

Interstate Compact on the Placement of Children (ICPC) – Outgoing

NOTE: Our case management system is moving from Child Welfare Services/Case Management System (CWS/CMS) to Child Welfare Services-California Automated Response and Engagement System (CWS-CARES). This policy includes language, forms/templates, and resources that will be reviewed and updated as we transition into CWS-CARES.

(Revised 05/29/26)

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Related Policies

Additional information can be found in the following policies:

- 45-401 Out of County Placements

**Related Policies
(cont.)**

- Change of Placement (COP) Requirements When Notice is Given to Move Child/Youth
- Change of Placement (COP) - Court Requirements
- Child and Family Team Meeting
- Closing Cases
- Contacts - SW and Child
- Contacts - SW and Parents
- Contacts - SW and Resource Parent(s)
- County Funds and 04-130
- ERMS and Records Management
- Ex Parte Requests
- Making and Case Managing STRTP Placements
- Social Work Practice - Absent Client – No Contact
- Specialized Care Increments
- SW Expectations While the Child Is in Placement
- Termination of Jurisdiction
- Travel for CFWB Staff
- Types of Hearings - Special
- Wanted Notice and Order of Detention

Forms

This policy references the following forms:

- 04-24C Order Authorizing Examination and Treatment- Court
- 04-24P Consent to Treat- Parent
- 04-39 Parent/Child Contact Log
- 04-61 Clothing Inventory and Record of Personal Belongings
- 04-75 Statement of Dangerous Propensities (CWS/CMS Template)
- 04-101 Trauma Informed Transitions Resource Parent Letter
- 04-130 Authorization for County Payment (CWS/CMS Template)
- 04-149 Ex Parte Order for Expedited ICPC Decision
- 04-251 Notice of Confidential Addresses/Initial Out of Home Address
- 04-296 QPI Partnership Agreement Form
- 04-315 ICPC Letter - Arkansas
- 04-316 ICPC Letter - Missouri
- 04-357 ICPC Evaluation Request Guide and Checklist
- 07-65 Placement Information and Payment Authorization (CWS/CMS Template)
- 07-224 Statement of Relationship
- 10-5 The Foster Youth Bill of Rights
- 10-40 Child/Youth Non-Serious Injury Log
- [ARC 1](#) Statement of Facts Supporting Eligibility for the Approved Relative Caregiver (ARC) Funding Option Program
- ICPC 100A Interstate Compact Placement Request (CWS/CMS Template)

Forms (cont.)

- ICPC 100B Interstate Compact Report on Child's Placement Status (CWS/CMS Template)
 - ICPC Signed Statement Case Manager Signed Statement
 - ICPC 101 Reg 7 ICPC 101 & Statement of Interest/Case Manager Signed Statement Combined
 - [JV-290](#) Caregiver Information
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Resources

The policy references the following resources:

- [ALL COUNTY INFORMATION NOTICE \(ACIN\) NO. I-86-08](#)
 - [ALL COUNTY LETTER \(ACL\) NO. 08-26](#)
 - [ALL COUNTY LETTER \(ACL\) NO. 21-146](#)
 - [California Code of Civil Procedures section 917.7](#)
 - [Foster Youth Rights-Foster Care Ombudsman](#)
 - [ICPC Articles](#)
 - [ICPC Regulations](#)
 - [ICPC State Pages](#)
 - [Welfare and Institutions Code section 16519.555](#)
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Definitions

The following table defines terms used in this policy:

Term	Description
Courtesy Supervision	Face-to-face visitation and monitoring of the child/youth and the child/youth's living situation by a social worker (SW) in the receiving state after a child/youth has been placed in the receiving state with an approved ICPC home study AND an ICPC 100B has been received by the receiving state. Face-to-face visitation will begin within 30 days from the date the receiving state is notified of the child's placement via the ICPC 100B.
Home Study	An evaluation of a home environment conducted in accordance with the applicable licensing or approval standards of the state in which the potential caregiver resides, to determine whether a potential caregiver would meet the individual needs of the child/youth, including their safety, permanency, health, well-being, mental, emotional, and physical development. Home studies can be requested for parents, relatives, nonrelatives, and for adoption.
ICPC Request Packet	All required documents for the ICPC request to be made for the placement of a child/youth with an out-of-state potential caregiver.

**Definitions
(cont.)**

Term	Description
NEICE	The National Electronic Interstate Compact Enterprise (NEICE) is a national electronic case management system for quickly and securely exchanging all data and documents required by the ICPC to assess children's potential placements across state lines.
Outgoing ICPC	An ICPC request originating from Child and Family Well-Being (CFWB) to any of the other 49 states, the District of Columbia, or the Virgin Islands.
Receiving State	The state/public agency that will complete the home study, provide a placement decision, and monitor/supervise the approved placement in the other state. For the purposes of this policy, the receiving state is the state in which the potential caregiver resides both pre and post ICPC approval.
Sending State	The state/public agency that holds jurisdiction over the dependent child/youth who is seeking out-of-state placement or has a child/youth placed out-of-state. For the purposes of this policy, CFWB is the sending state.
Visits	Visits are not placements and not subject to the ICPC, unless there is a pending ICPC request. If there is a pending ICPC request, the receiving state must be notified of the potential visit. The purpose of a visit is to provide a child/youth with a social or cultural experience of a short duration, of no longer than thirty (30) days. A visit may not be extended or renewed in a manner which causes or will cause it to exceed thirty (30) days.

Background

The Interstate Compact on the Placement of Children (ICPC), which includes the [ICPC Articles](#) and [ICPC Regulations](#), was adopted in 1960 to establish procedures and regulations for interstate placement of children/youth, particularly for foster care and adoption, ensuring their protection and services across state lines. It addresses concerns about potential gaps in care and supervision when children/youth move across state lines. ICPC is an agreement between all 50 states, the District of Columbia, and the US Virgin Islands. ICPC ensures potential caregivers are safe, suitable, and able to meet the child/youth's needs before approval, and it ensures that the state/public agency placing the child/youth remains legally and financially responsible for the child/youth following placement.

The Safe and Timely Interstate Placement of Foster Children Act of 2006 and Senate Bill (SB) 703 (2007), enacted federal and state law changes aimed to update and improve the ICPC, ensuring that the placement of children/youth across state lines is done in a way that prioritizes their safety and well-being. Per [ACL 08-26](#), counties are required to:

- Develop a process to ensure that foster care and adoptive home studies for children placed across state lines are completed within 60 calendar days and that the results are available to be reported to the federal government.

**Background
(cont.)**

- Establish a time frame within 14 days of receipt of the home study, for agencies to make a specific determination to reject the home study completed by another state. That determination must be that based on grounds specific to the content of the home study, making a decision to place the child/youth would be contrary to the welfare of the child/youth.
 - Ensure that caregivers have the right to be heard in any court proceeding and submit to the court any information the caregiver deems relevant. The Judicial Council Website has the appropriate Caregiver Information Form ([Form JV-290](#)) which may be utilized for this notification. The SW or the clerk of the court, depending on the nature of the hearing, provide notice of hearings required by that code section to the current caregiver for the child.
 - Require the court to consider both in-state and out-of-state placement options in out of home reunification and permanency planning cases, 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.
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Policy

California children/youth placed out of state are to be provided the same protections and services that would be provided if they remained in their home state. To initiate the placement of a dependent child/youth with an out-of-state potential caregiver, i.e. parent, relative, nonrelative, adoptive parent, an ICPC request is required.

The following key points to remember are:

- Children/youth cannot be placed with an out-of-state potential caregiver without an approved ICPC home study.
 - Courtesy supervision for a placement will not be provided by another state without an approved ICPC home study, except for a [Regulation 1 Relocation of an Approved Caregiver](#) request.
 - San Diego County Approved Resource Families who would like to move out of state with a San Diego County dependent child/youth already placed in their home, also require an ICPC request and approval ([Regulation 1 Relocation of an Approved Caregiver](#)).
 - Out-of-state parent placements may require an ICPC, see [Parent Placements](#).
 - Per [ACIN I-86-08](#), ICPC applies to all San Diego dependent Indian children/youth being considered for out-of-state placement, see [Indian Child/Youth and the ICPC](#).
 - Per [ACL 21-146](#), out-of-state residential placements are prohibited. Refer to [Making and Case Managing STRTP Placements](#) Policy for education system exceptions.
 - All ICPC requests must be submitted through the CFWB ICPC Office.
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**CFWB ICPC
Office**

The CFWB ICPC office:

- Ensures all ICPC regulations are met before sending an ICPC request to a [receiving state](#).
 - Communicates with the receiving state and provides updates to SWs.
 - Serves as the sole liaison between CFWB and the receiving state ICPC office.
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**CFWB ICPC
Office (cont.)**

CFWB ICPC liaisons are available to answer questions about the ICPC process and procedures by phone (refer to the current CFWB Unit Roster) or by email.

NOTE: The CFWB SW must not communicate directly with the receiving state's ICPC Office but will have ongoing direct communication with the Courtesy Supervision SW via phone, email, and text. All communication with the receiving state's ICPC Office will be handled by the CFWB ICPC Office.

**Requesting an
Outgoing ICPC**

Follow the steps below to request an outgoing ICPC to place a child/youth with an out-of-state potential caregiver (parent, relative, nonrelative, adoptive parent).

NOTE: To request an outgoing ICPC for an approved San Diego County Resource Parent to move out of state or an approved ICPC Caregiver to move across state lines with a San Diego County dependent child/youth, go to [Regulation 1 Relocation of an Approved Caregiver](#).

Step	Who	Action
1	SW	<p>Contact the potential caregiver and discuss the following:</p> <ul style="list-style-type: none">• If they are interested in being a placement for the child/youth.• The child/youth's needs, challenges, strengths, health, education, family/permanent connections, cultural needs, and any other important information a potential caregiver would need to know to assess their ability to care for the child/youth. <p>NOTE: SW will also use this information to complete their own assessment of the potential caregiver's ability to care for the child/youth.</p> <ul style="list-style-type: none">• Their willingness to cooperate with the ICPC process which will include, but is not limited to:<ul style="list-style-type: none">○ Being assessed/licensed in the receiving state○ Monthly home visitation in the receiving state○ Criminal record and child abuse history checks on everyone residing in the home• Financial support:<ul style="list-style-type: none">○ Confirm they have sufficient financial resources or will access financial resources to feed, clothe, and care for the child/youth, including child care, if needed.○ Potential ICPC funding, Funding for ICPC Placements• Medical support requirement:<ul style="list-style-type: none">○ They will be expected to apply for medical coverage for the child/youth in the receiving state.

Requesting an
Outgoing ICPC
(cont.)

Step	Who	Action
1 (cont.)	SW	<ul style="list-style-type: none"> • Potential public and private resources that will be available for the child/youth, if placed. <p>Does the potential caregiver want to be considered for placement and move forward with the ICPC process?</p> <ul style="list-style-type: none"> • If NO, go to step 2 • If YES, go to step 3.
2	SW	<p>When the potential caregiver does NOT want to be considered for the placement of the child/youth, complete the following:</p> <ol style="list-style-type: none"> 1. Ask the potential caregiver if they would like to be a permanent connection for the child/youth. If yes, help the potential caregiver establish/foster the connection. 2. Complete a contact in CWS/CMS for the discussion with the potential caregiver and include: <ul style="list-style-type: none"> • Name and relationship to the child/youth • Why they did not want to be considered for placement • Did they want to be a permanent connection for the child/youth and if yes, how the connection was established or fostered. <p>NOTE: This contact will document the efforts for family finding, kin placement, and establishing permanent connections for the child/youth.</p> 3. Did the court order the ICPC with the potential caregiver? <ul style="list-style-type: none"> • If YES, submit an Ex Parte to: <ul style="list-style-type: none"> ○ Inform the court and other parties that the potential caregiver did not want to be considered for placement, and ○ Request that the court vacate the ICPC order • If NO, no further action is required
3	SW	<p>There are two ICPC regulations that apply to placing a child/youth with an out-of-state potential caregiver.</p> <p>Review the regulations below to determine which of the two applies and then proceed to step 4:</p> <ul style="list-style-type: none"> • Regulation 2, referred to as the “Standard ICPC” • Regulation 7, referred to as the “Expedited ICPC” <p>For assistance/support in determining which regulation applies to the situation, please contact the CFWB ICPC Office.</p>

Requesting an Outgoing ICPC (cont.)

