

**COLORADO'S
INTERSTATE COMPACT
ON THE
PLACEMENT OF CHILDREN**

HANDBOOK

2007

Division of Child Welfare Services
Colorado Department of Human Services
Interstate Compact on the Placement of Children

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INTRODUCTION

The State of Colorado Department of Human Services, Division of Child Welfare, and county departments of social services are committed to the safe and legal placement of all children through the correct implementation of the Interstate Compact on the Placement of Children effective July 1, 1995. The processing, approval, and denial of ICPC cases in which county departments are the sending or receiving agency moves from the State office to County Departments. Each county or group of county departments in Colorado will have a trained liaison who will review all ICPC requests and be directly responsible for assisting their county caseworkers and other states' Compact Administrators. The county liaisons and caseworkers must work closely together to ensure the best interest of children are served through timely and accurate implementation of ICPC procedures.

At the state level, the Deputy Compact Administrator will be responsible for training, technical assistance, and consultation. The state ICPC office will also process all non-county related cases.

This handbook is provided to assist caseworkers, supervisors, and county ICPC Liaisons, in the proper implementation of the ICPC. It does not replace the detailed instructions for ICPC procedures found in Volume VII, Policy and Procedure for Child Welfare Services, section 7.307 (Revised September 1998).

OVERVIEW OF THE ICPC

- ICPC provides protection and services to children who are being placed across state lines for the purpose of foster care and adoption, into group homes, RTC and other child caring institutions.
- ICPC is uniform legislation in all states.
- It is a legally binding agreement among all states.
- Interstate Compact provisions are the same in every state.
- Serves as a reciprocal instrument.
- Colorado's Interstate Compact Legislation can be found in the Colorado Revised Statutes (CRS) 24-60-1801.
- Interstate Compact procedures are covered in Volume VII 7.307.

THE LAW REQUIRES

- A placement evaluation prior to placement.
- Approval prior to placement being made.
- Assignment of certain responsibilities to the sending and receiving parties.
- The placement be in the child's best interest.
- Compliance with the laws of both states.

TYPES OF PLACEMENTS SUBJECT TO ICPC

- reunification with a birth parent*
- with a relative*
- foster home (non-related and related to the child)*
- adoptive home*
- group home*
- residential child care facilities*

*when a child is under the jurisdiction of a county department, court, or child placement agency.

TYPES OF PLACEMENTS EXCLUDED FROM THE ICPC

- Boarding schools
- Public or private hospital, psychiatric hospital or medical facility; providing the hospital is not licensed as a residential treatment center. (if that is the situation approval through ICPC is required.)
- Parent to relative when parent or relative has custody (Article VIII)
- Job Corps
- Military
- Visits - A visit is defined as a stay for 30 days or less, unless it corresponds with a child's school vacation schedule. **Note: Out of state visits are not governed by the ICPC.**
- Placements made pursuant to divorce, custody investigation, involving home studies
- Tribal placements on reservations unless an ICPC is requested. (Tribal court has jurisdiction)
- Placement of a child into or out of Canada, Guam, or American Samoa.

Overview of Sending State Responsibilities

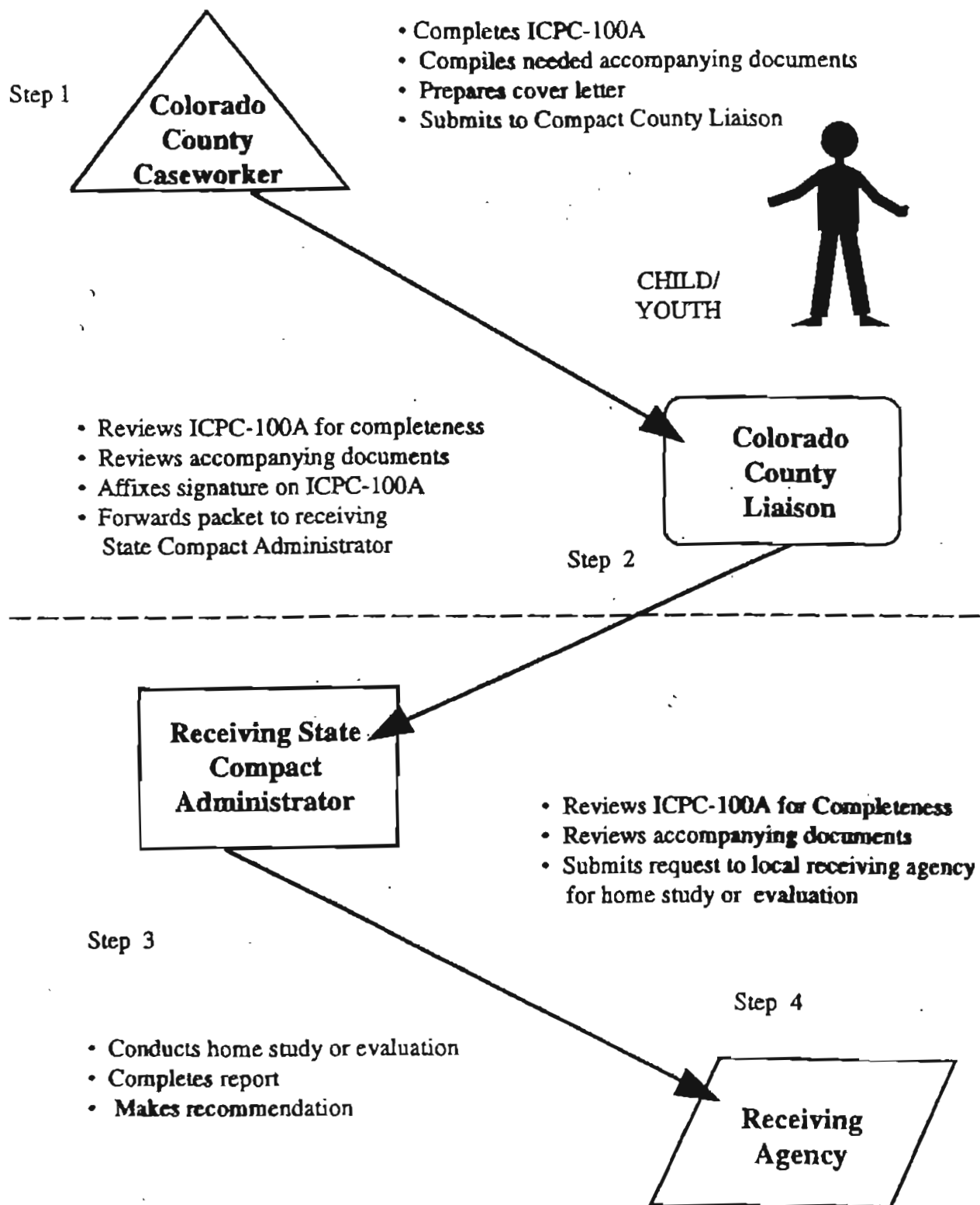
According to Article V of the Compact, the sending state is solely responsible for the financial, medical, and educational cost of the child placed in the receiving state through the ICPC.

IV-E eligible children will apply for Medicaid in the receiving state. It is the responsibility of the sending state to provide proof of IV-E eligibility determination to the receiving state. For non IV-E eligible children, the sending state will be billed for medical and other services.

