceeding
    - submit any information the caregiver deems relevant (the SW should provide the JV-290 Caregiver Information Form to the caregiver).
  - in-state as well as out-of-state options must be considered as part of a child's permanency planning hearings and permanency planning decisions. If out-of-home services are used and the goal is reunification, a child's case plan shall consider both in-state and out-of-state placements, keeping in mind the importance of developing and maintaining sibling relationships, and the desire and willingness of the caregiver to provide legal permanency if reunification is unsuccessful.
- 

**Helpful hints to ensure a smooth ICPC referral**

To ensure ICPC requests are processed smoothly, follow these guidelines:

- Confirm that the placement resource is interested in caring for the child (complete the 04-148).

**NOTE:** If the court orders an ICPC but the placement resource cannot care for the child for any reason, or there is any other reason not to proceed, submit an ex parte requesting that the court vacate (cancel) that order.

- Explain to the placement resource that, once licensed or similarly approved, they will be notified of the payment rate they are entitled to.
- Make sure the ICPC packet is complete, with the required number of copies of each form. See procedure to initiate an ICPC.
- Never recommend that a child be placed in another state without ICPC approval.
- Use the San Diego ICPC Liaison as a liaison to the other state. **Do not** contact another ICPC office directly. (The SW may, however, communicate directly with the locally-assigned worker.)

---

**Helpful hints to ensure a smooth ICPC referral (cont.)**

- Maintain contact with the placement resource for information on the progress of the home evaluation.
- Some states require California to pay for the child's educational needs. Alert the CWS Manager once you become aware the state requires California to pay for the child's education needs.

**NOTE:** An ICPC approval to place a child is only valid for 6 months. For example, if placement approval is given on May 17, the placement must occur by November 17 or the SW will have to submit a new packet for approval.

---

**When ICPC approval is obtained**

Approved ICPC 100As are returned to the ICPC Liaison's office by the receiving state and then forwarded to the SW.

After a copy of the approved 100A is received from the Liaison's office, the SW will follow these steps:

Step	Action
1	Ensure the placement resource has the following documents: <ul style="list-style-type: none"><li>• The child's birth certificate</li><li>• The child's social security card</li><li>• The Medical/Financial Plan</li><li>• The child's immunization record</li><li>• Information about school grade level, IEP, special needs, etc.</li><li>• The signed Authorization for Medical Care (04-24P and 04-24AP or 04-24C).</li><li>• Court orders placing child with the placement resource.</li><li>• Title IV E verification.</li></ul>
2	Contact the HHSA Travel Clerk immediately if travel arrangements are needed.
3	Did the court give HHSA discretion to place the child ex parte upon ICPC approval?  If <b>YES</b> , submit the Ex Parte Application to inform involved parties of the date the child will be moving and <b>go to Step 6</b> . If <b>NO</b> , go to Step 4.
4	Set a Special Hearing to request placement of the child in the other state.
5	Attach the ICPC approval to the Court Report Addendum for the Special Hearing.

---

**When ICPC approval is obtained (cont.)**

Step	Action
6	Record approval of the ICPC 100A in CWS/CMS.
7	If the court orders the placement, complete the Interstate Compact Report on Child's Placement Status (ICPC 100B) and forward it to the CWS ICPC Liaison when the child arrives at the new placement.
8	Notify the Registrar by completing the Placement Information and Payment Authorization (07-65) within 24 hours of the child's move. Attach to the 07-65, a copy of the approved ICPC 100A showing that a foster home study has been completed and/or the home has been issued a license or approval.

**NOTE:** The ICPC 100B is used:

- for changes of placement
- when a child is placed in the receiving state
- when an adoption finalizes
- when a case terminates
- when the worker is withdrawing the request.

The receiving state has no legal obligation to provide any services without the 100B. The 100B notifies the receiving state the child is now placed in their state.

**Out-of-state AWOLs**

When a youth placed out-of-state is AWOL, the SW will follow the steps below:

Step	Action
1	<ul style="list-style-type: none"><li>• Follow the policy in Pick-Up and Detain Orders to file one in Juvenile Court within 24 hours of being notified the child is missing. The Sheriff's Department will enter the order (referred to as a "Juvenile Detention Order") into their local database.</li><li>• Contact the Sheriff's Department Warrants Division (858-974-2110) and request the Juvenile Detention Order be faxed to the SW.</li><li>• Fax the Juvenile Detention Order to the Law Enforcement jurisdiction where the youth was last seen.</li></ul>
2	In order for the search to go nationwide, the SW must file a missing person's report with the <a href="#">National Center for Missing and Exploited Children</a> at (800)-The Lost (800-843-5678) to enter the child into the National DOJ system so any jurisdiction can pick-up the minor when the minor is located. Provide as much information about the suspected location of the minor, if known.