Step	Who	Action																					
4	SW	<ul style="list-style-type: none"> • All outgoing ICPCs require specific case documents to be completed/obtained to create an ICPC Request Packet for the receiving state. • One ICPC Request Packet may be submitted for siblings to be placed with the same potential caregiver, however all siblings will require some child/youth specific documentation. • Completed ICPC Request Packets will be submitted via email to the CFWB ICPC Office. <ul style="list-style-type: none"> ○ Documents must be named and attached individually to the email (Do not combine all documents into one PDF). <p>To create the ICPC Request Packet the SW will complete/obtain the following documents:</p> <table border="1" data-bbox="659 772 1479 1822"> <thead> <tr> <th data-bbox="659 772 1175 913">Form/Document</th> <th data-bbox="1175 772 1292 913">One per family</th> <th data-bbox="1292 772 1479 913">One per child/youth</th> </tr> </thead> <tbody> <tr> <td data-bbox="659 913 1175 980">ICPC 100A</td> <td data-bbox="1175 913 1292 980"></td> <td data-bbox="1292 913 1479 980">X</td> </tr> <tr> <td data-bbox="659 980 1175 1047">Financial Medical Plan</td> <td data-bbox="1175 980 1292 1047"></td> <td data-bbox="1292 980 1479 1047">X</td> </tr> <tr> <td data-bbox="659 1047 1175 1295"> Case Worker Statement <ul style="list-style-type: none"> • For Regulation 1 and Regulation 2 complete Form ICPC Signed Statement • For Regulation 7 complete Form ICPC 101 Reg 7 Combined </td> <td data-bbox="1175 1047 1292 1295">X</td> <td data-bbox="1292 1047 1479 1295"></td> </tr> <tr> <td data-bbox="659 1295 1175 1474"> Jurisdictional/Dispositional Hearing Report <ul style="list-style-type: none"> • For siblings on different tracks, their own report is required. </td> <td data-bbox="1175 1295 1292 1474">X</td> <td data-bbox="1292 1295 1479 1474"></td> </tr> <tr> <td data-bbox="659 1474 1175 1612"> Status Review Report - Most Current <ul style="list-style-type: none"> • For siblings on different tracks, their own report is required. </td> <td data-bbox="1175 1474 1292 1612">X</td> <td data-bbox="1292 1474 1479 1612"></td> </tr> <tr> <td data-bbox="659 1612 1175 1822"> Court Minute Order <ul style="list-style-type: none"> • Most recent that shows court dependency or prima facie findings if dependency has not been established </td> <td data-bbox="1175 1612 1292 1822"></td> <td data-bbox="1292 1612 1479 1822">X</td> </tr> </tbody> </table>	Form/Document	One per family	One per child/youth	ICPC 100A		X	Financial Medical Plan		X	Case Worker Statement <ul style="list-style-type: none"> • For Regulation 1 and Regulation 2 complete Form ICPC Signed Statement • For Regulation 7 complete Form ICPC 101 Reg 7 Combined 	X		Jurisdictional/Dispositional Hearing Report <ul style="list-style-type: none"> • For siblings on different tracks, their own report is required. 	X		Status Review Report - Most Current <ul style="list-style-type: none"> • For siblings on different tracks, their own report is required. 	X		Court Minute Order <ul style="list-style-type: none"> • Most recent that shows court dependency or prima facie findings if dependency has not been established 		X
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5	SW	<p data-bbox="659 1381 1463 1449">The ICPC Request Packet will require a State Specific Letter. The SW must complete the following steps:</p> <table border="1" data-bbox="659 1476 1479 1793"> <thead> <tr> <th data-bbox="659 1476 769 1545">Step</th> <th data-bbox="769 1476 1479 1545">Action</th> </tr> </thead> <tbody> <tr> <td data-bbox="659 1545 769 1793">1</td> <td data-bbox="769 1545 1479 1793"> Complete the State Specific Letter: <ul style="list-style-type: none"> • Arkansas State Specific Letter • Missouri State Specific Letter <p data-bbox="781 1709 1344 1776">NOTE: State Specific Letters require the judge's signature.</p> </td> </tr> </tbody> </table>	Step	Action	1	Complete the State Specific Letter: <ul style="list-style-type: none"> • Arkansas State Specific Letter • Missouri State Specific Letter <p data-bbox="781 1709 1344 1776">NOTE: State Specific Letters require the judge's signature.</p>																				
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Requesting an Outgoing ICPC (cont.)

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2	Add the completed letter to the ICPC Request Packet							
3	Proceed to step 6							
6	SW	<p>Is the ICPC Request for an Adoption Home Study?</p> <ul style="list-style-type: none"> • If NO, go to step 7 • If YES, additional case documents are required, go to Adoption Home Study Out-of-State. 						
7	SW	<p>Review the ICPC Request Packet to ensure that all necessary documents were completed/obtained and any relevant additional documents are included, such as:</p> <ul style="list-style-type: none"> • Regulation 7 Expedited ICPC • Arkansas State Specific Letter • Missouri State Specific Letter • Adoption Home Study Out-of-State <p>NOTE: SW may use ICPC Evaluation Request Guide and Checklist for additional support.</p>						
8	SW	<p>Email the complete ICPC Request Packet and relevant additional documents to the CFWB ICPC Office.</p> <p>Important Reminder: Documents must be individually named and attached to the email (Do not combine all documents into one PDF).</p>						
9	CFWB ICPC Office	<ul style="list-style-type: none"> • Review the ICPC Request Packet for accuracy • Review the ICPC State Pages to check for potential state-specific requirements. Many states have additional requirements specific to their state. • Send the ICPC packet to the receiving state • Update the SW on the ICPC home study progress • Notify the SW when the home study and ICPC 100A Section IV are completed and received from the receiving state. • Update CWS/CMS <ul style="list-style-type: none"> ○ Update the ICPC 100A Tab to reflect the home study status 						

Requesting an Outgoing ICPC (cont.)

Step	Who	Action
9 (cont.)	CFWB ICPC Office	<p>NOTE: The receiving state will:</p> <ul style="list-style-type: none"> • Review the ICPC Request Packet for accuracy • Communicate any questions or concerns during the home study process with the CFWB ICPC Office • Complete the home study • Communicate with the CFWB ICPC Office when the home study and ICPC 100A Section IV are completed and the determination whether “placement may be made” (Approved ICPC) or “placement shall not be made” (Denied ICPC) is made.
10	SW	<p>After receiving the completed home study and ICPC 100A from the CFWB ICPC Office, follow these steps:</p> <ul style="list-style-type: none"> • If the ICPC 100A Section IV, states “Placement may be made”, go to ICPC Home Study Approved. • If the ICPC 100A Section IV, states “Placement shall not be made”, go to ICPC Home Study Denied.

Important information to know during the ICPC Request process:

- SW will maintain contact with the out-of-state potential caregiver during the home study process to answer questions and provide support until the home study is completed and the placement decision is made.
- If the ICPC Request needs to be withdrawn prior to the ICPC home study being completed, go to [Withdrawing an Outgoing ICPC Request Prior to Completion](#).
- Visitation between the child/youth and the potential caregiver in the [receiving state](#) while the ICPC Home Study request is in progress is allowed but must be communicated to the receiving state prior to the visit taking place (see [Visitation Between the Child/Youth and Potential Caregiver Prior to ICPC Completion](#)).

Indian Child/Youth and the ICPC

Per [ACIN I-86-08](#), when a county retains the care and placement responsibility of an Indian child/youth, they must adhere to both ICPC and Indian Child Welfare Act (ICWA) protocols, ensuring compliance with federal and state laws. An exception applies only for when an Indian child/youth is being transferred to a tribal court’s jurisdiction and the San Diego County dependency terminates.

The County must ensure:

- The Tribe is involved in placement decisions
- ICWA’s placement preferences take precedence over ICPC’s general placement rules
- If a Tribe designates a placement in another state, ICPC still applies, but ICWA gives Tribes a say in approving or denying placements.

Indian Child/Youth and the ICPC (cont.)

- Tribes located in other states have the authority under ICWA to approve homes within their tribal standards i.e. Tribal Approved Homes (TAHs).

If an out-of-state placement is being considered for a San Diego County dependent Indian child/youth, either on or off tribal land, follow the steps below:

Who	Action						
SW	Complete the ICPC Request Packet						
CFWB ICPC Office	<p>Process the ICPC as follows:</p> <table border="1" style="width: 100%;"> <thead> <tr> <th style="background-color: #d3d3d3;">If</th> <th style="background-color: #d3d3d3;">Then</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">Indian child/youth's potential out-of-state placement is not a potential TAH</td> <td>Process the ICPC packet as stated in Requesting an Outgoing ICPC step 9</td> </tr> <tr> <td style="text-align: center;">Indian child/youth's potential out-of-state placement is a potential TAH</td> <td> <p>Process the ICPC packet as stated in Requesting an Outgoing ICPC step 9 and complete the additional steps below:</p> <ul style="list-style-type: none"> ● Contact the receiving state's ICPC office and discuss the following regarding the Tribe: <ul style="list-style-type: none"> ○ Will the Tribe complete the home assessment/approval? If yes, per ACIN I-86-08 (page 6), request that the state ICPC administrator assure that the potential placement is a tribally approved home per the ICWA, and that the placement meets criminal record and other requirements set forth through ICPC protocols. ○ Does the Tribe have a social services agency that can provide services and monthly supervision? If no, request that a Courtesy Supervision SW be assigned. </td> </tr> </tbody> </table>	If	Then	Indian child/youth's potential out-of-state placement is not a potential TAH	Process the ICPC packet as stated in Requesting an Outgoing ICPC step 9	Indian child/youth's potential out-of-state placement is a potential TAH	<p>Process the ICPC packet as stated in Requesting an Outgoing ICPC step 9 and complete the additional steps below:</p> <ul style="list-style-type: none"> ● Contact the receiving state's ICPC office and discuss the following regarding the Tribe: <ul style="list-style-type: none"> ○ Will the Tribe complete the home assessment/approval? If yes, per ACIN I-86-08 (page 6), request that the state ICPC administrator assure that the potential placement is a tribally approved home per the ICWA, and that the placement meets criminal record and other requirements set forth through ICPC protocols. ○ Does the Tribe have a social services agency that can provide services and monthly supervision? If no, request that a Courtesy Supervision SW be assigned.
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ICPC Home Study Approved

After receiving the completed home study and ICPC 100A Section IV indicating "Placement may be made," the ICPC for the child/youth and the potential caregiver is approved. The SW has three options with an approved ICPC. Please see below and continue with the associated action:

ICPC Home Study Approved (cont.)

Option	Action
SW may choose to place the child/youth with the approved ICPC potential caregiver.	Go to Placing Child/Youth with an Approved ICPC
<p>SW may choose to hold the approved ICPC of the potential caregiver as a backup placement option for the child/youth.</p> <p>NOTE: Per ICPC Regulation 2 (8d), the approved ICPC home study expires six months from the date the ICPC 100A was signed by the receiving state.</p>	<ul style="list-style-type: none"> • If SW chooses to place the child/youth within the six-month period, go to Placing Child/Youth with an Approved ICPC • If SW chooses not to place the child/youth with the potential caregiver or the approved ICPC expires, SW will follow the steps below: <ul style="list-style-type: none"> ○ Complete the ICPC 100B Sections I, III, and IV to close the ICPC. <ul style="list-style-type: none"> ▪ On section III, choose “Approved Resource Will Not Be Used for Placement.” ○ Email the completed ICPC 100B to the assigned CFWB ICPC liaison.
SW may choose not to place the child/youth with the approved ICPC potential caregiver.	<p>If SW chooses not to place the child/youth with the potential caregiver, SW will follow the steps below:</p> <ul style="list-style-type: none"> • Complete the ICPC 100B Sections I, III, and IV to close the ICPC. <ul style="list-style-type: none"> ○ On section III, choose “Approved Resource Will Not Be Used for Placement.” • Email the completed ICPC 100B to the assigned CFWB ICPC Liaison.

ICPC Home Study Denied

After receiving the completed home study and ICPC 100A Section IV indicating “Placement shall not be made,” the ICPC for the child/youth and the potential caregiver is denied. The SW has two options with a denied ICPC. Please see below and continue with the associated action:

Option	Action
SW may choose to accept the denial.	<p>Complete the ICPC 100B Tab in CWS/CMS.</p> <ul style="list-style-type: none"> • For guidance see ICPC 100B step 1. <p>NOTE: The ICPC 100B does not need to be created or printed out.</p>
SW may choose to request a reconsideration of an ICPC denial.	<p>Per ICPC Regulation 2 (9a), the sending state may request reconsideration of the denial within 90 days from the date the ICPC 100A denying the placement was signed by the receiving state.</p> <ul style="list-style-type: none"> • If SW chooses to request a reconsideration of an ICPC denial contact the assigned CFWB ICPC liaison.

**Placing
Child/Youth with
an Approved
ICPC**

To place the child/youth with the approved ICPC caregiver follow the steps below.

Step	Who	Action
1	SW	<p>Is the approved ICPC home study still valid?</p> <ul style="list-style-type: none"> • Per ICPC Regulation 2 (8d), the approved ICPC home study expires six months from the date the ICPC 100A, Section IV, was signed by the receiving state. • Review the ICPC 100A, Section IV, date of approval and determine if it's within six months. <ul style="list-style-type: none"> ○ If YES, go to step 2 ○ If NO, the ICPC approval has expired, contact the assigned CFWB ICPC liaison to request an extension.
2	SW	<p>Contact the potential caregiver and ask if they continue to be interested in taking placement of the child/youth.</p> <ul style="list-style-type: none"> • If NO, complete the following: <ul style="list-style-type: none"> ○ Notify all appropriate parties (i.e. court, attorneys, parents, caregiver) ○ ICPC 100B Sections I, III, and IV to close the ICPC. <ul style="list-style-type: none"> ▪ On section III, choose "Approved Resource Will Not Be Used for Placement". ○ Email the completed ICPC 100B to the assigned CFWB ICPC liaison. <p>NOTE: SW may choose to hold off submitting the ICPC 100B until the ICPC expires in case the potential caregiver changes their mind.</p> <ul style="list-style-type: none"> • If YES, schedule a Child and Family Team Meeting (CFT) with the potential caregiver, for the change of placement, to discuss the following, but not limited to: <ul style="list-style-type: none"> ○ The child/youth's current needs, challenges, strengths, health, education, family/permanent connections, cultural needs, and any other important information a potential caregiver would need to know to assess their ability to care for the child/youth e.g., case plan services required, ability to transport to services, etc. ○ Caregiver responsibilities which include but are not limited to: <ul style="list-style-type: none"> ▪ Monthly home visitation in the receiving state with a Courtesy Supervision SW in their state ▪ Making the child/youth available for a monthly virtual contact with the assigned CFWB SW (phone contact if caregiver does not have access to a virtual platform) ○ Keeping their license/approval up to date in their state

Placing Child/Youth with an Approved ICPC (cont.)