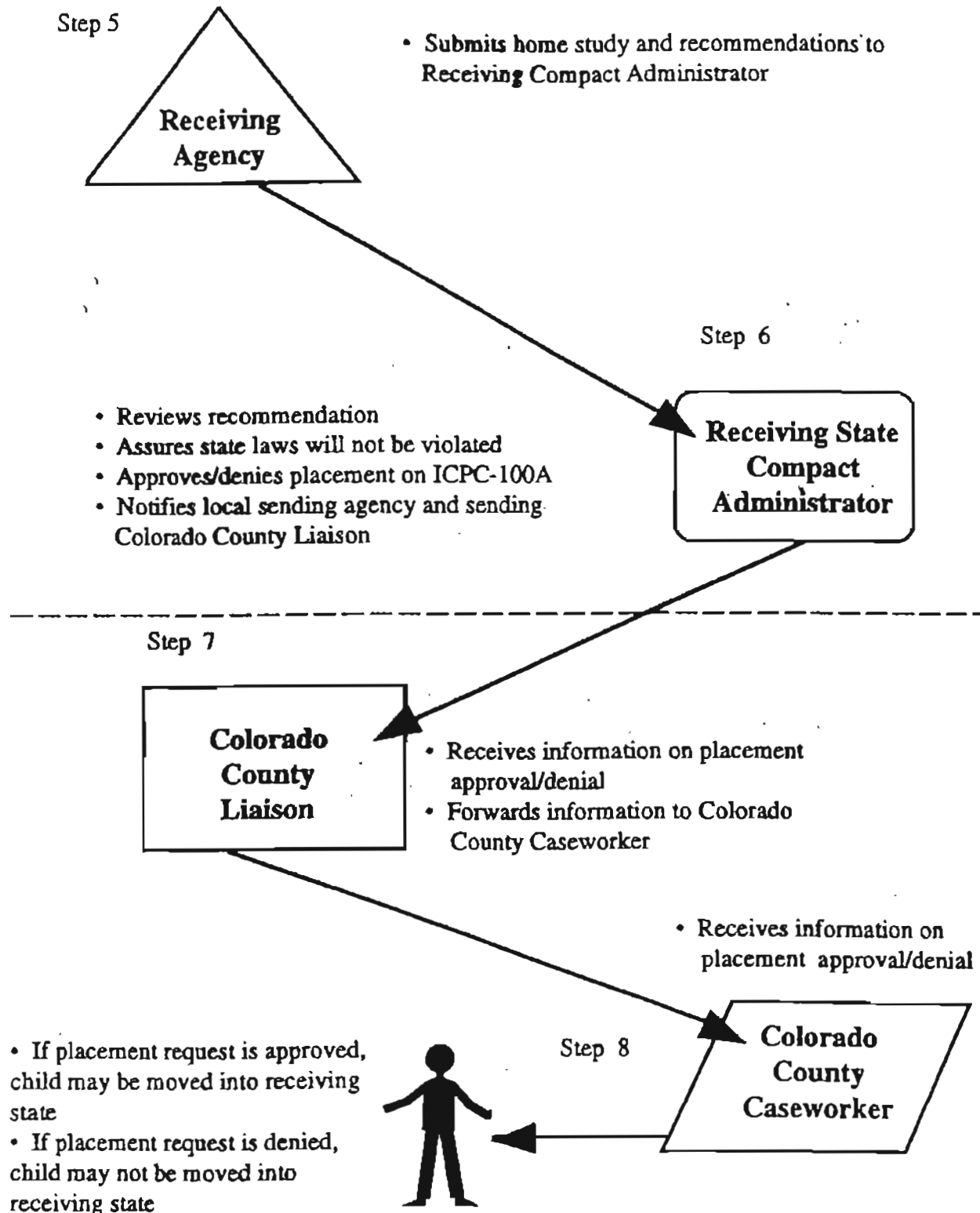
All costs inherited for the care of a child, including but not limited to foster care reimbursement, medical and psychiatric (not covered by Medicaid), all educational services, day treatment, personal allowances for child, clothing, prescription drugs, dental and visionary care (not covered by Medicaid), child care services, respite care and all other expenses associated with the care of a child are the responsibility of the sending state.

Once the child is placed in the approved home, the assigned caseworker in the receiving state determines the continued appropriateness of the placement. If the caseworker determines that it is not in the child's or the community's best interest to remain in the home, the sending state must make reasonable accommodations to have the child returned at the expense of the sending state.

**INITIATION OF INTERSTATE COMPACT PLACEMENT REQUEST
(ICPC-100A)
WHEN COLORADO IS THE SENDING STATE**



**INITIATION OF INTERSTATE COMPACT PLACEMENT REQUEST
(ICPC-100A)
WHEN COLORADO IS THE SENDING STATE**



LIAISON RESPONSIBILITIES WHEN COUNTY IS THE SENDING STATE

- Review ICPC referral for completeness and forwards referral to receiving State's ICPC office
- Ensure compliance with sending state laws and the ICPC
- Monitor flow of reports, such as monthly out-of-state licensed facility reports and quarterly progress reports submitted by out-of-state paid foster care providers. These progress reports allow the State of Colorado to maintain in compliance with Federal regulations.
- Monitor placement status/progress toward the permanency goal
- Mediate problems and consult with other states' ICPC and negotiate as necessary
- Coordinate and consult with caseworkers and supervisors
- Enforce the Compact
- Ensures all ICPC information is entered in TRAILS

CASEWORKER RESPONSIBILITIES WHEN COUNTY IS THE SENDING STATE

- Prepare the referral packet (see the following page for checklist)
- Submit a 100B to county liaison if/when child(ren) sent to receiving state
- Submit progress report to out-of-state paid foster care provider after the 90 day supervisory case review. The out-of-state provider must return the form on time in order to meet the 6 month Foster Care Review.
- Assure that county retains custody/jurisdiction
- Assure that the agency maintains financial, medical, and educational obligations including:

IV-E eligibility	Adoption subsidy
Foster care payment	Medical plan
Day care	Mental Health counseling
- Provide ongoing planning for the child
- Make the travel arrangements to place the child and return the child if necessary
- Coordinate and consult with county ICPC liaison

ICPC PACKET CHECKLIST FOR SENDING COUNTY

Submit the following information when initiating ICPC referrals:

1. One 100-A per child (an NCR form that holds six copies) or four copies of the 100A signed and dated.
2. Two copies of a cover letter that briefly outlines:
 - The request that is being made of the other state
 - The reason the request is being made at this time
 - The name and address of the person to be studied
 - The permanency plan
 - The proposed financial/medical/educational plan for the child
 - Title IV-E eligibility
 - Any concerns/issues that need to be addressed
3. Two copies of the signed court order that confirm jurisdiction/custody of the child or children
4. Two copies of the Family Service Plan, including treatment plan for the child and family. A dispositional court report may substitute for the treatment plan.
5. Two copies of the current SS-9 or SS-10 IV-E determination or a letter indicating financial/medical plan for the child
6. Additional information - optional (2 copies)¹
 - Child's educational records
 - Child's current psychological evaluation
 - Child's medical records

You must complete the ICPC forms 100A and 101 for a Regulation 7 Priority Placement Request.