**Out-of-state AWOLs  
(cont.)**

Step	Action
3	<p>Contact the Interstate Compact for Juvenile office and speak to the “Duty Officer” to inform the Duty Officer of the state where the child is located. The Duty Officer will facilitate the process and provide the SW with the necessary documents.</p> <p>Interstate Compact on Juveniles (ICJ) 4241 Williamsborough Drive Suite 223 Sacramento, CA 95823 (916) 262-1374</p>
4	<ul style="list-style-type: none"><li>• Once out-of-state law enforcement pick up the child, they will notify the local ICPC or ICJ office.</li><li>• The SW cannot arrange to pick up the child until the child has signed a “Consent for Voluntary Return by Runaway - ICJ-3” in front of a judge.</li><li>• If the child refuses to return voluntarily, the SW must contact ICJ in Sacramento at (916) 262-1374, to request a “Requisition to Return a Runaway Juvenile” that must be taken to the court in the jurisdiction where the child is found for signature.</li></ul>

**Terminating  
jurisdiction when  
children are placed  
through ICPC**

When children are placed in another state through ICPC, **the placing SW cannot recommend terminating jurisdiction for any reason without the approval of the supervising state’s ICPC office (both states need to give concurrence), except when an adoption finalizes or a child reaches the age of majority.**

When that approval has been **received in writing**, the SW will:

- Recommend termination of jurisdiction at the next hearing and attach the ICPC concurrence to the court report,
- OR**
- Call CC to set the matter for a Special Hearing to terminate jurisdiction. Attach the ICPC concurrence to the Court Report Addendum.

**NOTE:** Jurisdiction cannot be terminated **ex parte** unless the court has given discretion to the SW to do so.



---

**Terminating jurisdiction when children are placed through ICPC (cont.)**

When jurisdiction is terminated, the SW will follow these steps:

Step	Action
1	Complete the ICPC 100B to close the ICPC case.
2	Attach a copy of the minute order terminating jurisdiction to the ICPC 100B.
3	Send the ICPC 100B and the minute order to the CWS ICPC Liaison, who will forward the packet to the supervising state.
4	Close the case.

**NOTE:** The ICPC 100B does not need to be submitted to the court. The 100B needs to be submitted to the ICPC Office.

---

**Procedure if ICPC caregiver moves**

ICPC allows an out-of-state child to move with the current placement resource pending a new home evaluation. If the placement resource intends to move, the SW will inform the court of the child's impending move and request court authorization.

If...	Then...
the move is within the borders of one state	<ul style="list-style-type: none"><li>submit a 100B with the new address and date of move, and a court order authorizing the move.</li></ul>
the move is out of the original placement resource state	<ul style="list-style-type: none"><li>submit 100B to close/terminate the ICPC with the original receiving state</li><li>submit a 100B with the placement date in the new state.</li><li>complete a new ICPC 100A packet for the new state.</li></ul>
the placement resource is licensed	advise them to contact their local licensing office so they can meet the local licensing regulations.

---

**Entering contacts**

When an ICPC involves a child who is a San Diego dependent, the case-carrying SW will remain the primary worker.

The SW will request that the majority of the other state's monthly contacts with the child be in the home where the child resides.

---

---

**Entering contacts  
(cont.)**

The primary SW will follow the steps below when entering a contact into the CWS/CMS Contact Notebook:

Step	Action
1	Enter other state's visit notes as a contact by chronological month.
2	Under "Staff Person" field enter: <ul style="list-style-type: none"><li>• Primary SW name</li></ul>
3	Under "Participants" field enter: <ul style="list-style-type: none"><li>• Child (ren)</li><li>• Caregiver</li><li>• Other adults/children identified in contact notes</li></ul>
4	In Narrative Box enter: <ul style="list-style-type: none"><li>• Name of other State's SW, who completed face-to-face contact</li><li>• All information provided by other State's SW</li><li>• A note that the Quarterly ICPC report is in case file.</li></ul>

---

**Completing the 100A in CWS/CMS**

This table describes the steps the SW will follow to complete the 100A in CWS/CMS.