Step	Who	Action						
2 (cont.)	SW	<ul style="list-style-type: none"> ○ Understanding of Foster child/youth rights (Form 10-5) ○ Willingness to continue cooperating with the ICPC ○ Financial support: <ul style="list-style-type: none"> ▪ Confirm they have sufficient financial resources or will access financial resources to feed, clothe, and care for the child/youth, including childcare, if needed. ▪ Potential ICPC funding (see Funding for ICPC Placements) ○ Medical support requirement: <ul style="list-style-type: none"> ▪ They will be expected to apply for medical coverage for the child/youth in the receiving state. ○ Potential public and private resources that will be available for the child/youth, if placed ○ Potential placement dates and travel arrangements 						
3	SW	<ul style="list-style-type: none"> ● Obtain the Court’s authorization to place the child/youth out of state with the approved ICPC potential caregiver by following the placement policies and court procedures that apply, which may include but are not limited to: <ul style="list-style-type: none"> ○ Change of Placement (COP) Requirements When Notice is Given to Move Child/Youth ○ Change of Placement (COP) - Court Requirements ○ Ex Parte Requests ○ Types of Hearings – Special ● Automatic seven-day stay on out-of-state placement orders <ul style="list-style-type: none"> ○ Per California Code of Civil Procedures section 917.7, when the court orders a child/youth placed out of state, an automatic seven day stay (pause) on the orders is established to provide the parent the opportunity to appeal the decision. ○ Was an appeal filed? <ul style="list-style-type: none"> ▪ If NO, go to step 4 ▪ If YES, contact County Counsel for guidance and direction. ○ After the appeal is resolved, see below <table border="1" data-bbox="607 1549 1479 1858" style="width: 100%; margin-top: 10px;"> <thead> <tr> <th data-bbox="607 1549 927 1617">If</th> <th data-bbox="927 1549 1479 1617">Then</th> </tr> </thead> <tbody> <tr> <td data-bbox="607 1617 927 1717">Juvenile Court approves the ICPC placement</td> <td data-bbox="927 1617 1479 1717">Continue to step 4</td> </tr> <tr> <td data-bbox="607 1717 927 1858">Juvenile Court DOES NOT approve the ICPC placement</td> <td data-bbox="927 1717 1479 1858"> <ul style="list-style-type: none"> ● Complete the ICPC 100B Sections I, III, and IV to close the ICPC. </td> </tr> </tbody> </table>	If	Then	Juvenile Court approves the ICPC placement	Continue to step 4	Juvenile Court DOES NOT approve the ICPC placement	<ul style="list-style-type: none"> ● Complete the ICPC 100B Sections I, III, and IV to close the ICPC.
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If	Then							
Juvenile Court DOES NOT approve the ICPC placement (cont.)	<ul style="list-style-type: none"> ○ On section III, choose “Approved Resource Will Not Be Used for Placement”. ● Email the completed ICPC 100B to the assigned CFWB ICPC liaison. 							
4	SW	<p>Additional Pre-Placement Requirements</p> <p>When placing a child/youth out of state, additional documentation—such as contracts or letters—and associated fees may be required. In these situations, the SW must consult with the management team and the assigned CFWB ICPC liaison. Please review the information below.</p> <table border="1"> <thead> <tr> <th data-bbox="607 850 812 917">Requirement</th> <th data-bbox="812 850 1479 917">Description</th> </tr> </thead> <tbody> <tr> <td data-bbox="607 917 812 1199">Contract with Out-of-State Foster Family Agency or Equivalent</td> <td data-bbox="812 917 1479 1199">Some states outsource foster care functions such as foster home licensing, home studies, or courtesy supervision. They may also require placement in a home licensed for a higher level of care. When this occurs, the SW may need to secure a contract for additional services, which could involve a one-time or ongoing monthly fee.</td> </tr> <tr> <td data-bbox="607 1199 812 1732">Letter of Financial Responsibility</td> <td data-bbox="812 1199 1479 1732"> <p>Some states do not offer reciprocity for Medi-Cal/Medicaid benefits for children/youth who are ineligible for Title IV-E. In these cases, the receiving state may require a letter from the County guaranteeing financial responsibility for medical or mental health costs.</p> <p>The County has two options:</p> <ul style="list-style-type: none"> ● Secure a private medical insurance policy; or ● Provide a letter affirming financial responsibility, signed by the Agency Director. <p>NOTE: The CFWB ICPC liaison can provide a sample letter upon request.</p> </td> </tr> </tbody> </table>	Requirement	Description	Contract with Out-of-State Foster Family Agency or Equivalent	Some states outsource foster care functions such as foster home licensing, home studies, or courtesy supervision. They may also require placement in a home licensed for a higher level of care. When this occurs, the SW may need to secure a contract for additional services, which could involve a one-time or ongoing monthly fee.	Letter of Financial Responsibility	<p>Some states do not offer reciprocity for Medi-Cal/Medicaid benefits for children/youth who are ineligible for Title IV-E. In these cases, the receiving state may require a letter from the County guaranteeing financial responsibility for medical or mental health costs.</p> <p>The County has two options:</p> <ul style="list-style-type: none"> ● Secure a private medical insurance policy; or ● Provide a letter affirming financial responsibility, signed by the Agency Director. <p>NOTE: The CFWB ICPC liaison can provide a sample letter upon request.</p>
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Placing Child/Youth with an Approved ICPC (cont.)

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5	SW	<p>Make the necessary travel arrangements to transport the child/youth to the receiving state for placement with the ICPC approved caregiver.</p> <ul style="list-style-type: none"> • If CFWB staff will be transporting the child/youth follow the Travel for CFWB Staff policy. <ul style="list-style-type: none"> ○ Email the CFWB travel desk if further support is needed. 						
6	SW	<p>Place the child/youth with the approved ICPC caregiver and complete the following:</p> <table border="1"> <thead> <tr> <th>When</th> <th>Given to</th> <th>Forms/Documents</th> </tr> </thead> <tbody> <tr> <td>At time of Placement</td> <td>Approved ICPC Caregiver</td> <td> <ul style="list-style-type: none"> • Written letter from CFWB SW on County Letterhead confirming the child/youth's placement with the approved caregiver. <ul style="list-style-type: none"> ○ The CFWB ICPC liaison will provide a sample letter upon request. • Child/youth's Placement Binder • ARC 1 <ul style="list-style-type: none"> ○ SW to complete form with the caregiver on the day of placement. <p>NOTE: ARC funding is date sensitive and if approved, funding will be backdated to the date the ARC 1 was signed by the caregiver.</p> </td> </tr> </tbody> </table>	When	Given to	Forms/Documents	At time of Placement	Approved ICPC Caregiver	<ul style="list-style-type: none"> • Written letter from CFWB SW on County Letterhead confirming the child/youth's placement with the approved caregiver. <ul style="list-style-type: none"> ○ The CFWB ICPC liaison will provide a sample letter upon request. • Child/youth's Placement Binder • ARC 1 <ul style="list-style-type: none"> ○ SW to complete form with the caregiver on the day of placement. <p>NOTE: ARC funding is date sensitive and if approved, funding will be backdated to the date the ARC 1 was signed by the caregiver.</p>
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Placing Child/Youth with an Approved ICPC (cont.)

Step	Who	Action		
6 (cont.)	SW	When	Given to	Forms/Documents
		At time of Placement (cont.)	Approved ICPC Caregiver	<ul style="list-style-type: none"> • 04-24P or 04-24C Consent to Treat • 04-39 Parent/Child Contact Log • 04-61 Clothing Inventory and Record of Personal Belongings • 04-75 Statement of Dangerous Propensities • 04-101 Trauma Informed Transitions Resource Parent Letter • 04-296 QPI Partnership Agreement • 07-224 Statement of Relationship <ul style="list-style-type: none"> ○ Complete for Relatives only • 10-5 Foster Youth Bill of Rights • 10-40 Child/Youth Non-Serious Injury Log • Copy of the following documents for the child/youth: <ul style="list-style-type: none"> ○ Birth certificate ○ Social security card ○ Immunization record ○ All relevant developmental, medical, and education records <p>NOTE: Many of these forms/documents may already be in the child/youth's Placement Binder but may require updating.</p>
Within 24 hours of making the placement	Registrar	<ul style="list-style-type: none"> • 07-65 Placement Information and Payment Authorization <ul style="list-style-type: none"> ○ For guidance on how to complete the form, go to 07-65 Placement Information and Payment Authorization Guidance • ARC 1 signed by caregiver <p>NOTE: If the funding is approved, it will be backdated to date ARC 1 was signed by the caregiver.</p>		

Placing
Child/Youth with
an Approved
ICPC (cont.)

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7	SW	<p>Complete the ICPC 100B form to notify the receiving state of the placement and to initiate face-to-face monthly visitation for the child/youth in the receiving state i.e. courtesy supervision.</p> <ul style="list-style-type: none"> Email the completed ICPC 100B form to the assigned CFWB ICPC liaison within 24 hours of placing the child/youth in the receiving state. For guidance on completing the form, go to ICPC 100B. <p>NOTE:</p> <ul style="list-style-type: none"> Pursuant to Regulation 11, courtesy supervision of the child/youth will begin when the child/youth is placed in the receiving state with an approved ICPC home study AND the receiving state has received the ICPC 100B from the sending state indicating the date of the child/youth's placement. Courtesy supervision will include face-to-face visits with the child/youth at least once each month and begin within 30 days of the date the receiving state is notified of the child's placement via the ICPC 100B. 						
8	SW	Continue to Case Management Requirements for the CFWB Primary Social Worker						
9	CFWB ICPC Office	<ul style="list-style-type: none"> Review the ICPC 100B for accuracy Submit the ICPC 100B to the receiving state Email the SW the Courtesy Supervision SW's contact information when it is received. 						

Case Management Requirements for the CFWB Primary Social Worker

Per ICPC Regulation 11, when a child/youth is placed in a [receiving state](#), the [sending state](#)'s SW shall retain responsibility for:

- Developing and maintaining the case plan
- Ensuring the child/youth's ongoing safety and well-being
- Identifying and addressing all assessed needs

Therefore, the CFWB SW continues to be responsible for the case management of San Diego County dependent children/youth placed out of state with an approved ICPC caregiver. However, the SW will receive support from a Courtesy Supervision SW in the receiving state. The Courtesy Supervision SW will complete the monthly face-to-face contact with the child/youth in the receiving state and provide additional supports. Please see [Courtesy Supervision Social Worker Responsibilities](#) for a complete list of support provided.

The CFWB SW will manage the case by following all applicable CFWB policies to include, but not limited to:

- [SW Expectations While the Child Is in Placement](#)
- [Contacts - SW and Child, SW and Parents, SW and Resource Parent\(s\)](#)

In addition, the CFWB SW will complete the following ICPC specific tasks:

Task	Action
Monthly Virtual Contact	<p>CFWB remains responsible for the ongoing safety and well-being of the child/youth. Virtual contact is a critical tool for assessing the child/youth and fostering rapport with both the child/youth and the caregiver.</p> <ul style="list-style-type: none"> • SW will conduct, at minimum, one virtual contact per month with the out-of- state child/youth and the caregiver and document the contact in CWS/CMS. <ul style="list-style-type: none"> ○ Phone contact is allowed only when the caregiver lacks access to a virtual platform.
Document all contacts received from the receiving state	<p>The SW will document the following contacts in CWS/CMS:</p> <ul style="list-style-type: none"> • The Courtesy Supervision SWs monthly face to face contact with the child/youth <ul style="list-style-type: none"> ○ The SW will create a secondary assignment in CWS/CMS for the Courtesy Supervision SW and will enter the contact between the Courtesy Supervision SW and the child/youth. For guidance, see Courtesy Supervision Social Worker Secondary Assignment and CWS/CMS Contract. • All communication received via phone/email/text from the other state regarding the child/youth, which includes communication from, but not limited to: <ul style="list-style-type: none"> ○ Child/youth ○ Caregiver ○ Courtesy Supervision SW ○ Service providers ○ ICPC liaisons

Case Management Requirements for the CFWB Primary Social Worker (cont.)