¹ Additional information may be needed to assist the receiving state's social caseworker to make a determination on the child's placement

**INITIATION OF INTERSTATE COMPACT PLACEMENT REQUEST
(ICPC-100A)
WHEN COLORADO IS THE RECEIVING STATE**

Step 1



- Completes ICPC-100A
- ~~Compiles~~ **Compiles** needed accompanying documents
- ~~Prepares~~ **Prepares** cover letter
- ~~Submits~~ **Submits** to sending State Compact Administrator

CHILD/
YOUTH



- Reviews ICPC-100A for completeness
- Reviews accompanying documents
- Affixes signature on ICPC-100A
- Forwards packet to receiving Colorado County Liaison

**Sending State
Compact
Administrator**

Step 2

**Colorado
County
Liaison**

- Reviews ICPC-100A for completeness
- Reviews accompanying documents
- Submits request to local receiving agency for home study or evaluation

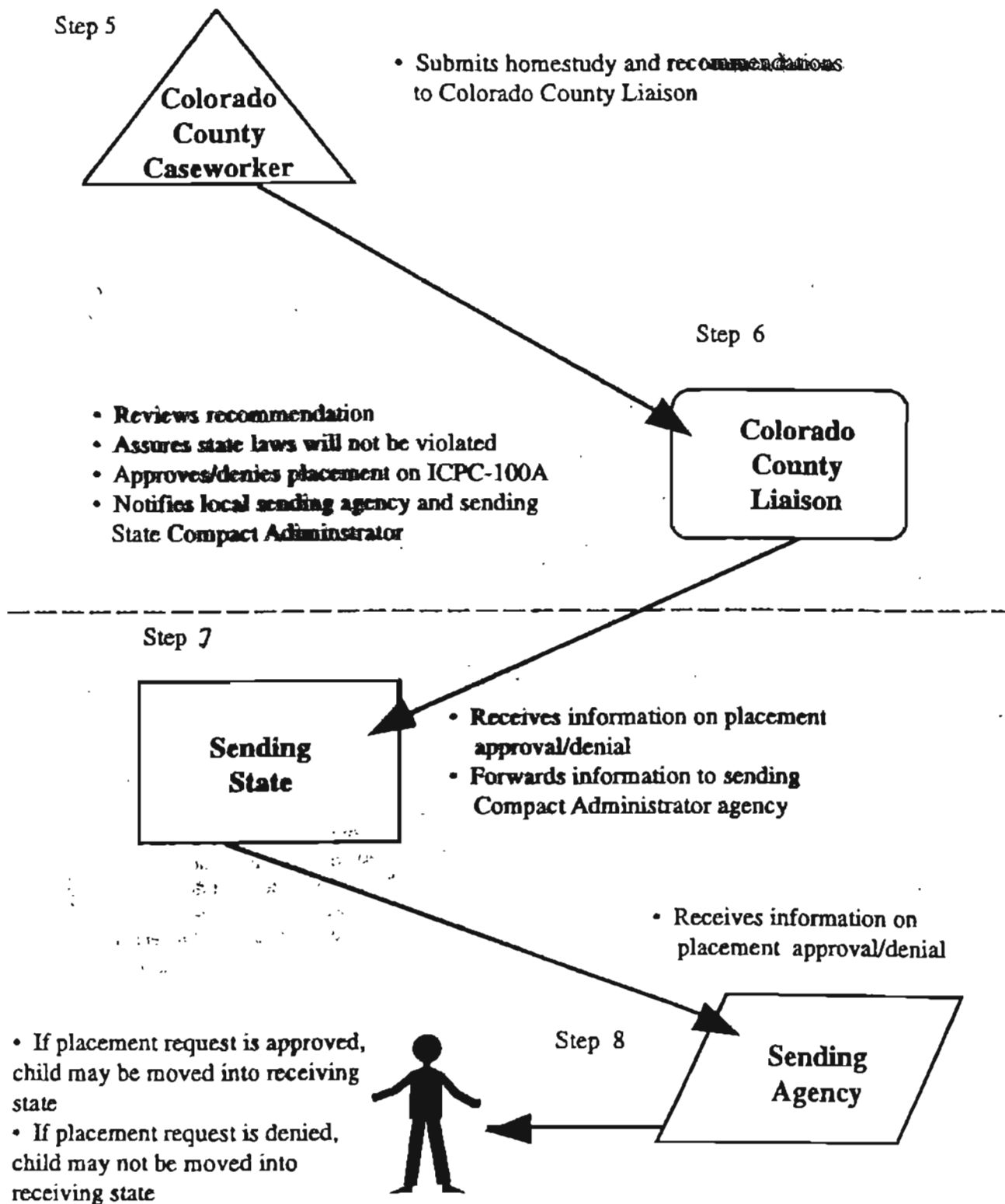
Step 3

- Conducts home study or evaluation
- Completes report
- Makes recommendation

Step 4

**Colorado
County
Caseworker**

**INITIATION OF INTERSTATE COMPACT PLACEMENT REQUEST
(ICPC-100A)
WHEN COLORADO IS THE RECEIVING STATE**



LIAISON RESPONSIBILITIES WHEN COUNTY IS THE RECEIVING STATE

- Review and forward referral to worker
- Return referral to sending state when packet is incomplete
- Ensure compliance with the receiving state's laws and the ICPC
- Approve or deny the placement
- Monitor flow of reports
- Monitor placement status
- Mediate problems and negotiate with other state as necessary
- Concurs with county caseworker's recommendation for Compact termination
- Enforce the Compact
- Ensure all ICPC information is entered in TRAILS
- Route interstate correspondence to the appropriate person (another county ICPC office, or an ICPC office out of state, or your own ICPC office, or child placement agency, etc.) for proper processing

CASEWORKER RESPONSIBILITIES WHEN COUNTY IS THE RECEIVING STATE

- Complete the home study request and make recommendation
- Supervise the child's placement
- Complete progress reports
- Keep county liaison informed of progress
- Send correspondence and reports through county liaison for forwarding to sending state
- Recommend dismissal and case closure (following a minimum 6 month period) or return of child to sending state when appropriate
- Ensure requested/required services are received

Educational Costs

Under Article V of the Compact, the sending state is ultimately responsible for tuition reimbursement requested by the school district where the child is placed.

If the sending agency will not or cannot pay necessary educational costs of the child, placement of the child with the proposed caregiver might not occur. The Compact Administrator in the receiving state may correctly deny placement of the child on the ICPC –100A whenever educational costs are not being met by the sending agency.

Refer to the following pages for more information.

EDUCATIONAL COSTS

When considering the placement of a school-age child across state lines, it is necessary to have a complete assessment of the educational needs of the child. This information is to be included in the ICPC referral to the receiving state. It is also necessary to review applicable laws relating to education of the sending state and the receiving state.

Exploration of resources and requirements in the receiving state should be made regarding—

- (a) the child who can attend a regular classroom;
- (b) the child who may need some combination of mainstreaming and special classroom;
- (c) the child who will require a special education classroom only;
- (d) accommodations for the child who may be using crutches, leg braces, wheelchair, etc.
- (e) compulsory school attendance laws—minimum and maximum ages involved, penalties for noncompliance, etc.
- (f) cost: involved if the child must pay out-of-state or out-of-district tuition;
- (g) availability of special school district(s) in that state;
- (h) usage of an Individualized Education Program (IEP) in the school system;
- (i) resources available for the child who has learning disabilities, such as dyslexia, etc.;
- (j) transportation.

The sending agency has the responsibility to determine if the school district in the receiving state will require payment from the appropriate person/agency/school district in the sending state, or what action, if taken, would ameliorate the need for such payment.

Article V(a) of the Compact requires the sending agency to retain financial responsibility for support and maintenance of the child. Certainly, meeting the educational needs of a child is an integral part of a child's "support and maintenance." Secretariat Opinion 68 states, in part: "if any costs are involved, they are properly regarded as part of "financial support and maintenance." (See Secretariat Opinion 68 on the following pages.)

**Interstate Compact on the Placement of Children
Secretariat Opinion 68—March 21, 1997**

NOTE: THIS SECRETARIAT OPINION IS THE REPLACEMENT FOR THE CONSOLIDATION OF OPINIONS 3 AND 62. THIS OPINION SUPERSEDES THE ABOVE LISTED OPINIONS.