Step	Action
1	<ul style="list-style-type: none"> <li>• Open the <b>Client Services</b> application.</li> <li>• Open an existing Case.</li> <li>• The <b>Case Information Notebook</b> is in focus.</li> </ul>
2	<p>Complete the ICPC 100A to request a home study to place a dependent child in another state:</p> <ul style="list-style-type: none"> <li>• Click the <b>ICPC-100A page</b> tab.</li> <li>• Click the + in the <b>ICPC-100A</b> information grid.</li> <li>• Enter the <b>Date Sent</b>.</li> <li>• Select a <b>Status</b> from the Status drop-down list.</li> <li>• Enter a <b>Status Date</b>.</li> <li>• Select a State from the State drop-down list.</li> <li>• Check the Adoptions check box if requesting an adoptive home study. (You will be able to select the Adoptions check box if Adoptions Services is one of the Case Intervention Reasons.)</li> </ul> <p><b>HINTS:</b></p> <p>If the Status is “Sent,” the Status Date and the Date Sent must be the same. If these fields differ, CWS/CMS defaults both to the more recent one.</p> <p>If the Status is “Accepted” or “Rejected,” the Status Date can be no earlier than the Date Sent. If the Status Date is earlier, CWS/CMS defaults both dates to the more recent one. You cannot remove a request from this grid if the Date Sent is later than the current date.</p>

**Completing the 100A  
in CWS/CMS (cont.)**

Step	Action
3	<p>To create the ICPC-100A document:</p> <ul style="list-style-type: none"> <li>Click on the <b>Create New Document-Case</b> button (+) below the <b>Document-Case Notebook</b> icon.</li> <li>Select the <b>I.C. Application to Place Child</b> document from the Documents to Generate list in the Generate New Documents dialog box.</li> <li>Click <b>OK</b>.</li> <li>Select the <b>case</b> you are working on from the For This Case list in the Select Notebook dialog box.</li> <li>Select the <b>current or desired ICPC request</b> from the Select This ICPC Request list.</li> <li>Click <b>OK</b>.</li> <li><b>Wait</b> for the system to generate the document.</li> <li>Select the <b>requested services</b> from the Requested Services list in the ICPC 100A dialog box.</li> <li><b>Complete</b> the <b>ICPC 100A</b> (be sure to check all appropriate boxes and enter all required information). (See <b>HINTS</b> below)</li> <li><b>Print</b> the document</li> <li><b>Close</b> the document</li> <li><b>Minimize</b> Word.</li> </ul> <p><b>HINTS:</b> In the <i>FROM: (NAME AND ADDRESS OF CALIFORNIA SENDING AGENCY)</i> Section of the ICPC 100A document, insert the following information:</p> <p style="text-align: center;"><b>ICPC Administrator</b></p> <p>The ICPC 100-A page must be complete in order to create the Financial/Medical Plan.</p> <ul style="list-style-type: none"> <li>Save to database.</li> </ul> <p><b>NOTE:</b> The 100A must be on one page.</p>

**Completing the  
Financial/Medical  
Plan in CWS/CMS**

To generate the Financial/Medical Plan document:

Step	Action
1	In the <b>Case Management</b> section, Click on the <b>Create New Document-Case</b> button (+) below the <b>Document-Case Notebook</b> icon.
2	Select <b>Financial/Medical Plan</b> in the <b>Generate New Documents</b> dialog box.

**Completing the Financial/Medical Plan in CWS/CMS (cont.)**

Step	Action
3	<ul style="list-style-type: none"> <li>Select the ICPC Request in the <b>Select Notebook dialog box</b>.</li> <li>Click <b>OK</b>.</li> </ul>
4	<ul style="list-style-type: none"> <li>Select the case you are working on from the <b>For This Case</b> list in the <b>Select Notebook</b> dialog box.</li> <li>Select the current or desired ICPC request from the <b>Select The Services Needed</b> list.</li> <li>Click <b>OK</b>.</li> </ul>
5	Complete the Financial/Medical Plan [which includes the 2-page cover letter, Eligibility Determination section (HSS to complete), and <b>Financial Plan</b> and <b>Medical Plan</b> sections of the last page document.
6	<ul style="list-style-type: none"> <li><b>Print</b> the document.</li> <li>Save to Database.</li> </ul> <p><b>HINTS:</b> Have the HSS complete and return the Eligibility Determination Section of the printed document. When the completed document is returned, enter this information on the CWS/CMS Application document.</p>

**Completing the ICPC 100B in CWS/CMS**

The ICPC 100B is created and sent to the receiving state when:

- the child is placed pursuant to receipt of written approval
- there is a change in the placement status of the child
- placement is terminated by adoption decree
- there is any other significant change in plans for the child.