Task	Action
Quarterly Report	<p>Per ICPC Regulation 11 (7), the receiving state is required to provide the sending state a quarterly report regarding the child/youth's placement. See Courtesy Supervision Social Worker Responsibilities for more information.</p> <ul style="list-style-type: none"> • The SW will: <ul style="list-style-type: none"> ○ Follow the ERMS and Records Management policy to upload the Quarterly Report into the CFWB Electronic Records Management System (ERMS) ○ Create a contact in CWS/CMS for the Quarterly Report, documenting that the Quarterly Report has been received and uploaded into ERMS. <p>NOTE: Some states may be willing to provide a monthly report in lieu of the Quarterly Report. SW may request monthly reports directly through the Courtesy Supervision SW that is assigned.</p>
Obtain Concurrence to Terminate Jurisdiction	<p>Per ICPC Article V, the sending state shall retain jurisdiction over the child/youth placed in the receiving state until the child/youth is adopted, reaches age of majority, or concurrence to terminate jurisdiction is received from the appropriate authority in the receiving state.</p> <p>For additional guidance go to Concurrence to Terminate Jurisdiction on an ICPC Placement</p>
Additional case management guidance	<ul style="list-style-type: none"> • Guardianship ICPC placements changing to a permanent plan of guardianship may cause a significant change in funding for the approved caregiver. Consult with the Eligibility team and the assigned CFWB ICPC liaison prior to initiating a guardianship. • Missing child/youth If a dependent child/youth goes missing from their out-of-state ICPC placement (e.g., is abducted or is Absent from Care/AWOL), refer to Out-of-State Missing Child/Youth. • Moves within the State If an approved ICPC caregiver plans to move with the child/youth within the same state, refer to Approved ICPC Caregiver move within the same state • Out-of-State placement disruption If the child/youth's placement disrupts and the receiving state requests the child/youth to be return to San Diego, refer to Out-of-state Placement Disruption.

Case Management Requirements for the CFWB Primary Social Worker (cont.)

Task	Action
Additional case management guidance (cont.)	<ul style="list-style-type: none"> • Requests to release the ICPC Home Study ICPC home studies are considered confidential and follow the same confidentiality standards as the state of California, Resource Family Written Report, and will only be shared with entities listed in Welfare and Institutions Code section 16519.555. • Communication with the receiving state’s ICPC Office The CFWB SW must not communicate directly with the receiving state’s ICPC Office but will have ongoing direct communication with the Courtesy Supervision SW via phone, email, and text. All communication with the receiving state’s ICPC Office will be handled by the CFWB ICPC Office.

Courtesy Supervision Social Worker Responsibilities

Per Regulation 11, courtesy supervision of the child/youth must begin when the child/youth is placed in the receiving state with an approved ICPC home study AND the receiving state has received the ICPC 100B from the sending state indicating the date of the child/youth’s placement. Courtesy supervision will begin within 30 days from the date the receiving state is notified of the child’s placement via the ICPC 100B.

Courtesy supervision will continue until one of the following occurs:

- Youth reaches the age of majority or is legally emancipated
- Child/youth’s adoption is finalized
- Legal custody of the child/youth is granted to a caregiver or a parent and jurisdiction is terminated by the sending state
- Child/youth is no longer residing in the home approved for their placement pursuant to [ICPC Article III\(d\)](#), indicating that the placement is no longer in the child/youths’s best interest.
- Jurisdiction over the child/youth is terminated by the sending state
- Legal guardianship of the child/youth is granted to the child/youth’s caregiver in the receiving state
- Sending state requests in writing that supervision be discontinued, and the receiving state concurs

The assigned Courtesy Supervision SW is responsible for the following:

- To conduct face-to-face visits with the child/youth at least once each month performed by a Child Welfare Caseworker in the receiving state:
 - Majority of visits must occur in the child/youth’s home
 - Purpose of face-to-face visits are to help ensure the on-going safety and well-being of the child/youth, and to gather relevant information to include in written reports to the sending state.
- To promptly notify the sending state of any significant issues of concern that are identified during a face-to-face visit or at any time during a child/youth’s placement.
- To assist the sending state in locating appropriate resources for the child/youth and/or the placement resource.
- To respond to any report of abuse or neglect of a child/youth placed in the receiving

**Courtesy
Supervision
Social Worker
Responsibilities
(cont.)**

state and notify the sending state of any report of child abuse or neglect of a child/youth placed in the receiving state, regardless of whether or not the report is substantiated.

- To complete a written supervision report for the sending state at least once every 90 days (Quarterly Report) including the following:
 - Date and location of each face-to-face contact with the child/youth
 - A summary of the child/youth's current circumstances, including a statement regarding the ongoing safety and well-being of the child
 - If the child is attending school, a summary of the child's academic performance along with copies of any available report cards, education-related evaluations or Individual Education Program (IEP) documents
 - A summary of the child's current health status, including mental health, the dates of any health-related appointments, the identity of any health providers seen, and copies of any available health-related evaluations, reports, or other pertinent records
 - An assessment of the current placement and caretakers (i.e. physical condition of the home, caretaker's commitment to child, current status of caretaker and family, any changes in family composition, health, financial situation, work, legal involvement, social relationships; childcare arrangements)
 - A description of any [unmet needs](#) and any recommendations for meeting identified needs
 - If applicable, the Courtesy Supervision SWs recommendation regarding continuation of the placement, return of legal custody to a parent or parents with whom the child is residing and termination of the sending state's jurisdiction, finalization of adoption by the child's current caretakers or the granting of legal guardianship to the child's current caretakers

NOTE: If the child/youth's needs continue to be unmet after notification, the receiving state may require the child/youth to return to the sending state. The receiving state has sole discretion in determining whether or not to require return of a child/youth to the sending state.

**Concurrence to
Terminate
Jurisdiction on
an ICPC
Placement**

Per ICPC Article V, the sending state shall retain jurisdiction over the child/youth placed in the receiving state a sufficient amount of time to determine all matters in relation to the custody, supervision, care, and disposition of the child/youth which it would have had if the child/youth had remained in the sending state, until the child/youth is adopted, reaches age of majority, or concurrence to terminate jurisdiction is received from the appropriate authority in the receiving state.

Typically, a minimum of six months of supervision and two progress reports from the receiving state are required prior to the SW requesting to close the ICPC and terminate jurisdiction over the child/youth. An agreement between the SW and Courtesy Supervision SW to close the ICPC and request that the court terminate jurisdiction over the child/youth must be reported in writing to both the [CFWB ICPC Office](#) and the receiving state's ICPC office (via the CFWB ICPC Office). Action on the agreement cannot proceed until both ICPC offices have given concurrence.

Concurrence to Terminate Jurisdiction on an ICPC Placement (cont.)

An exception applies if the request to close the ICPC and terminate jurisdiction is due to an adoption finalizing or a youth reaching the age of majority.

To close an ICPC placement and terminate jurisdiction, the SW will follow the steps below:

Step	Who	Action
1	SW	<p>Email the assigned CFWB ICPC liaison notice of the tentative agreement to close the ICPC/terminate jurisdiction.</p> <ul style="list-style-type: none"> • Is the request to close the ICPC and terminate jurisdiction due to an adoption finalizing or a youth reaching the age of majority? <ul style="list-style-type: none"> ○ If YES, go to step 4 ○ If NO, go to step 3 <p>NOTE: The CFWB SW must not communicate directly with the receiving state’s ICPC office but will have ongoing direct communication with the Courtesy Supervision SW via phone, email, and text. All communication with the receiving state’s ICPC office will be handled by the CFWB ICPC office.</p>
2	CFWB ICPC Office	<ul style="list-style-type: none"> • Contact the receiving state and discuss the request. • Notify the SW via email of any updates and decisions. • When the concurrence is received in writing (i.e. official letter, progress report, or email), forward to the SW
3	SW	<p>SW will wait for written concurrence (i.e. official letter, progress report, or email) from the assigned CFWB ICPC liaison. Once written confirmation is received proceed to Step 4.</p>
4	SW	<p>SW will request the termination of jurisdiction by:</p> <ul style="list-style-type: none"> • Recommending termination of jurisdiction at the child/youth’s next hearing; or • Contacting County Counsel to request that the matter be set for a Special Hearing to terminate jurisdiction. <p>The SW is required to attach the written concurrence (i.e. official letter, progress report, or email) to the court report.</p> <p>NOTE: Jurisdiction cannot be terminated via Ex Parte unless the court has given prior discretion to do so.</p>
5	SW	<p>After jurisdiction has been terminated for the child/youth, the SW will:</p> <ul style="list-style-type: none"> • Complete the ICPC 100B Sections I, III, and IV to close the ICPC • Email the completed ICPC 100B and the court minute order documenting the termination of jurisdiction to the assigned CFWB ICPC liaison.

Concurrence to Terminate Jurisdiction on an ICPC Placement (cont.)

Step	Who	Action
6	CFWB ICPC Office	<ul style="list-style-type: none"> • Review the ICPC 100B for accuracy • Transmit the ICPC 100B to receiving state • Close the ICPC in CWS/CMS <ul style="list-style-type: none"> ○ Complete ICPC 100A Tab ○ Complete ICPC 100B Tab
7	SW	SW will close the case by following all applicable CFWB policies to include, but not limited to: <ul style="list-style-type: none"> • Closing Cases • Termination of Jurisdiction

Regulation 1 Relocation of an Approved Caregiver

The intent of ICPC Regulation 1 is to ensure that an already safe and stable placement can continue if the child/youth relocates out of state with their approved caregiver or parent. Additionally, it is the intent of this Regulation for supervision of the placement to be uninterrupted, for the family to comply with the requirements of the receiving state, and for both states to comply with all applicable state and federal laws, rules, and regulations.

To request a Regulation 1 ICPC for an approved San Diego County resource parent or parent to move out of state or an approved ICPC caregiver to move across state lines with the San Diego County dependent child/youth already in their care, the SW will follow these steps:

Step	Action
1	Discuss the following with the caregiver: <ul style="list-style-type: none"> • The out-of-state move with the child/youth will require: <ul style="list-style-type: none"> ○ A Regulation 1 ICPC ○ Cooperation with the ICPC process ○ Cooperation with the receiving state to be assessed/licensed in that state ○ Monthly home visitation in the receiving state by an out-of-state Courtesy Supervision SW • There will likely be changes in funding: <ul style="list-style-type: none"> ○ San Diego pays the licensing rate of the receiving state <ul style="list-style-type: none"> ▪ The receiving state may pay more or less than they were previously receiving ○ There may be a gap in funding until the caregiver is approved in the new state ○ For potential ICPC funding, review: Funding for ICPC Placements <p>Does the caregiver want to proceed?</p> <ul style="list-style-type: none"> • If YES, continue to step 2. • If NO, no further action is required.

**Regulation 1
Relocation of an
Approved
Caregiver (cont.)**

Step	Action						
2	<p>Request Court approval for the caregiver to move out of state/across state lines with the San Diego County dependent child/youth.</p> <p>Did the Court grant approval?</p> <ul style="list-style-type: none"> • If YES, go to step 3 • If NO, no further action is required 						
3	<p>The family may proceed with the move. Complete the following:</p> <ul style="list-style-type: none"> • Provide the caregiver a written letter on County letterhead confirming the child/youth’s placement and court approval of the move. <ul style="list-style-type: none"> ○ The CFWB ICPC liaison will provide a sample letter upon request. • Obtain the caregiver’s new address, updated phone number if applicable, and date of the move. 						
4	<p>Immediately after the caregiver moves out of state with the San Diego County dependent child/youth, provide the assigned CFWB ICPC liaison the following via email:</p> <table border="1" data-bbox="475 873 1479 1793"> <thead> <tr> <th colspan="2" data-bbox="475 873 1479 940">For an approved:</th> </tr> <tr> <th data-bbox="475 940 954 1045">San Diego County Resource Parent moving out of state</th> <th data-bbox="954 940 1479 1045">ICPC Caregiver moving across state lines</th> </tr> </thead> <tbody> <tr> <td data-bbox="475 1045 954 1793"> <ul style="list-style-type: none"> • ICPC Request Packet • Copy of the Court Order approving the out-of-state move • ICPC 100 B Sections I, II, and IV (to notify the receiving state of the placement of the child/youth in their state) <ul style="list-style-type: none"> ○ In Section II, choose, “Initial Placement of Child in Receiving State” and add the date the child/youth arrived in the receiving state. <p>NOTE: A copy of the approved RFA Written Report and RFA Certificate is also required and will be obtained by the CFWB ICPC Office.</p> </td> <td data-bbox="954 1045 1479 1793"> <ul style="list-style-type: none"> • ICPC Request Packet • Copy of the Court Order approving the move across state lines • Two ICPC 100Bs <ul style="list-style-type: none"> ○ ICPC 100B Sections I, III, and IV for the original receiving state (to close the ICPC with the original receiving state) <ul style="list-style-type: none"> -On section III, choose “Child has moved to another state” and add the date child left the original state. ○ ICPC 100B Sections I, II, and IV for the new receiving state (to notify the new receiving state of the placement of the child/youth in their state) <ul style="list-style-type: none"> -On Section II, choose “Initial Placement of Child in Receiving State” and add the date the </td> </tr> </tbody> </table>	For an approved:		San Diego County Resource Parent moving out of state	ICPC Caregiver moving across state lines	<ul style="list-style-type: none"> • ICPC Request Packet • Copy of the Court Order approving the out-of-state move • ICPC 100 B Sections I, II, and IV (to notify the receiving state of the placement of the child/youth in their state) <ul style="list-style-type: none"> ○ In Section II, choose, “Initial Placement of Child in Receiving State” and add the date the child/youth arrived in the receiving state. <p>NOTE: A copy of the approved RFA Written Report and RFA Certificate is also required and will be obtained by the CFWB ICPC Office.</p>	<ul style="list-style-type: none"> • ICPC Request Packet • Copy of the Court Order approving the move across state lines • Two ICPC 100Bs <ul style="list-style-type: none"> ○ ICPC 100B Sections I, III, and IV for the original receiving state (to close the ICPC with the original receiving state) <ul style="list-style-type: none"> -On section III, choose “Child has moved to another state” and add the date child left the original state. ○ ICPC 100B Sections I, II, and IV for the new receiving state (to notify the new receiving state of the placement of the child/youth in their state) <ul style="list-style-type: none"> -On Section II, choose “Initial Placement of Child in Receiving State” and add the date the
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**Regulation 1
Relocation of an
Approved
Caregiver (cont.)**