EDUCATION COSTS

State A has made application to State B under the Interstate Compact on the Placement of Children (ICPC or the Compact) for the placement of a child. In doing so, it has informed State B that it will not pay the costs of educating the child. The question is: What effect will this have on the placement?

Article V (a) of ICPC provides that the "sending agency" or placer has responsibility for financial support and maintenance of the child during the continuance of the placement. Since all states have compulsory school attendance laws, it is a necessity that school aged children attend school. Consequently, if any costs are involved they are properly regarded as part of "financial support and maintenance."

This does not always mean that the sending agency will actually pay a particular cost included in financial support and maintenance. For example, prospective adoptive parents are expected to support and maintain a child in a pre-adoptive placement with them. Their failure to do so is evidence that they are unsuitable as parents and should not receive a decree of adoption. There are other adults who have children in non-adoptive situations and do not ask for any payments on that account. Wherever financial support and maintenance is supplied by some other source, the sending agency is in fact relieved of the necessity of providing it.

State constitutions provide that children have a right to a free public school education. This is generally understood to mean a free public education in the school district where the child is a resident. Many states or school districts have laws requiring or allowing for the charging of nonresident tuition, although this does not appear to be universal nor are the nonresident tuition laws always rigorously or thoroughly enforced. Often, a child brought for school registration by an adult who gives a local address is not questioned further. The matter is most likely to be examined closely if especially expensive special education is needed for the child. State and federal laws provide that every child is entitled to education appropriate to his/her needs. Of course, if a child attends a private school or other institution, payment will usually be required. If the program is for behavior modification, substance abuse, emotional disturbance, or some other specialty, the question of education cost per se may not arise because it will be subsumed in the fee for the program as a whole.

If the question arises with respect to charges for public school enrollment, it is likely to be complicated by the issue of the child's residence. The general rule is that a minor's residence is the same as that of the custodial parent(s) or guardian(s). But there are some jurisdictions in which a child may have a separately determined residence of its own, depending on where he/she actually lives. Where the general rule is applied, the residence of the sending agency is the residence of the child even though the child is in a placement in another state. If the child may have a separately determined place of residence, nonresident tuition laws may be inapplicable to a child seeking

enrollment in the local public schools. The law to be applied is that of the receiving state because Article III (a) of ICPC provides that in addition to the provisions of the Compact, the applicable placement laws of the receiving state are to be applied.

In the case which precipitated this Opinion, State A substantially increased the chances that educational costs would become a determinative issue by stating that it would not pay education costs. In this connection, however, it should be remembered that Article V (a) of ICPC fixes responsibility for "financial support and maintenance" on the "sending agency," not on the state from the placement originates. If a court or other public body in the sending state is the child's custodian (placer), that public body (i.e. the state itself or its subdivision) is the responsible entity. If the sending agency is a private person or other entity, that person or entity, not the state, is the responsible party.

If State A had not offered the information that it did not propose to pay for education costs, the State B Compact Administrator probably would have expected to see a financial plan and based the determination as to whether the placement would be permitted partly on the adequacy of the financial plan. It probably cannot be said for certain whether a pointed inquiry about education costs would have been made. If the placement would have been allowed pursuant to Article III (d) of the Compact, requests for payment of nonresident tuition might or might not have become an issue. In any event, the Compact does not give anyone authority to waive the responsibilities placed upon a sending agency by Article V (a), except by receiving state concurrence in termination of an existing interstate placement. The authorities who control the funds which pay the schooling costs in question may be able to waive this element of financial support and maintenance, either by failing to raise the issue in a particular case or by affirmative decision for waiver.

In this case, the State B Compact Administrator would have been justified in denying the placement on the ground that the announced unwillingness of the sending agency to defray education costs placed in doubt the willingness or ability of the proposed placement recipient to provide fully for the child's needs. However, it should be noted that some states (although not required to do so) have used child welfare money to pay nonresident tuition where that has become necessary to make or sustain placement.

Neither compact administrators nor the agencies within which they function administer funds for the support of public schools. Such monies are raised by or appropriated to state and local education agencies. However, when a compact administrator has reason to believe that nonresident tuition may be demanded in a particular case, it is appropriate for the compact administrator to require that any question of education costs be worked out before a placement is allowed. This may well involve negotiations between the sending agency and the state or local education authorities in either or both the sending and receiving states.

TERMINATION OF THE COMPACT OCCURS WHEN:

- A child is adopted
- A child has reached majority age
- A child has become self-supporting or legally emancipated
- The receiving state has granted permission for sending state to terminate their jurisdiction
- A child is returning to the sending state
- An approved resource in the receiving state will not be used for placement

REGULATION 7
(Priority Home Placement Request)

A court order finding entitlement to a priority placement shall not be valid unless it contains an express finding that one or more of the following circumstances applies to the particular case and sets forth the facts on which the court bases its findings:

- (a) the proposed placement is a relative belonging to a class of persons (parent, stepparent, grandparent, adult brother or sister, adult uncle or aunt, and guardian) who, under Article VIII(a) of ICPC could receive a child from another person belonging to such a class, without complying with ICPC **and**;
 - the child is under two (2) years of age; **OR**
 - the child is in an emergency shelter; **OR**
 - the court finds that the child has spent a substantial amount of time in the home of the proposed placement recipient
- (b) the receiving state Compact Administrator has a properly completed ICPC-100A and supporting documentation for over (30) business days, but the sending agency has not received a notice pursuant to Article III(d) of the ICPC determining whether the child may or may not be placed.

Regulation 7 does not apply where the placement request is for:

- 1) Licensing or approving foster family care
- 2) Adoption
- 3) Instances where the child is already in the receiving state in violation of the ICPC

NOTE: You must complete the ICPC forms 100A and 101 for a Regulation 7 priority placement request.

COLORADO DEPARTMENT OF HUMAN SERVICES 1575 SHERMAN ST., DENVER, COLORADO 80203-1714	NUMBER: CW-97-10-P
DIVISION OR OFFICE: Office of Children, Youth, and Families	CROSS REFERENCE NUMBER: DATE: March 21, 1997
SUBJECT AREA: Child Welfare	DIVISION (OFFICE) DIRECTOR: (Signature Only) <i>James M. Studen</i>
SUBJECT: ICPC Regulation No. 7 Priority Placement Implementation Procedures	MANAGER: (Signature Only)
TYPE: Procedure	

Purpose:

The purpose of this agency letter is to advise you of procedures for ICPC Regulation 7 priority placements. Rules also have been drafted for Volume 7, §7.307 on the same topic.

Background:

In order to shorten the length of time necessary to complete home studies, Regulation 7 was adopted by AAICPC (The Association of Administrators of the Interstate Compact on the Placement of Children) as well as NCJFCJ (National Council of Juvenile and Family Court Judges) and NAPCWA (National Association of Public Child Welfare Administrators). It establishes protocol for completion of home studies of certain relatives.

Dissatisfaction exists with the delays experienced in placing dependent children through the Interstate Compact on the Placement of Children (ICPC) with parents, relatives or other resources. This general dissatisfaction is expressed by judges, attorneys, child welfare advocates, state and local administrators and workers, including ICPC staff, and most of all, by the families affected. The greatest concern is for the children. These delays deny them the opportunity to achieve timely stability and permanency during a period when they are traumatized by the movement and experiences that have brought them into the child welfare system.

(Taken from Executive Summary of the Joint Committee's Recommendations to Improve the Placement of ICPC Children, May 14, 1996)

Procedure:

The instructions in Volume 7, §7.307 "Requirements When Colorado is the Sending State" remain in effect for all outgoing ICPC cases except those determined by the court to be a "Priority Placement." If the court does not classify the proposed placement of the child as a "priority placement" (even though the proposed placement is with a specified relative), the receiving state staff will process the referral in the routine manner.