Step	Action
1	<ul style="list-style-type: none"> <li>In Client Services, click on the <b>Open Existing Case Folder</b> icon.</li> <li>Select the appropriate case from the <b>Open This Case</b> list in the <b>Open Folder</b> dialog box. Click <b>OK</b>.</li> </ul>

**Completing the ICPC 100B in CWS/CMS (cont.)**

Step	Action
2	<p>Complete the ICPC 100B document:</p> <ul style="list-style-type: none"> <li>• The screen should default to the <b>Case Management Section</b> (green).</li> <li>• Click on the <b>ICPC-100B</b> tab.</li> <li>• Click the + in the <b>ICPC-100B</b> information grid.</li> <li>• Enter the <b>Date Sent</b>.</li> <li>• Select the State from the State drop-down list.</li> <li>• Check the <b>Adoptions</b> check box if applicable. (The <b>Adoptions</b> check box will be enabled if Adoptions Services is one of the <b>Case Intervention Reasons</b>.)</li> </ul>
3	<p>Create the ICPC 100B document:</p> <ul style="list-style-type: none"> <li>• Click on the <b>Create New Document-Case</b> button (+) below the <b>Document-Case Notebook</b> icon.</li> <li>• Select the <b>ICPC Report on Placement Status on Child</b> document from the Documents to Generate list in the Generate New Document dialog box.</li> <li>• Click <b>OK</b>.</li> <li>• Select the appropriate <b>Action/Reason</b> from the <b>ICPC Actions and ICPC Reasons lists</b> in the ICPC 100B dialog box.</li> <li>• Click <b>OK</b>.</li> <li>• Complete the <b>ICPC 100-B</b> document.</li> <li>• After the document is generated, review for accuracy.</li> <li>• <b>Print</b> the document.</li> <li>• Save to Database.</li> </ul>
4	<p>Record the sending of the ICPC 100B on the document tracking page:</p> <ul style="list-style-type: none"> <li>• The screen should default to the <b>Case Management</b> section.</li> <li>• Click on the <b>Document Tracking</b> page.</li> <li>• Click the (+) on the <b>Document Tracking Log</b> information grid.</li> <li>• <b>Complete</b> all mandatory (yellow) fields.</li> <li>• Save to Database.</li> </ul>

**NOTE:** If the child is placed in an approved home out of state, create a new placement in CWS/CMS with the child's new placement home.

---

### Creating Secondary Assignments for outgoing ICPC placements

Follow these steps to make a secondary assignment of an “outgoing” ICPC case (i.e., a case with a California child placed in another state) to a caseworker in the other state.

Step	Action
1	Click on the <b>Assignment page</b> tab.
2	Click the + in the <b>Assignment</b> grid.
3	Select the <b>Secondary radio button</b> in the <b>Responsibility</b> section.
4	Select the <b>Out of State radio button</b> in the <b>Assignment Destination</b> section.
5	<p>The grid located at the bottom left of the page is now mandatory:</p> <ul style="list-style-type: none"><li>• Click the + in the grid.</li><li>• Complete all mandatory and necessary fields in the <b>Out of State</b> dialog box.</li></ul> <p><b>NOTE:</b> When the secondary assignment is made, the out-of-state worker will be available in the <b>Select Participants</b> box in the <b>Contact Notebook</b>.</p>
6	Save to Database.

---

### Alignment with SET

This policy supports SET [Value 2](#) and the agency practice of helping kinship and resource families understand social workers’ roles and child welfare laws. It also supports SET [Value 3](#) and the guiding principle of identifying living situations that support children and their relationships being done as quickly as possible, and holding a sense of urgency when seeking permanency for children; as well as the agency practice of valuing placements with connections to the child/youth and family first.

---