Step	Action						
4 (cont.)	<table border="1" style="width: 100%;"> <thead> <tr> <th colspan="2" style="text-align: center;">For an approved:</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">San Diego County Resource Parent moving out of state</td> <td style="text-align: center;">ICPC Caregiver moving across state lines</td> </tr> <tr> <td></td> <td> <p style="text-align: center;">child/youth arrived in the new receiving state.</p> <p>NOTE: A copy of the approved caregiver’s most recent foster care license, certificate or status as a qualified placement resource and approved ICPC home study is also required and will be obtained by the CFWB ICPC Office.</p> </td> </tr> </tbody> </table>	For an approved:		San Diego County Resource Parent moving out of state	ICPC Caregiver moving across state lines		<p style="text-align: center;">child/youth arrived in the new receiving state.</p> <p>NOTE: A copy of the approved caregiver’s most recent foster care license, certificate or status as a qualified placement resource and approved ICPC home study is also required and will be obtained by the CFWB ICPC Office.</p>
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San Diego County Resource Parent moving out of state	ICPC Caregiver moving across state lines						
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NOTE: Monthly face-to-face supervision in the receiving state cannot begin until they are notified of the move and provided the required documentation. Per ICPC Regulation 1 (12), the [receiving state](#) must begin face-to-face visitation with the child/youth and the caregiver within thirty (30) days of being notified by the [sending state](#) that the child/youth and caregiver have arrived in the receiving state.

Funding for ICPC Placements

Per [ICPC Article V](#), Retention of Jurisdiction, the [sending agency](#) shall continue to have financial and legal responsibility for support and maintenance of the child/youth during the period of the placement. Therefore, CFWB must continue financial, legal and medical responsibility for children/youth placed out of state with an approved ICPC.

SWs must have discussions with the potential caregiver regarding funding options and continue the discussions as information becomes available for the specific child/youth.

Funding Per Type of ICPC Home Study Request	
ICPC Home Study Type	Potential Funding Available for the Approved ICPC Caregiver
Foster Home Study	<p>Foster Care Payments</p> <ul style="list-style-type: none"> Basic foster care rate of the receiving state paid via AFDC or ARC funding. See 45-401 Out of County Placements Policy for more information regarding who determines out of county rates.

Funding for ICPC Placements (cont.)

Funding Per Type of ICPC Home Study Request	
ICPC Home Study Type	Potential Funding Available for the Approved ICPC Caregiver
Foster Home Study (cont.)	<p>CalWORKs Payments (potential option for relatives only)</p> <ul style="list-style-type: none"> California Non-Needy CalWORKs rate if a relative chooses not to receive the receiving state’s basic foster care rate. <p>NOTE: The California CalWORKs rate can at times be more than the receiving state’s basic foster care rate. For more information about the rates, contact the Eligibility team and the assigned CFWB ICPC liaison. A Foster Home Study can be requested for both Non-Relative Extended Family Members and Relatives.</p>
Relative Home Study	<p>Relative Home Approval Payments</p> <ul style="list-style-type: none"> Relative Home Approval Rate of the receiving state paid via AFDC or ARC funding. This rate may be different from the receiving state’s basic foster care rate. <p>CalWORKs Payments (potential option for relatives only)</p> <ul style="list-style-type: none"> California Non-Needy CalWORKs rate if a relative caregiver chooses not to receive the receiving state’s Relative Home Approval Rate. <p>NOTE: The California CalWORKs rate can at times be more than the receiving state’s Relative Home Approval Rate. For more information about the rates, contact the Eligibility team and the assigned CFWB ICPC liaison.</p>

Additional ICPC Funding	
If	Potential Funding
Regulation 1: Caregiver is in the process of a Regulation 1 ICPC and is not licensed/approved in the new state	<p>CalWORKs Payments (potential option for relatives only)</p> <ul style="list-style-type: none"> California Non-Needy CalWORKs rate <p>County Treasury Funds (potential option for non-relatives only)</p> <ul style="list-style-type: none"> Consult with the management team
Regulation 7: Child/youth placed with the caregiver with a provisional approval and is not licensed/approved by the receiving state	<p>CalWORKs Payments (potential option for relatives only)</p> <ul style="list-style-type: none"> California Non-Needy CalWORKs rate <p>County Treasury Funds (potential option for non-relative guardians only)</p> <ul style="list-style-type: none"> Consult with the management team

Funding for ICPC Placements (cont.)

Additional ICPC Funding	
If	Potential Funding
Court ordered placement: Court ordered child/youth placed with an unlicensed/unapproved out-of-state caregiver	CalWORKs Payments (potential option for relatives only) <ul style="list-style-type: none"> California Non-Needy CalWORKs rate County Treasury Funds (potential option for non-relatives only) <ul style="list-style-type: none"> Consult with the management team
Special Care Increments	Approved ICPC placements may be eligible for Special Care Increments, refer to Specialized Care Increments .

For additional guidance, contact the Eligibility team and the assigned CFWB ICPC liaison.

Regulation 2 Standard ICPC

Regulation 2 is a Standard ICPC request. It provides the [sending state](#) a [home study](#) and placement decision (approval or denial) from a [receiving state](#) for the proposed placement of a child/youth with a potential caregiver within 60 days.

- A court order requesting the ICPC is not required and there are no potential caregiver type restrictions.

To begin a Regulation 2 Standard ICPC request go to [Requesting an Outgoing ICPC](#).

Regulation 7 Expedited ICPC

Regulation 7 is the expedited ICPC request. It provides the [sending state](#) an expedited [home study](#) and placement decision (approval or denial) from a [receiving state](#) for the proposed placement of a child/youth with a potential caregiver no later than 20 business days from the date the receiving state receives the completed ICPC Request Packet.

Regulation 7 requests:

- Require that specific criteria are met, include additional case documentation, and have time sensitive deadlines that must be followed.
- Are limited to relative home study requests due to the short timeframe for completion.

The following outlines the required specific criteria for a Regulation 7 request:

- Criteria must be met from both Sections 1 and 2 below.

Section		Criteria
1	The potential caregiver must be one of the following:	<ul style="list-style-type: none"> Parent (including stepparents) Grandparent

**Regulation 7
Expedited ICPC
(cont.)**

Section		Criteria
1 (cont.)	The potential caregiver must be one of the following:	<ul style="list-style-type: none"> • Adult uncle or aunt • Adult brother or sister (including stepsiblings) • Child/youth's legal guardian <p>NOTE: For the purposes of Regulation 7, no other relatives are permitted.</p>
2	At least one of the following must apply:	<ul style="list-style-type: none"> • Unexpected dependency due to a sudden or recent incarceration, incapacitation or death of a parent or guardian. Incapacitation means a parent or guardian is unable to care for a child/youth due to a medical, mental or physical condition of a parent or guardian, or • The child/youth sought to be placed is four years of age or younger, including older siblings sought to be placed with the same potential caregiver; or • The court finds that any child/youth in the sibling group sought to be placed has a substantial relationship with the potential caregiver. Substantial relationship means the potential caregiver has a familial or mentoring role with the child/youth, has spent more than cursory time with the child/youth, and has established more than a minimal bond with the child/youth; or • The child/youth is currently in an emergency placement (A.B. Polinsky Children's Center).

Were both criteria 1 and 2 met?

- If NO, Regulation 7 cannot be requested, see [Regulation 2](#).
- If YES, continue

In addition to the completed [ICPC Request Packet](#), the following case documentation and steps are required for Regulation 7:

Step	Who	Action
1	SW	<p>Complete the ICPC 101 Reg 7 Combined form</p> <ul style="list-style-type: none"> • Contact the proposed caregiver as this form is to be completed in collaboration with the proposed caregiver. <p>NOTE: This form contains confidential information.</p>

**Regulation 7
Expedited ICPC
(cont.)**

Step	Who	Action						
2	SW	<p>Complete the 04-251 form (Notice of Confidential Addresses/Initial Out of Home Address)</p> <ul style="list-style-type: none"> • Select “Other” and copy/paste the following: <ul style="list-style-type: none"> ○ See attached ICPC 101 Reg 7 Combined form • Attach the 04-251 to the ICPC 101 Reg 7 Combined form 						
3	SW	<p>Complete the 04-149 form (Ex Parte Order for Expedited ICPC Placement Decision)</p> <ul style="list-style-type: none"> • The form must be filled out completely. • Reminder: <ul style="list-style-type: none"> ○ Page 1, section 1, select a, b, c, or d ○ Page 3, section 2, select a, b, or c 						
4	SW	<p>Is the Expedited ICPC request going to Arkansas or Missouri?</p> <ul style="list-style-type: none"> • If NO, go to step 5 • If YES, complete the steps below <p>The ICPC Request Packet will require a State Specific Letter to be completed and signed by the Juvenile Court. The SW must complete the following steps:</p> <table border="1" data-bbox="690 1039 1485 1318"> <thead> <tr> <th>Step</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>1</td> <td> <p>Complete the State Specific Letter that applies:</p> <ul style="list-style-type: none"> • Arkansas State Specific Letter • Missouri State Specific Letter </td> </tr> <tr> <td>2</td> <td>Proceed to step 5</td> </tr> </tbody> </table>	Step	Action	1	<p>Complete the State Specific Letter that applies:</p> <ul style="list-style-type: none"> • Arkansas State Specific Letter • Missouri State Specific Letter 	2	Proceed to step 5
Step	Action							
1	<p>Complete the State Specific Letter that applies:</p> <ul style="list-style-type: none"> • Arkansas State Specific Letter • Missouri State Specific Letter 							
2	Proceed to step 5							
5	SW	<p>Email the Court Unit the following completed documents:</p> <ul style="list-style-type: none"> • ICPC 101 Reg 7 Combined form • 04-251 form • 04-149 form • Arkansas State Specific Letter, if applicable • Missouri State Specific Letter, if applicable 						
6	Court Unit	<ul style="list-style-type: none"> • Review and submit the following documents to the Court: <ul style="list-style-type: none"> ○ ICPC 101 Reg 7 Combined form ○ 04-251 form (Print on Pink Paper) 						

**Regulation 7
Expedited ICPC
(cont.)**

Step	Who	Action
6 (cont.)		<ul style="list-style-type: none"> ○ 04-149 form ○ Arkansas State Specific Letter, if applicable ○ Missouri State Specific Letter, if applicable ● Upload the Court authorized 04-149 form to the Justice Electronic Library System (JELS) ● Send the signed 04-149 to the SW via interoffice mail immediately
7	SW	<p>Within three (3) business days of the Juvenile Court Judge's signature on the 04-149, email the following to the CFWB ICPC Office:</p> <ul style="list-style-type: none"> ● Completed ICPC Request Packet ● ICPC 101 Reg 7 Combined form ● 04-149 signed by the Juvenile Court Judge ● Arkansas State Specific Letter, if applicable ● Missouri State Specific Letter, if applicable
8	CFWB ICPC Office	<ul style="list-style-type: none"> ● Review the ICPC Request Packet and accompanying Regulation 7 documents for accuracy. ● Transmit the Regulation 7 request to the receiving state within two (2) business days after receipt of a complete Regulation 7 request

Per ICPC Regulation 7 (9b-d), Regulation 7 requests are time sensitive. Please review the timeline below:

Who	Action
Court	The court shall send a copy of the signed order to the Agency within two (2) business days of the hearing or consideration of the request.
SW	The SW shall send the signed order along with the ICPC Request Packet and accompanying documents to the CFWB ICPC Office within three (3) business days of the signed court order.
ICPC	The CFWB ICPC Office shall send the signed order along with the completed ICPC Request Packet and accompanying documents to the Receiving State within two (2) business days after receipt of a complete Regulation 7 request.

**Regulation 7
Expedited ICPC
(cont.)**

NOTE: If the ICPC packet is not submitted to the receiving state within seven (7) days of the judge’s signature on the 04-149, a new 04-149 may be required.

Please contact the [CFWB ICPC Office](#) for any questions regarding Regulation 7 requests.