The new procedure pertains to "Priority Placement When Colorado is the Sending State" and describes the process (and time frames) to be used whenever a Colorado child is proposed to be placed across state lines with the child's parent(s), step-parent(s), grandparent(s), adult brother or sister, or adult uncle or aunt, and the court has issued a signed written order declaring the case to be handled as a "priority placement."

The instructions in Volume 7, § 7.307 "Requirements When Colorado is the Receiving State" remain in effect for all incoming ICPC cases except those which are determined to be a "Priority Placement".

Upon receipt of a complete incoming priority placement ICPC referral, the Colorado ICPC county liaison will submit Form ICPC-10 notice to be assigned to a local county worker by the next business day.

The court order must contain an express finding that one or more specific circumstances apply to a particular case and set forth the facts on which the court bases its finding.

There are specific time frames for:¹

- the court to sign and issue its written order (two (2) business days);
- the local worker to compile and submit the ICPC referral to the ICPC county liaison including form ICPC-101 (three (3) business days from receipt of the court order)
- the ICPC county liaison to forward the ICPC referral to the receiving state ICPC office (two (2) business days from receipt of the referral packet;
- the receiving state ICPC office to forward the ICPC referral to their local office (the next business day after receipt of the referral);
- the worker in the receiving state to complete the "Priority Home Study" form ICPC-102 (less than nineteen (19) business days);
- the receiving state ICPC office to notify Colorado's ICPC county liaison of the decision for/against placement of the child with the proposed relative caretaker (next business day).

The assigned worker in the county social service office will need to immediately make contact with the proposed relative caretaker by telephone, if possible, and set up an appointment for a face-to-face contact. The worker will make a home visit (with or without an appointment) to the relative caretaker within five (5) working days after receipt of the referral.

(a) Each member of the household must be seen; and,

(b) each member of the household must be interviewed
(if age appropriate).

The worker will complete form ICPC-102 (Receiving State's Priority Home Study) in longhand. Each section of the form must contain an appropriate entry or NA (not applicable).

The original completed form ICPC-102, together with two (2) copies, will be sent by overnight express carrier to the sending states ICPC unit on or before eighteen (18) business days of receipt of form ICPC-101.

The county ICPC liaison must advise the receiving state Compact administrator if their county cannot comply with the time requirements. They shall set forth the date on or before which it will complete action. The written notice shall contain a full identification and explanation of the extraordinary circumstances that are delaying compliance.

¹ The procedure will be reversed when Colorado is the receiving state

Effective Date: Immediately

The information contained in this agency letter is being presented in rule format to State Board, and, upon approval, will be added to Volume 7, §7.307

Contact Person: Beverly Soholt, ICPC Deputy Compact Administrator at 303-866-5140

Attachments:

Forms: ICPC-101 & ICPC-102²
Regulation No.7

² These forms can be ordered through Central Stores
ICPC-101's commodity # is 615-82-16-1030
ICPC-102's commodity # is 615-82-16-1040

ICPC PRIORITY PLACEMENT Timeline

Working Day ** 1368910111528293031

Court determines that a Priority Placement is appropriate	Court sends its order to local agency	Local agency sends all required documents to the ICPC Unit	Sending state ICPC Unit sends referral to the State ICPC Unit	Receiving state ICPC Unit receives referral	Receiving state ICPC Unit sends referral by FAX to the local agency who will complete home study AND mail packet to local agency by overnight mail service	Receiving state ICPC Unit sends three copies of ICPC-102 to ICPC Unit by overnight mail service	Local agency receives hard copy of referral	Local agency worker makes home visit to proposed caretaker	Local agency sends three copies of ICPC-102 to ICPC Unit by overnight mail service	Receiving state ICPC Unit submits signed ICPC-100A and ICPC-102 by FAX to Sending State ICPC Unit with placement decision for or against placement	Sending State ICPC Unit receives hard copy of ICPC-100A and ICPC-102 and transmits copy to local agency by overnight mail service	Court approves placement and local agency arranges transportation of child OR Court and local agency explore alternative placement
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** Does not include Saturday, Sunday or Legal Holidays

SUPERIOR COURT OF THE STATE OF CALIFORNIA
FOR THE COUNTY OF LOS ANGELES

In the Matter of) CASE NO.:
)
)
) ORDER FOR EXPEDITED I.C.P.C.
)
)
a Minor.)
_____)

Pursuant to Interstate Compact on the Placement of Children (I.C.P.C.) Regulation No.
7 expediting placements:

The Court finds that it is necessary to make an out of state priority placement, and
further finds that:

1. The proposed placement recipient is a parent, stepparent, grandparent,
adult brother or sister, adult uncle or aunt, or guardian and
 - (a) The child is under two years of age, or
 - (b) The child is in an emergency shelter, or
 - (c) The Court finds that the child has spent a substantial
amount of time in the home of the proposed placement re-
cipient.
2. The receiving state Compact Administrator has a properly completed
ICPC-100A with supporting documentation for over thirty (30) business
days, but the sending agency has not received a notice pursuant to
Article III(d) of ICPC determining whether or not the child may be
placed.

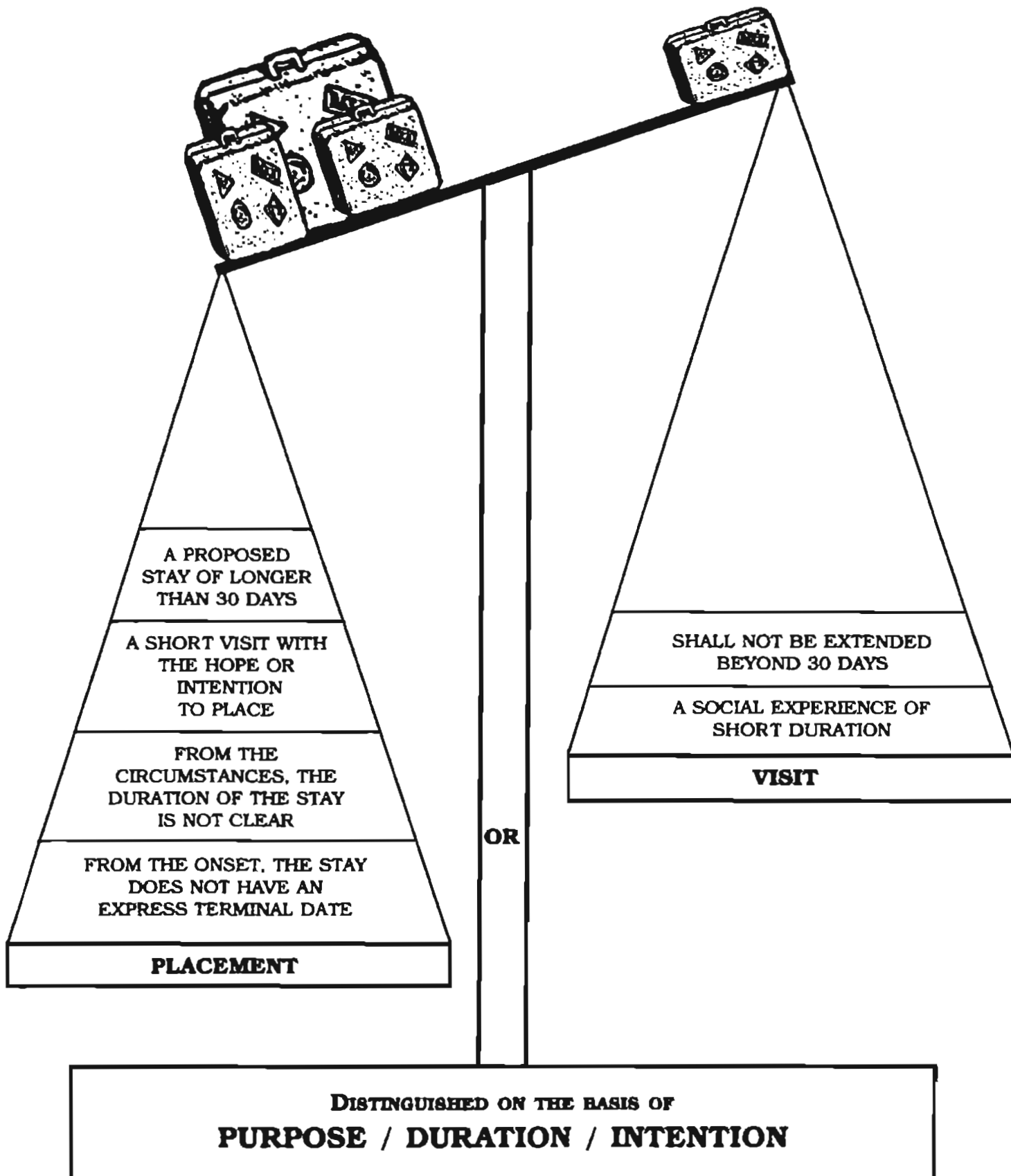
The Court therefore orders DCFS to initiate an expedited ICPC and that all
procedures set forth in Regulation No.7 be followed to implement this order.

Dated: _____

Los Angeles County Superior Court

tel.:
Fax:

PLACEMENT OR VISIT



ICPC

DEFINITION OF VISIT

1. A visit is not a placement within the meaning of the Interstate Compact on the Placement of Children. Visits and placements are distinguished on the basis of purpose, duration and the intention of the person or agency with responsibility for planning for the children as to the child's place of abode.
2. The purpose of a visit is to provide the child 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 child care services.
3. It is understood that a visit for twenty-four hours or longer will necessarily involve the provision of some services in the nature of child care by the person or persons with whom the child is staying. The provision of these services will not, of itself, alter the character of the stay as a visit.
4. If the child's stay is intended to be for no longer than thirty days and if the purpose is as described in Paragraph 2, it will be presumed that the circumstances constitute a visit rather than a placement.
5. A stay or proposed stay of longer than thirty days is placement or proposed placement, except that a stay of longer duration may be considered a visit if it begins and ends within the period of a child's vacation from school as ascertained from the academic calendar of the school. A visit may not be extended or renewed in a manner which causes or will cause it to exceed thirty days or the school vacation period, as the case may be. If a stay does not from the outset have an express terminal date, or if its duration is not clear from the circumstances, it shall be considered a placement or proposed placement and not a visit.
6. A request for a home study or supervision made by the person or agency which sends or proposes to send a child on a visit will conclusively establish that the intent of the stay or proposed stay is not a visit.

Adopted April 26, 1983 by the Association of Administrators of the Interstate Compact on the Placement of Children.



RUNAWAY CHILDREN

The Interstate Compact on the Placement of Children (ICPC) does not address the issue of children who run away from their placement.

The Interstate Compact on Juveniles (ICJ) provides procedures in Article IV to bring about the return of the child from the receiving state to the sending state or the return of a child from a third state to the receiving state.

Whenever a child has been placed into a receiving state through ICPC and the child runs away, the child may be returned to the sending state through ICJ, subject to various circumstances.

**FOR RUNAWAY CHILDREN DO NOT CALL THE STATE ICPC ADMINISTRATOR.
YOU NEED TO CALL THE STATE ICJ ADMINISTRATOR AT 303-866-7690.**

Other Interstate Compacts

- The Interstate Compact on Juveniles (ICJ) is utilized for the return of runaways and absconders to their home states or to request probation or parole supervision from the receiving state. Contact Person, Summer Foxworth, 4255 S. Knox Court, Denver, CO 80236, phone 303-866-7690, fax, 303-866-7982.
- The Interstate Compact on Mental Health permits the transfer of individuals with mental illness or developmental disabilities from a public institution in one state to another public institution to another state. The Compact is administered through the Department of Human Services, Division of Mental health, 3824 W. Princeton Circle, Denver, CO 80236. Contact Lori Banks, 303-866-7400.
- The Interstate Compact on Adoption and Medical Assistance (ICAMA) ensures protection and services to special needs children who are placed across state lines for adoption and who are eligible for, or receiving Title IV-E Adoption Assistance. Contact Person: Connie Vigil, Colorado Dept of Human Services, Child Welfare, 2nd floor, 1575 Sherman, Denver, CO 80203, 303-866-3209.

International Social Service

The USA branch of ISS (International Social Service) network performs a wide range of inter-country social work, including:

- home studies for permanency planning
- child welfare and relative foster placement
- search and family reunification
- child protection
- adult protection services
- foster care
- document search

How to contact ISS:

International Social Service – United States of America Branch, Inc.
207 E. Redwood Street, Suite 300
Baltimore, MD 21202
Tel: 443-451-1200
Fax 443-451-1230
Hours: Monday through Friday 9:00 a.m. to 5:00 p.m.
Website: www.iss-usa.org

PL 109-239: Safe and Timely Interstate Placement of Foster Children Act of 2006

Overview of the home study provisions contained in Public Law 109-239

- PL 109-239 is not applicable to parental placements.
- It requires states to evaluate the home environment in accordance with applicable requirements of the state in which the home is located (i.e. receiving state).
- States must conduct, complete, and submit a home study report within 60 calendar days of the request.
- The 60 days time limit begins when the receiving state receives a request from another state.
- It provides states an additional 15 days to complete the home study report if a state can document that circumstances beyond state control were involved; however, these additional days apply to home studies begun on or before September 30, 2008.
- PL 109-239 provides a \$1500 incentive for home studies completed within 30 calendar days.
- The home study report excludes education and training of the prospective foster and adoptive parent.
- The home study report excludes criminal background checks and child abuse registry checks. These checks are required before the State can license or approve a prospective foster or adoptive family. Ideally, however, the receiving state would include the results of the criminal background check and child abuse registry check in the report to the sending state so that the state could more readily determine the suitability of the home for the child.

Sample Letter
Preliminary Home Study Results

Dear ICPC Administrator:

Attached is a home study* report completed in compliance with Federal Public Law 109-239 (Safe and Timely Interstate Placement of Foster Children Act of 2006). A home study completed in accordance with this law does not require the receiving state to recommend or approve that a child be placed in the receiving state based on the home study evaluation alone.

Placement shall not be made by the sending state without the ICPC Form 100A signed by the Denver County ICPC Coordinator.

In order for the placement to be approved by the state of Colorado, the following documentation is required:

- ☐ Training required for foster or adoptive certification
- ☐ Receipt of Certificate for Foster or Adoption licensure
- ☐ Results of criminal background checks and child abuse registry checks

If you have any questions, please contact the Denver ICPC office at (303) 123-4567.

Sincerely,

Name
Denver County ICPC
Address
City, State, Zip Code

Note: Under the definition of home study included in Public Law 109-239, the home study report should state whether the home environment meets the individual needs of the child, including the child's safety, permanency, health, well-being, and mental, emotional, and physical development. Full approval and recommendation for placement will occur once the family has completed all requirements.