ICPC 100A

The ICPC 100A is a formal document that serves two purposes:

1. It allows for a sending state to initiate the ICPC
2. It allows for the receiving state to officially provide notification that the proposed placement is approved or denied.

The ICPC 100A is generated in CWS/CMS. The ICPC 100A is child/youth specific, therefore, if the [ICPC Request Packet](#) is for siblings, each child/youth will need their own ICPC 100A document.

To create the ICPC 100A in CWS/CMS, follow these steps:

Step	Action
1	<p>Complete the ICPC-100A Tab</p> <ul style="list-style-type: none"> • Log into CWS/CMS and open Client Services • Open the child/youth’s case • Click on the Case Management Section (Green Button) • Click on the ICPC-100A tab • Click the + in the ICPC Requests (100A) section and complete the following: <ul style="list-style-type: none"> ○ Enter the Request Date (select today’s date) ○ Enter the State (select the State the potential caregiver resides in) ○ Check the Adoptions box only for Adoption Home Study requests • Click the + in the Request Status section and complete the following: <ul style="list-style-type: none"> ○ Enter the Date (select today’s date) ○ Enter the Status (select “Accepted”) • Complete the following in the Home Study section: <ul style="list-style-type: none"> ○ Enter the Home Study Type ○ Enter the name of the potential caregiver in the Name of Person or Facility section ○ Enter Type of Care (if relative, also enter Relationship to Child) ○ Click the + in the Home Study Status section <ul style="list-style-type: none"> ▪ Enter the Date (select today’s date) ▪ Enter the Status (select “Pending”)
2	<p>Create the ICPC 100A document:</p> <ul style="list-style-type: none"> • Click on Create New Document - Case +  • Select ICPC 100A and click OK • Select the correct ICPC request and click OK

**ICPC 100A
(cont.)**

Step	Action								
3	<p>Complete the ICPC 100A document.</p> <ul style="list-style-type: none"> • The ICPC 100A document is 5 pages. • Complete only the first 2 pages for the ICPC Request Packet (pages 3-5 are useful instructions on how to complete the document). <p>The ICPC 100A must be completed thoroughly. Follow the guidance below for tips on completing sections I-IV:</p> <table border="1" data-bbox="500 520 1479 1808"> <thead> <tr> <th data-bbox="500 520 618 590">Section</th> <th data-bbox="618 520 1479 590">Instructions</th> </tr> </thead> <tbody> <tr> <td data-bbox="500 590 618 1199">I</td> <td data-bbox="618 590 1479 1199"> <ul style="list-style-type: none"> • Leave “To” and “From” at the top of the page blank. <ul style="list-style-type: none"> ○ The CFWB ICPC Office will complete. • Complete all parts of Section I: <ul style="list-style-type: none"> ○ Some of the information will auto-populate. ○ Review and edit auto-populated information, if needed. • Title IV-E Eligibility: This section must match the information provided on page 3 of the Financial/Medical Plan, Eligibility Determination Section completed by the Foster Care Human Services Specialist (HSS). • Name of Agency or Person Responsible for Planning for Child section, write “San Diego County, Child and Family Well-Being” <u>and</u> the name of the primary SW. <ul style="list-style-type: none"> ○ Phone Number, Address, and Email sections will be filled out with the primary SW’s information. • Name of Agency or Person Financially Responsible for the Child section, will auto-populate to “SAME”. </td> </tr> <tr> <td data-bbox="500 1199 618 1661">II</td> <td data-bbox="618 1199 1479 1661"> <ul style="list-style-type: none"> • Type of Care Requested section select: Adoptive Home, Foster Family Home, Parent, or Relative only <ul style="list-style-type: none"> ○ If selecting Relative, the relationship of the potential caregiver must be clear (e.g., maternal aunt, paternal uncle, etc.) • Current Legal Status of Child section select: <ul style="list-style-type: none"> ○ Sending Agency Custody/Guardianship ○ For Adoption Home Study requests also select: <ul style="list-style-type: none"> ▪ Parental Rights Terminated – Right to Place for Adoption • Name of Person(s) or Facility Child is to be placed with section: <ul style="list-style-type: none"> ○ Provide the potential caregiver’s information </td> </tr> <tr> <td data-bbox="500 1661 618 1808">III</td> <td data-bbox="618 1661 1479 1808"> <ul style="list-style-type: none"> • Initial Report Request section select: <ul style="list-style-type: none"> ○ Adoptive Home Study for Adoption ○ Foster Home Study for Regulation 2 Standard ICPC </td> </tr> </tbody> </table>	Section	Instructions	I	<ul style="list-style-type: none"> • Leave “To” and “From” at the top of the page blank. <ul style="list-style-type: none"> ○ The CFWB ICPC Office will complete. • Complete all parts of Section I: <ul style="list-style-type: none"> ○ Some of the information will auto-populate. ○ Review and edit auto-populated information, if needed. • Title IV-E Eligibility: This section must match the information provided on page 3 of the Financial/Medical Plan, Eligibility Determination Section completed by the Foster Care Human Services Specialist (HSS). • Name of Agency or Person Responsible for Planning for Child section, write “San Diego County, Child and Family Well-Being” <u>and</u> the name of the primary SW. <ul style="list-style-type: none"> ○ Phone Number, Address, and Email sections will be filled out with the primary SW’s information. • Name of Agency or Person Financially Responsible for the Child section, will auto-populate to “SAME”. 	II	<ul style="list-style-type: none"> • Type of Care Requested section select: Adoptive Home, Foster Family Home, Parent, or Relative only <ul style="list-style-type: none"> ○ If selecting Relative, the relationship of the potential caregiver must be clear (e.g., maternal aunt, paternal uncle, etc.) • Current Legal Status of Child section select: <ul style="list-style-type: none"> ○ Sending Agency Custody/Guardianship ○ For Adoption Home Study requests also select: <ul style="list-style-type: none"> ▪ Parental Rights Terminated – Right to Place for Adoption • Name of Person(s) or Facility Child is to be placed with section: <ul style="list-style-type: none"> ○ Provide the potential caregiver’s information 	III	<ul style="list-style-type: none"> • Initial Report Request section select: <ul style="list-style-type: none"> ○ Adoptive Home Study for Adoption ○ Foster Home Study for Regulation 2 Standard ICPC
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ICPC 100A
(cont.)

Step	Action						
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<p>4</p>	<ul style="list-style-type: none"> • Save and close the ICPC 100A document • Save to Database 						

**ICPC 100A
(cont.)**


Step	Action
5	<ul style="list-style-type: none"> • Reopen the child/youth’s case • Click on Open Existing Document – Case • Select ICPC 100A and click OK • Convert pages 1-2 of the ICPC 100A into a PDF document • Primary SW will sign page 2, section III under Signature of Sending Agency or Person. <ul style="list-style-type: none"> ○ Use PDF tool Fill and Sign to sign document <p>NOTE: Do not use a digital signature (time stamped signature) due to incompatibility with the NEICE system.</p>

**Financial/
Medical Plan**

The Financial/Medical Plan document is an ICPC specific form which is:

- Generated in CWS/CMS.
- Child/youth specific, therefore if the ICPC Request Packet is for siblings, each child/youth will need their own Financial/Medical Plan document.

To complete the Financial/Medical Plan in CWS/CMS, follow the steps below:

Step	Action
1	<p>The ICPC-100A Tab must be completed in CWS/CMS prior to generating the Financial/Medical Plan</p> <ul style="list-style-type: none"> • See ICPC 100A Step 1 if not completed.
2	<p>Create the Financial/Medical Plan document</p> <ul style="list-style-type: none"> • Click on Create New Document - Case +  ← • Select Financial/Medical Plan and click OK • Select the correct ICPC request and click OK <ul style="list-style-type: none"> ○ This will generate the four page Financial/Medical Plan document
3	<p>Complete the Financial/Medical Plan document</p> <ul style="list-style-type: none"> • The Financial/Medical Plan document is a four-page document that consists of three sections: <ul style="list-style-type: none"> ○ Cover Letter (2 pages) ○ Eligibility Determination (1 page) ○ Financial/Medical Plan (1 page) • The Financial/Medical Plan document must be completed thoroughly. • Follow the guidance below for completing each of the three sections:

**Financial/
Medical Plan
(cont.)**

Step	Action	
3 (cont.)	Section	Instructions
	Cover Letter Pages 1-2	<ul style="list-style-type: none"> • The form will auto-populate the date, receiving state’s ICPC Coordinator’s information, and the child/youth’s name and case number. Review and edit auto-populated information, if needed. • Request section should be one sentence and include: <ul style="list-style-type: none"> ○ What type of home study is being requested (adoptive/foster/parent/relative) ○ Who the request is for (name and relationship to the child/youth) e.g., The Agency is requesting a foster home study for the maternal aunt, Jane Smith. • Current Situation and Legal Status section should include: <ul style="list-style-type: none"> ○ Case history (what brought the child/youth into protective custody, social history, chronology of court involvement, etc.) ○ Description of the child/youth and their current needs (medical, dental, education, mental health, supervision, dangerous propensities etc.) ○ How the child/youth’s needs are currently being addressed and how they will continue to be addressed out-of-state ○ Why the child/youth should be placed with the potential caregiver • Current Services Program section will auto-populate. <ul style="list-style-type: none"> ○ Review and edit auto-populated information if needed. • Financial/Medical Plan section will auto-populate. • Educational Plan section should include: <ul style="list-style-type: none"> ○ Educational needs for child/youth e.g., 504 plan, IEP, etc. • Long Term Plan/Goal section should be one sentence and include the child/youth’s plan e.g., reunification, guardianship, adoption, etc. • Statement of Financial Responsibility section will auto-populate, however is missing the agency name. <ul style="list-style-type: none"> ○ After “The San Diego” write in “Child and Family Well-Being” • Enclosures for your reference are section will auto-populate. • Signature line section should include the SW’s signature. <ul style="list-style-type: none"> ○ Primary SW will sign in step 5

**Financial/
Medical Plan
(cont.)**

Step	Action									
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**Financial/
Medical Plan
(cont.)**

3 (cont.)	Section	Instructions		
	Financial Plan Page 4 (cont.)	Option	Actions	
		1 (cont.)	Check box	If
				NOTE: A back-up plan must also be selected
	Planning to apply for an AFDC needy or non-needy caretaker grant for the child in the receiving State.	Do not check. Per ICPC Article V , the sending agency shall continue to have financial responsibility of the child/youth during the period of the placement.		
	A licensed facility eligible to receive AFDC-FC from California at the receiving State rate foster care.	Foster home study requested (relative or nonrelative) and the child is Title IV-E eligible		
	Other:	<ul style="list-style-type: none"> • Relative Home Study requested regardless of Title IV-E status <ul style="list-style-type: none"> ○ Write the following on the blank line: San Diego County can provide a TANF grant • Foster Home Study requested for a relative and the child is not Title IV-E eligible. <ul style="list-style-type: none"> ○ Write the following on the blank line: San Diego County will provide a TANF 		

**Financial/
Medical Plan
(cont.)**

Step	Action						
3 (cont.)	<table border="1"> <thead> <tr> <th data-bbox="488 254 699 321">Section</th> <th colspan="2" data-bbox="699 254 1487 321">Instructions</th> </tr> </thead> </table>			Section	Instructions		
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Option	Actions						
Check box	If						
1 (cont.)	Other (cont.):	grant and any additional funds required to reach the receiving state's basic foster care rate <ul style="list-style-type: none"> • Adoption Home Study requested <ul style="list-style-type: none"> ○ Write the following on the blank line: "AAP funds will be provided upon the signing of adoption paperwork". 					
2	Complete for parent home study only <ul style="list-style-type: none"> • Check both boxes: <ul style="list-style-type: none"> ○ Expected to support the child, and ○ Expected to apply for public assistance in the receiving State if unable to support the child. 						
Medical Plan Page 4	<ul style="list-style-type: none"> • For relative, foster, and adoption home study requests, select: <ul style="list-style-type: none"> ○ The placement resource is expected to apply for medical coverage for the child in the receiving state. ○ SW will inform the potential caregiver of this expectation • For parent home study requests, SW will discuss the options with the parent and select accordingly. 						

**Financial/
Medical Plan
(cont.)**

Step	Action	
3 (cont.)	Section	Instructions
	Signature Page 4	<ul style="list-style-type: none"> • Signature line section should include the SW’s signature. <ul style="list-style-type: none"> ○ Add date form was completed Primary SW will sign in step 5
4	<ul style="list-style-type: none"> • Save and close the Financial/Medical Plan document • Save to Database 	
5	<ul style="list-style-type: none"> • Reopen the child/youth’s case • Click on Open Existing Document – Case • Select Financial/Medical Plan and click OK • Convert Financial/Medical Plan into a PDF document <ul style="list-style-type: none"> ○ Reminder: SW will send Eligibility Determination Page 3 of PDF document to the HSS to complete. • Primary SW will sign pages 2 and 4 of Financial/Medical Plan <ul style="list-style-type: none"> ○ Use PDF tool Fill and Sign to sign document <p>NOTE: Do not use a digital signature (time stamped signature) due to incompatibility with the NEICE system.</p>	

**Arkansas State
Specific Letter**

The State of Arkansas requires the Juvenile Court and CFWB to sign letters confirming their commitment to upholding the articles and regulations of the ICPC.