INTERSTATE COMPACT ON THE PLACEMENT OF CHILDREN REQUEST

TO:

FROM:

SECTION I - IDENTIFYING DATA

Notice is given of intent to place - Name of Child:			Ethnicity: Hispanic Origin: ☐ Yes ☐ No ☐ Unable to determine/unknown	
Social Security Number:		ICWA Eligible ☐ Yes ☐ No	Race: ☐ American Indian or Alaskan Native ☐ Asian ☐ Native Hawaiian/ Other Pacific Islander ☐ Black or African American ☐ White	
Sex:	Date of Birth	Title IV-E determination ☐ Yes ☐ No ☐ Pending		
Name of Mother:			Name of Father:	
Name of Agency or Person Responsible for Planning for Child:				Phone:
Address:				
Name of Agency or Person Financially Responsible for Child:				Phone:
Address:				

SECTION II - PLACEMENT INFORMATION

Name of Person(s) or Facility Child is to be placed with:		Soc Sec # (optional): Soc Sec # (optional):	
Address:		Phone:	
Type of Care Requested: ☐ Foster Family Home ☐ Residential Treatment Center ☐ Group Home Care ☐ Institutional Care-Article VI, Adjudicated Delinquent ☐ Child Caring Institution ☐ Other: _____			
☐ Parent ☐ Relative (Not Parent) Relationship: _____ ☐ Other: _____		☐ ADOPTION ☐ IV-E Subsidy ☐ Non IV-E Subsidy To Be Finalized In: ☐ Sending State ☐ Receiving State	
Current Legal Status of Child: ☐ Sending Agency Custody/Guardianship ☐ Parent Relative Custody/Guardianship ☐ Court Jurisdiction Only		☐ Protective Supervision ☐ Parental Rights Terminated-Right to Place for Adoption ☐ Unaccompanied Refugee Minor ☐ Other: _____	

SECTION III - SERVICES REQUESTED

Initial Report Requested (if applicable): ☐ Parent Home Study ☐ Relative Home Study ☐ Adoptive Home Study ☐ Foster Home Study	Supervisory Services Requested: ☐ Request Receiving State to Arrange Supervision ☐ Another Agency Agreed to Supervise ☐ Sending Agency to Supervise	Supervisory Reports Requested: ☐ Quarterly ☐ Semi-Annually ☐ Upon Request ☐ Other: _____
Name and Address of Supervising Agency in Receiving State:		
Enclosed: ☐ Child's Social History ☐ Court Order ☐ Financial/Medical Plan ☐ Other Enclosures ☐ Home Study of Placement Resource ☐ ICWA Enclosure ☐ IV-E Eligibility Documentation		

Signature of Sending Agency or Person:	Date:
Signature of Sending State Compact Administrator, Deputy or Alternate:	Date:

SECTION IV - ACTION BY RECEIVING STATE PURSUANT TO ARTICLE III(d) of ICPC

☐ Placement may be made ☐ Placement shall not be made	
REMARKS:	
Signature of Receiving State Compact Administrator, Deputy or Alternate:	Date:

DISTRIBUTION (Complete set (8) copies):

- Sending Agency retains a (1) copy and forwards completed original plus four (4) copies to:
- Sending Compact Administrator, DCA, or alternate retains a (1) copy and forwards completed original and three (3) copies to:
- Receiving Agency Compact Administrator, DCA, or alternate who indicates action (Section IV) and forwards a (1) copy to receiving agency and the completed original and one (1) copy to sending Compact Administrator, DCA, or alternate within 30 days.

**INSTRUCTIONS FOR COMPLETING FORM ICPC-100A
INTERSTATE COMPACT ON THE PLACEMENT OF CHILDREN REQUEST**

Form ICPC-100A is the sending agency's formal written notice to the receiving state of its intention to make an interstate placement and a request for a finding as to whether the placement would or would not be contrary to the interests of the child. With most placements it is also a formal request for a home study. Following review by the receiving state, it is the official notification that the proposed placement may or may not be made. A favorable finding means that the placement can be made in conformity with the Compact. An unfavorable finding means that the placement would be unlawful. The actual making of the placement bring into operation a number of rights and obligations set forth in the Compact, primarily those contained in Article V, Retention of Jurisdiction.

Form ICPC-100A must accompany all requests for placement to which the Compact is applicable and it should be favorably acted upon by the receiving state before any Compact placement is made.

SPECIFIC INSTRUCTIONS

In the first two blocks, enter the name and state of the ICPC Administrator (or Deputy) whose state is submitting the request (FROM) and the name and state of the ICPC Administrator (or Deputy) to whom the request is being forwarded (TO).

Section I: IDENTIFYING DATA

Fill out one form per child to be placed. Enter the full legal name, Social Security Number, ICWA (Indian Child Welfare Act) eligibility*, sex, date of birth, IV-E eligibility determination, and ethnic group of the child for whom this placement is proposed. If the child is known by a nickname, place it in parenthesis beside the legal name.

Enter the names of the legal mother and the legal father. In most instances the legal mother and legal father will be the birth parents. In cases where an adoption has been finalized, the adoptive parents will be the legal parents. If the parent(s) is deceased, enter "deceased" after the parent's name. If parental rights have been voluntarily relinquished or terminated by the court, indicate in parenthesis beside the name; if you prefer in that instance to withhold the name, simply enter the status of the parent's rights.

Enter the complete name, address, and telephone number of the agency or person who is responsible for planning for the child and who is financially responsible for the child. In most instances, these two items will be the same (the sending agency).

* An "Indian Child" means any unmarried person who is under age eighteen and is either (a) a member of an Indian tribe or (b) is eligible for membership in an Indian tribe and is the biological child of a member of an Indian tribe.

Section II: PLACEMENT INFORMATION

Enter the full name, address, and telephone number of the person(s) or facility with whom the sending agency proposes to place the child. The social security number is optional. If the resource, e.g., Foster Family Care, is yet to be determined, leave these items blank.

Place an X in the box, which designated one of the following **Types of Care Requested**:

Foster Family Home: a foster family home is a facility providing care and guidance for a child or children not related to the caretaker for regular 24 hour care, or a certified kinship care home. A family foster home may not operate without a license or a certificate as required by the laws of the receiving State.

Group Home Care: a resource which is licensed or approved as a group home and which provides substitute care for a fee; usually a modified family-type setting which serves more children than a foster home but fewer than an institution.

Child-caring Institution: a group care facility which is licensed or approved to provide custodial care to a larger number of children than a foster home or group home.

Residential Treatment Center: a group care facility which provides a specific treatment program outside the realm of a medical hospital, psychiatric hospital or institution for the mentally retarded or mentally ill; e.g., a residential program for the treatment of alcohol/drug abuse. The receiving state is not obligated to supervise this type of placement made by the sending state.

Institutional Care (Article VI), Adjudicated Delinquent: a group care facility for adjudicated delinquent whose proposed placement is according to Article VI of the ICPC. These facilities may include group homes and residential treatment centers and may serve non-delinquents as well.

Parent(s): legal parent(s).

Relative (not parent): specify relationship, such as maternal aunt, paternal grandparents, brother, etc.

Other: specify a type of care not already listed; e.g., **Non-relative Free Home** (an unrelated family which does not require foster home licensure in the receiving state and does not need or want foster care payments), **Independent Living Arrangement** (an older teenager who is still under the jurisdiction of an agency or court but is capable of independent living without the supervision of a foster home or group home), or **Maternity Home**.

Adoption: refers to both agency and private/independent adoptive placement prior to finalization; this may refer to an initial placement with a family where adoption is the intention, or it may refer to the movement of an adoptive family from State A to State B following placement. Indicate if a federally funded adoption subsidy (Title IV-E) or a state funded subsidy (non IV-E subsidy) is applicable; mark in which state the adoption is to be finalized.