To meet this requirement, the SW will follow the steps below:

Step	Action
1	Open the Arkansas State Specific Letter (form 04-315)
2	<p>On page 1, complete the following:</p> <ul style="list-style-type: none"> • Fill in child/youth’s name, DOB, and potential caregiver’s name and address • Obtain all required signatures except for “ICPC Liaison” <ul style="list-style-type: none"> ○ CFWB ICPC Office will sign the 04-315 when the completed ICPC Request Packet is submitted to the CFWB ICPC Office
3	<p>On page 2, complete the following:</p> <ul style="list-style-type: none"> • Fill in the child/youth’s name, State ID number, and relationship of potential caregiver (e.g., adult sister, aunt, grandmother, etc.) <p>NOTE: Only page 2 will be submitted to the Court</p>

Arkansas State Specific Letter (cont.)

Step	Action
4	<p>Is this request for an Expedited ICPC?</p> <ul style="list-style-type: none"> • If NO, go to step 5 • If YES, go to Regulation 7 Expedited ICPC <ul style="list-style-type: none"> ○ It is recommended that the State Specific Letter and Request for Expedited ICPC be submitted to the Court at the same time, per the Court’s preference.
5	<p>Email the Court Unit the following completed documents:</p> <ul style="list-style-type: none"> • Arkansas State Specific Letter (Page 2 only) • Application for Ex Parte and Order <ul style="list-style-type: none"> ○ For guidance go to Ex Parte Requests <p>NOTE: If the proposed caregiver’s name is confidential, inform the Court Unit in the body of the email.</p>
6	<p>Once the Court Unit obtains the court’s signature on page 2, they will return the letter to you. Add both completed and signed letters (pages 1 and 2) to the ICPC Request Packet.</p>
7	<p>Proceed to Step 6 of Requesting an Outgoing ICPC</p>

Missouri State Specific Letter

The State of Missouri requires the Juvenile Court and CFWB to sign letters confirming their commitment to upholding the articles and regulations of the ICPC.

To meet this requirement, the SW will follow the steps below:

Step	Action
1	<p>Open the Missouri State Specific Letter (form 04-316)</p>
2	<p>On page 1, complete the following:</p> <ul style="list-style-type: none"> • Fill in child/youth’s name, DOB, and potential caregiver’s name and address • Obtain all required signatures except for “ICPC Liaison” <ul style="list-style-type: none"> ○ CFWB ICPC Office will sign the 04-316 when the completed ICPC Request Packet is submitted to the CFWB ICPC Office
3	<p>On page 2, complete the following:</p> <ul style="list-style-type: none"> • Fill in the child/youth’s name, State ID number, and relationship of potential caregiver (e.g., adult sister, aunt, grandmother, etc.) <p>NOTE: Only page 2 will be submitted to the Court</p>

Missouri State Specific Letter (cont.)

Step	Action
4	<p>Is this request for an Expedited ICPC?</p> <ul style="list-style-type: none"> • If NO, go to step 5 • If YES, go to Regulation 7 Expedited ICPC <ul style="list-style-type: none"> ○ It is recommended that the State Specific Letter and Request for Expedited ICPC be submitted to the Court at the same time, per the Court's preference.
5	<p>Email the Court Unit the following completed documents:</p> <ul style="list-style-type: none"> • Missouri State Specific Letter (Page 2 only) • Application for Ex Parte and Order <ul style="list-style-type: none"> ○ For guidance go to Ex Parte Requests <p>NOTE: If the proposed caregiver's name is confidential, inform the Court Unit in the body of the email.</p>
6	<p>Once the Court Unit obtains the court's signature on page 2, they will return the letter to you. Add both completed and signed letters (pages 1 and 2) to the ICPC Request Packet.</p>
7	<p>Proceed to Step 6 of Requesting an Outgoing ICPC</p>

Adoption Home Study Out-of-State

All ICPC Requests for Adoption Home Studies require additional case documents to be added to the [ICPC Request Packet](#).

SW will add the following additional case documents to the ICPC Request Packet:

Document	One per family	One per child
366.26 report	X	
Court Orders/Judgments of Terminated Parental Rights This order must be signed by the Judge		X

NOTE: Adoptions cannot be finalized for the child/youth until the receiving state provides the CFWB ICPC office with an approved Adoption Home Study. Further, jurisdiction cannot be terminated for the child/youth until concurrence is received from the sending state, see [Concurrence to Terminate Jurisdiction on an ICPC Placement](#).

Withdrawing an Outgoing ICPC Request Prior to ICPC Completion

There may be circumstances when an ICPC request that has been initiated may need to be withdrawn. Circumstance such as, but not limited to, a:

- Child/youth reunified with their parents
- Potential caregiver is no longer interested in pursuing the placement
- Child/youth is not interested in leaving the state

To withdraw an ICPC request that has been submitted to the [receiving state](#), follow the steps below:

Step	Who	Action
1	SW	Notify all appropriate parties (i.e. court, attorneys, parents, caregiver)
2	SW	<ul style="list-style-type: none">• Complete the ICPC 100B Sections I, III, and IV to close out the ICPC request.<ul style="list-style-type: none">○ On section III, choose “Proposed Placement Request Withdrawn” and the date the request was made.• Email the completed ICPC 100B to the CFWB ICPC Office
3	CFWB ICPC Office	<ul style="list-style-type: none">• Review the ICPC 100B for accuracy• Transmit the ICPC 100B to receiving state• Close the ICPC in CWS/CMS<ul style="list-style-type: none">○ Complete ICPC 100A Tab○ Complete ICPC 100B Tab

Visitation Between the Child/Youth and Potential Caregiver Prior to ICPC Completion

Per ICPC Regulation 9(6), if the agency, i.e. CFWB, requests a home study and sends or plans to send a child/youth to stay with a potential caregiver before the home study is approved, it will be assumed, unless proven otherwise, that the child/youth’s stay is not just a visit. If the receiving state establishes a rebuttable presumption that the visit is an illegal placement, they may suspend the home study until the child/youth is back in the sending state, and/or close the home study.

The SW will not send a child/youth on a visit with the potential caregiver during the home study process unless it has been communicated and approved by the CFWB ICPC Office and the intent of the visit meets the following Regulation 9 criteria:

- The purpose of a visit is to provide the child/youth 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 childcare services; and
- The visit has a proposed arrival and return date which is no longer than 30 days

To request a visit for the child/youth and the potential caregiver prior to the home study approval, follow the steps below:

Visitation Between the Child/Youth and Potential Caregiver Prior to ICPC Completion (cont.)

Step	Who	Action
1	SW	Submit the request to the assigned CFWB ICPC liaison and include the following details: <ul style="list-style-type: none"> Proposed dates of arrival and return Proposed transportation plan to and from the receiving state Name of the person responsible for supervising the child/youth during the visit
2	CFWB ICPC Office	<ul style="list-style-type: none"> Contact the receiving state to discuss the request Inform the social worker of the outcome

Important Information to consider during an approved visit:

- Visits cannot exceed 30 days, and a new visit may not begin immediately after the previous one, as this is considered an illegal placement
- Courtesy supervision by the receiving state will NOT be provided during a visit.

ICPC 100B

The ICPC 100B is a formal document that serves as notification to the receiving state for the following three purposes:


- Placement of a San Diego dependent child/youth in a receiving state (initial or [Regulation 1](#) relocation)
- Significant changes to the potential/approved ICPC caregiver regarding their name, address, type of care, or other.
- Closing the ICPC (this includes withdrawing an ICPC Request)

The ICPC 100B is generated in CWS/CMS and is child/youth specific. Therefore, if the initial placement, significant change, or closure notification is for a sibling placement, each child/youth will need their own ICPC 100B document. The SW will complete the ICPC 100B and email it the assigned CFWB ICPC liaison to process.

To create the ICPC 100B in CWS/CMS, follow these steps:

Step	Action
1	Complete the ICPC 100B Tab <ul style="list-style-type: none"> Log into CWS/CMS and open Client Services Open the child/youth's case Click on the Case Management Section (Green Button) Click on the ICPC 100B tab Select the correct ICPC request from the list and move to the next section Click the + in the ICPC 100B section and complete the following: <ul style="list-style-type: none"> Date: select today's date ICPC Action:

ICPC 100B (cont.)

Step	Action				
1 (cont.)	<ul style="list-style-type: none"> ▪ For initial placement, select “Initial Placement” ▪ For significant changes, select “Placement Change” ▪ For closing the ICPC or withdrawing a request, select “Termination” ○ Document Status: select “Sent” ○ Termination Reason: (only if closing or withdrawing ICPC) select most appropriate from the drop-down menu which includes: <ul style="list-style-type: none"> ▪ Adoption finalized ▪ Approved resource not used for placement ▪ Child has moved to another state ▪ Child reached majority/legal emancipated ▪ Child returned to sending state ▪ Jurisdiction terminated with concurrence ▪ Legal custody given to parent(s)/Relative ▪ Proposed placement request withdrawn ▪ Treatment completed ▪ Unilateral termination ▪ Other 				
2	<p>Create the ICPC 100B document:</p> <ul style="list-style-type: none"> • Click on Create New Document - Case +  ← • Select ICPC 100B and click OK • Select the correct ICPC request from the list and click OK 				
3	<p>Complete the ICPC 100B document.</p> <ul style="list-style-type: none"> • The ICPC 100B document is 4 pages. • Complete only page 1 (pages 2-4 are useful instructions on how to complete the document). <p>The ICPC 100B must be completed thoroughly. Follow the guidance below for tips on completing sections I-IV:</p> <table border="1" data-bbox="488 1320 1487 1675"> <thead> <tr> <th data-bbox="488 1320 618 1388">Section</th> <th data-bbox="618 1320 1487 1388">Instructions</th> </tr> </thead> <tbody> <tr> <td data-bbox="488 1388 618 1675">I</td> <td data-bbox="618 1388 1487 1675"> <ul style="list-style-type: none"> • Leave “To” and “From” at the top of the page blank. <ul style="list-style-type: none"> ○ The assigned CFWB ICPC liaison will complete. • Complete all parts of Section I: <ul style="list-style-type: none"> ○ Some of the information will auto-populate. ○ Review and edit auto-populated information if needed. • Name of Resource refers to potential or approved ICPC caregiver. See below for tips on how to complete this section: </td> </tr> </tbody> </table>	Section	Instructions	I	<ul style="list-style-type: none"> • Leave “To” and “From” at the top of the page blank. <ul style="list-style-type: none"> ○ The assigned CFWB ICPC liaison will complete. • Complete all parts of Section I: <ul style="list-style-type: none"> ○ Some of the information will auto-populate. ○ Review and edit auto-populated information if needed. • Name of Resource refers to potential or approved ICPC caregiver. See below for tips on how to complete this section:
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ICPC 100B (cont.)

Step	Action							
3 (cont.)	Section	Instructions						
	I (cont.)	<table border="1"> <thead> <tr> <th data-bbox="625 348 899 415">If</th> <th data-bbox="899 348 1495 415">Then</th> </tr> </thead> <tbody> <tr> <td data-bbox="625 415 899 835"> <p>There are no changes to the potential/approved ICPC caregiver</p> </td> <td data-bbox="899 415 1495 835"> <p>Write in the name of potential/approved ICPC caregiver, their address, and what type of care.</p> <p>NOTE: Type of Care Requested should be the same information selected on the ICPC 100A i.e. adoptive home, foster family home, parent, or relative. If selecting relative, the relationship of the potential caregiver must be clear (e.g., maternal aunt, paternal uncle, etc.)</p> </td> </tr> <tr> <td data-bbox="625 835 899 1163"> <p>There are significant changes to the potential/approved ICPC caregiver</p> </td> <td data-bbox="899 835 1495 1163"> <p>Write in all the significant changes that apply to the potential/approved ICPC caregiver:</p> <ul style="list-style-type: none"> • Name of resource: e.g., name changed due to marriage/divorce, etc. • Address: change of address • Type of care: e.g., foster care to adoption </td> </tr> </tbody> </table>	If	Then	<p>There are no changes to the potential/approved ICPC caregiver</p>	<p>Write in the name of potential/approved ICPC caregiver, their address, and what type of care.</p> <p>NOTE: Type of Care Requested should be the same information selected on the ICPC 100A i.e. adoptive home, foster family home, parent, or relative. If selecting relative, the relationship of the potential caregiver must be clear (e.g., maternal aunt, paternal uncle, etc.)</p>	<p>There are significant changes to the potential/approved ICPC caregiver</p>	<p>Write in all the significant changes that apply to the potential/approved ICPC caregiver:</p> <ul style="list-style-type: none"> • Name of resource: e.g., name changed due to marriage/divorce, etc. • Address: change of address • Type of care: e.g., foster care to adoption
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II	<p>Complete section II only for:</p> <ul style="list-style-type: none"> • Placement (initial and for Regulation 1 relocation) <ul style="list-style-type: none"> ○ Select “Initial Placement of Child in Receiving State” ○ Include the exact date the child/youth was placed in the receiving state or for Regulation 1, exact date the child/youth arrived in the receiving state. • Significant Placement changes <ul style="list-style-type: none"> ○ Select “Placement Change” ○ Include the exact date the significant change occurred <p>NOTE: The significant changes to name, address, or type of care will be documented in Section I.</p>							
III	<p>Complete section III only when closing an ICPC.</p> <ul style="list-style-type: none"> • The information selected in the ICPC 100B tab will auto-populate. <ul style="list-style-type: none"> ○ Review and edit auto-populated information, if needed. • Complete additional information requested, if applicable 							

ICPC 100B (cont.)

Step	Action		
3 (cont.)	<table border="1"> <tr> <td>IV</td> <td> Add "DATE" only to Section IV-Signatures, "Person/Agency Supplying Information". <ul style="list-style-type: none"> Primary SW will sign in step 5 </td> </tr> </table>	IV	Add "DATE" only to Section IV-Signatures, "Person/Agency Supplying Information". <ul style="list-style-type: none"> Primary SW will sign in step 5
IV	Add "DATE" only to Section IV-Signatures, "Person/Agency Supplying Information". <ul style="list-style-type: none"> Primary SW will sign in step 5 		
4	<ul style="list-style-type: none"> Save and close the ICPC 100B document Save to Database 		
5	<ul style="list-style-type: none"> Reopen the child/youth's case Click on Open Existing Document – Case Select ICPC 100B and click OK Convert page 1 of the ICPC 100B into a PDF document Primary SW will sign page 1, Section IV under Person/Agency Supplying Information. <ul style="list-style-type: none"> Use PDF tool Fill and Sign to sign document Leave Section IV Compact Administrator, Deputy, or Alternative blank <ul style="list-style-type: none"> Assigned CFWB ICPC liaison will sign <p>NOTE: Do not use a digital signature (time stamped signature) due to incompatibility with the NEICE system.</p>		

07-65 Placement Information and Payment Authorization Guidance

The [07-65](#) Placement Information and Payment Authorization document is used to initiate funding for ICPC placements. It must be completed within 24 hours of a child/youth being placed with an approved ICPC caregiver. Accuracy of completion is critical to initiating funding for ICPC placements.

SW to follow the guidance below, to complete the 07-65 document:

Section	Action
Top Section	<ul style="list-style-type: none"> Check box "Change of Placement (COP)" Check box "ICPC"
D	<ul style="list-style-type: none"> Add prior placement information as requested Check box, "Change of Placement" and add information as requested
E1	<ul style="list-style-type: none"> Check box, "Out-of-State" <ul style="list-style-type: none"> Check box, "Receiving State Approved Relative Home" ONLY for state issued relative approval Check box, "Receiving State Licensed Foster Home " ONLY for state issued foster home license

07-65 Placement Information and Payment Authorization Guidance (cont.)

Section	Action
E1 (cont.)	<ul style="list-style-type: none"> ○ Check box, "Other" ONLY for Provisional Approval, and write in "provisional approved placement, pending state issued approval/license"
E2	Add information as requested
E3	ONLY Add "Date Placed" <ul style="list-style-type: none"> ○ Eligibility will determine payment rate
E4	Add information as requested
F1	<ul style="list-style-type: none"> ● ONLY Check box, "COP" and in "please explain" field add "child/youth moved to an approved ICPC placement" ● Eligibility will determine clothing payment amount

NOTE: If the child/youth was placed with a Provisional Approval, another 07-65 must be completed when the ICPC is fully approved, to reassess funding sources.

Courtesy Supervision Social Worker Secondary Assignment and CWS/CMS Contact

Per ICPC Regulation 11, the Courtesy Supervision SW will conduct face-to-face visits with the child/youth in the [receiving state](#) at least monthly with the majority of the visits occurring in the child/youth's placement.

The SW will document the contact in CWS/CMS by completing the following steps:

Step	Action
1	Create a secondary assignment for the Courtesy Supervision SW by following the steps below: <ul style="list-style-type: none"> ● Log into CWS/CMS and open Client Services ● Open the child/youth's case ● Click on the Assignment tab ● Click the + in the Assignment grid ● In the Responsibility section, select the Secondary radio button ● In the Assignment Destination section, select the Out of State radio button ● The grid located at the bottom left of the page is now mandatory: <ul style="list-style-type: none"> ○ Click the + in the grid to open the Out of State Contact dialog box ○ Complete the following fields: <ul style="list-style-type: none"> ▪ Agency Name (Name of Courtesy Supervision SW's Agency) ▪ Phone Number ▪ Contact (Name of Courtesy Supervision SW) ▪ Address (Only complete street #/name, city, state, and zip section) ● Click ok and save to Database

**Courtesy
Supervision
Social Worker
Secondary
Assignment and
CWS/CMS
Contact (cont.)**

Step	Action
2	<p>Enter the monthly face-to-face contact between the Courtesy Supervision SW and the child/youth into CWS/CMS using the actual date the child was seen. If the monthly face-to-face contacts are received from the Courtesy Supervision SW in one Quarterly Report, they will not be entered as one contact. The SW will create individual contacts using the actual date the child was seen.</p> <p>Create the monthly contact by following the steps below:</p> <ul style="list-style-type: none"> • Log into CWS/CMS and open Client Services • Open the child/youth's case • Click on Service Management Section (Orange button) • Click the + to create a new contact • Complete the following sections: <ul style="list-style-type: none"> ○ Staff Person (select the primary CFWB SW) ○ Start Date (enter the date of the face-to-face contact between the child/youth and the Courtesy Supervision Worker) ○ Contact Purpose (select Deliver Service to Client) ○ Method (select In-Person) ○ Location (select location where the face-to-face contact between the child/youth and the Courtesy Supervision Worker took place) ○ Status (select completed) ○ Participants <ul style="list-style-type: none"> ▪ Click the + and select Participant Type Staff Persons <ul style="list-style-type: none"> <input type="checkbox"/> Select the Courtesy Supervision SW (if the Courtesy Supervision SW is not listed, go to Create a secondary assignment for the Courtesy Supervision SW) ▪ Click the + and select Participant Type Clients <ul style="list-style-type: none"> <input type="checkbox"/> Select the child/youth ▪ Enter all other participants e.g., caregiver ○ Case Management Services/Referrals (select CM-SW Plan Contact) ○ Narrative <ul style="list-style-type: none"> ▪ Paste the following statement: <ul style="list-style-type: none"> <input type="checkbox"/> The following information was provided by (add name), Courtesy Supervision Social Worker in (add State) during their face-to-face contact with the child/youth (add name). ▪ Add all the information provided by the Courtesy Supervision SW for that face-to-face contact. • Save to Database

**Out-of-State
Missing
Child/Youth**

When a dependent child/youth goes missing from their out-of-state ICPC placement (e.g., is abducted or is Absent From Care/AWOL), the SW will follow the steps below:

**Out-of-State
Missing
Child/Youth
(cont.)**

Step	Action
1	Contact the caregiver to gather the required information. <ul style="list-style-type: none"> The list of required information is outlined in the Social Work Practice - Absent Client – No Contact policy (see Step 4).
2	Notify the Courtesy Supervision SW
3	Notify the CFWB ICPC office
4	Follow the policies below to report the missing child/youth to the appropriate authorities: <ul style="list-style-type: none"> Social Work Practice - Absent Client – No Contact Wanted Notice and Order of Detention <p>NOTE: Penal Code 11166 (j-k) and WIC 16501.35 mandate County Child Welfare Agencies to report to the appropriate law enforcement agency and to the National Center for Missing and Exploited Children (NCMEC) any dependent child/youth that is missing (has been abducted, is Absent Without Leave (AWOL), etc.) from their placement, to include out-of-state ICPC placements.</p>

**Approved ICPC
Caregiver Move
within the Same
State**

A new ICPC Request Packet may or may not be required when an approved ICPC caregiver plans to move with the dependent child/youth within the borders of the same [receiving state](#) that approved the ICPC placement. The SW will follow the steps below:

Step	Action
1	<ul style="list-style-type: none"> Prior to the caregiver’s move, consult with the assigned CFWB ICPC liaison for state/county specific requirements. <ul style="list-style-type: none"> The assigned CFWB ICPC liaison will communicate with the receiving state’s ICPC Office to inquire as to any anticipated changes/needs such as, but not limited to: <ul style="list-style-type: none"> Assignment of a new Courtesy Supervision SW License/approval status Communicate all anticipated changes/needs with the caregiver <p>NOTE: The caregiver is responsible for keeping their license/approval up-to-date in their state.</p>
2	Complete the ICPC 100B to document the caregiver’s new address and the date of the move. <ul style="list-style-type: none"> Email the completed ICPC 100B to the assigned CFWB ICPC liaison, within 24 hours of the caregiver/child/youth’s move. <p>For guidance on completing the form, go to ICPC 100B.</p>

Approved ICPC Caregiver Move within the Same State (cont.)

Step	Action
3	Update the registrar with the new placement address, date of move, and license/approval status via the 07-65 , within 24 hours of the move.

Out-Of-State Placement Disruption

Per ICPC Regulation 2.10 (b), if the [receiving state](#) determines that the child/youth's placement no longer meets the individual needs of the child/youth, including the child's safety, permanency, health, well-being, and mental, emotional, and physical development, then the receiving state may request that the child/youth return to San Diego County. When a request to return the child/youth is made by the receiving state, the SW has five (5) working days, from the date of notice for removal, to return the child/youth to San Diego County.

The SW will follow the steps below when a notice for removal is received:

Step	Who	Action
1	SW	<ul style="list-style-type: none"> • Consult with the assigned CFWB ICPC liaison immediately. <ul style="list-style-type: none"> ○ Per the ICPC Regulation, the receiving state request for removal may be withdrawn if the SW arranges services to resolve the reason for the requested removal AND both the receiving state ICPC Office and the CFWB ICPC Office mutually agree to the plan. • Was the request for removal withdrawn? <ul style="list-style-type: none"> ○ If YES, no further action is required ○ If NO, go to step 3
2	CFWB ICPC Office	<ul style="list-style-type: none"> • Contact the receiving state ICPC Office to discuss: <ul style="list-style-type: none"> ○ The request for removal ○ Services to resolve the reason for the requested removal (if provided by the SW) • Contact the SW with updates as they become available
3	SW	<p>Make the necessary travel arrangements to transport the child/youth back to San Diego County within five (5) working days from the date of notice for removal.</p> <ul style="list-style-type: none"> • If CFWB staff will be transporting the child/youth follow the Travel for CFWB Staff policy. <p>Email the CFWB travel desk if further support is needed.</p>

Out-Of-State Placement Disruption (cont.)

Step	Who	Action
4	SW	<ul style="list-style-type: none"> • Update the Registrar with the new placement address via the 07-65 within 24 hours of making the new placement in San Diego County. • Notify all appropriate parties (i.e. court, attorneys, parents) by following the placement policies and court procedures that apply, which may include but are not limited to: <ul style="list-style-type: none"> ○ Change of Placement (COP) Requirements When Notice is Given to Move Child/Youth ○ Change of Placement (COP) - Court Requirements ○ Ex Parte Requests ○ Types of Hearings – Special
5	SW	<ul style="list-style-type: none"> • Complete the ICPC 100B Sections I, III, and IV to close the ICPC with the receiving state <ul style="list-style-type: none"> ○ On section III, choose “Child Returned to Sending State” and date child left the receiving state. • Email the completed ICPC 100B to the assigned CFWB ICPC liaison.
6	CFWB ICPC OFFICE	<ul style="list-style-type: none"> • Review the ICPC 100B for accuracy • Transmit the ICPC 100B to receiving state • Close the ICPC in CWS/CMS <ul style="list-style-type: none"> ○ Complete ICPC 100A Tab ○ Complete ICPC 100B Tab

Parent Placements

To determine if the ICPC applies to an out-of-state parent placement, review the guidance below. If an out-of-state parent placement is being considered, the SW must consult with the [CFWB ICPC Unit](#).

ICPC Regulation	Description
3(2a) and 3(2b) The ICPC applies to parent placements when:	<ul style="list-style-type: none"> • A court or public child welfare agency seeks to place a child with a parent located out of state if the court or agency has evidence that the parent may not be fit to care for the child or if the court or agency seeks an evaluation of the parent’s fitness. • Any placement with a parent if and when it is known that the child will remain a ward of the court or the public child welfare agency will retain jurisdiction after child is placed out of state with parent.

**Parent
Placements
(cont.)**

ICPC Regulation	Description
3(3a) The ICPC does not apply to parent placements when:	<ul style="list-style-type: none">• The court does not have any evidence that the parent is unfit to care for the child;• The court does not seek any evidence with regard to the parent’s fitness to care for the child; and• The court relinquishes jurisdiction over the child immediately upon placement with the parent. <p>NOTE: The receiving state is not responsible for supervising or monitoring parent placements ordered by the court under ICPC Regulation 3 (3a).</p>

**Alignment with
SET**

This policy supports [SET Value 2](#), “Collaborative Partnerships with Kinship and Resource Families” and the guiding principles of supportive services for kinship families and consistent communication and information sharing. It also supports [SET Value 3](#), “Helping Children and Youth Achieve Their Full Potential and Develop Lifelong Relationships” and the guiding principles of actively striving to preserve children’s connections to kinship relationships, continual focus on children’s well-being while they are in our care, and holding a sense of urgency when seeking permanency for children.