Place an X in the box, which designates one of the following kinds of **Legal Status**:

Sending Agency Custody/Guardianship: child is in the full legal custody or guardianship (depending on the terminology of the state) of a public agency. For example: a public agency may be social services, youth corrections, probation/parole, or a tribe. The sending agency may also be a licensed private child placement agency, an adoption agency, or a birthmother if allowed by state law.

Parent/Relative Custody/Guardianship: child is not under the jurisdiction of either an agency or the court but is the full legal responsibility of parent or relative; most likely to be marked when a parent/relative/or guardian wishes to place a child in one of the types of care listed on the previous page.

Court Jurisdiction Only: child is not the legal responsibility of an agency; the court has full responsibility for weighing the requested information and making the placement decision and is, therefore, the sending agency; most likely to be marked when two or more relatives have taken a dispute over custody into court and at least one of the disputing relatives is not a parent.

Protective Supervision: a legal status created by court order under which the child is permitted to remain in the child's home or is placed with a relative or other suitable person and the court, the department of human services or another agency designated by the court provides supervision and assistance.

Parental Rights Terminated-Right to Place for Adoption: the sending agency has accepted a voluntary relinquishment of parent rights and/or has completed court action terminating parental rights and now holds complete jurisdiction over the child with the right to place for adoption.

Unaccompanied Refugee Minor: this form is not used to report the initial placement into the United States but to request placement and services in a second state after a U.S. agency or court has been granted full legal responsibility (custody/guardianship). Mark this block only if that is the case; also mark the Sending Agency Custody/Guardianship block. If this is an Unaccompanied Refugee Minor whose status warrants the ICPC-100A's specific to those children (not the legal responsibility of a U.S. agency or court), do not use this form.

Other: legal status is not otherwise listed; e.g., legal action, such as a petition for custody/guardianship or to terminate parental rights, is pending; e.g., the child is the responsibility of the sending agency under a Voluntary Agreement with the parent or legally responsible relative and no court action has been taken or is pending to alter that family member's legal rights over the child.

Section III: SERVICES REQUESTED

Initial Report Requested: if the proposed placement is not for a group care placement and a current home study has not yet been received, mark the box for the appropriate type of home study needed based on the type of care indicated in Section II.

Supervisory Services Requested: place an X in one of the following boxes to indicate how Supervisory Services are to be conducted:

Request Receiving State to Arrange Supervision: mark this box if the sending agency cannot supervise and does not have a contractual or other agreement with a pre-determined agency to provide these services; it is usually the public social service agency which will be asked to provide supervision following an approved home study and subsequent placement.

Another Agency Agreed to Supervise: mark this box if the sending agency already has received the formal agreement of a pre-determined supervisory agency; most likely to be marked in agency adoptive placements where an agency in the receiving state already has provided an adoptive home study and will be providing ongoing services to the adoptive family. Do not mark this item simply because you know which county office of the public agency will receive this referral and might even have discussed the case over the telephone; that does not constitute an agreement to supervise.

Sending Agency to Supervise: mark this box if it is logistically feasible, it is the best case plan, and the receiving state has granted the sending agency permission (which may or may not include licensure) to provide services in its state.

Supervisory Reports Requested: to be completed even though placement may not be a certainty at this time. Indicate how frequently you wish to receive progress reports; most common is Quarterly. Be very discriminating in your use of Upon Request because that leaves the provision of supervision open-ended with no commitment to provide that service until you request it; use Other when you wish to receive reports in a less usual time frame, such as monthly or annually (specify the time frame).

Name and address of Supervising Agency in Receiving State :

If you know the name and address of the supervising agency, type that information onto the line so indicated. If not known by the sending agency, that information should be completed by the receiving state's Compact Office following receipt of a recommendation indicating that placement may be made.

Enclosed:

Indicate which items are enclosed:

Child's Social History: should accompany the majority of referrals; includes the pre-placement summary on adoption referrals and can be written with non-identifying information, if appropriate and preferred.

Home Study of Placement Resource: attach a current home study if one is not being requested; most likely to be marked if you already have an approved home study or the child is re-locating with foster parents and the foster home study is enclosed.

Court Order: all applicable court documents should be enclosed; e.g., custody/guardianship orders, surrenders, orders terminating parental rights, and orders requesting a home study for the court.

ICWA Enclosure: Obtain a letter from the child's Tribe showing that the child is a member or is eligible for membership.

Financial/Medical Plan: attach the plan of how the proposed placement will be funded and how the child/children's medical needs will be covered.

IV-E Eligibility Documentation: attach a copy of the determination of IV-E eligibility.

Other Enclosures: indicates other pertinent materials, such as psychological evaluations, permanency plan, medical reports and school reports; it is not necessary to itemize them on the form.

Signature of Sending Agency or Person :

The form should be signed and dated by anyone outside of the Compact Office who is completing the form; includes a person with this authority in the county social services agency, private agency or court and any private individual or family member who is legally responsible for the child (as indicated in Section I and Section II, Legal Status, above).

The ICPC-100A must be signed and dated by the Compact Administrator, Deputy or alternate in the sending state, if the regulations of the sending state provide for transmittal of the ICPC-100A through the sending State's Compact Office. This is almost always the case.

Section IV: ACTION BY RECEIVING STATE PURSUANT TO ARTICLE III(d) Of ICPC

This section is completed by the Compact Administrator, Deputy, or alternate in the receiving state. The designated person reviews the proposed placement and all required information and indicates whether the placement can or cannot lawfully be made. Remarks might include conditions or reservations to be noted or that an affirmative notice under Article III(d) is being given retroactively. The Compact Administrator, Deputy, or alternate then signs and dates the form.

DISTRIBUTION:

Self-explanatory.

INTERSTATE COMPACT ON THE PLACEMENT OF CHILDREN
REPORT ON CHILD'S PLACEMENT STATUS

TO:

FROM:

SECTION I - IDENTIFYING INFORMATION

Child's Name: _____ Birthdate: _____
Mother's Name: _____ Father's Name: _____

SECTION II - PLACEMENT STATUS

☐ Initial Placement of Child in Receiving State Date Child Placed in Receiving State: _____
Name of Resource: _____
Address: _____
Type of Care: _____
☐ Placement Change Effective Date of Change: _____
Name of Resource: _____
Address: _____
Type of Care: _____

SECTION III - COMPACT PLACEMENT TERMINATION

☐ Adoption Finalized ☐ In Sending State ☐ In Receiving State ☐ Court Order Attached
☐ Child Reached Majority/Legally Emancipated
☐ Legal Custody Returned to Parent(s) ☐ Court Order Attached
☐ Legal Custody Given to Relative ☐ Court Order Attached
Name: _____ Relationship: _____
☐ Treatment Completed
☐ Sending State's Jurisdiction Terminated with the Concurrence of the Receiving State
☐ Unilateral Termination
☐ Child Returned to Sending State
☐ Child Has Moved to Another State
☐ Proposed Placement Request Withdrawn
Name of Placement Resource: _____
☐ Approved Resource Will Not Be Used for Placement
Name of Approved Placement: _____
☐ Other (Specify): _____

Date of Termination: _____

SECTION IV - SIGNATURES

Person/Agency Supplying Information: _____ Date: _____

Compact Administrator, Deputy or Alternate: _____ Date: _____

DISTRIBUTION (Complete four (4) copies of this form):

- Sending Agency retains a (1) copy and forwards completed original plus three (3) copies to:
- Sending Compact Administrator, DCA, or alternate retains one (1) copy and forwards two (2) copies to:
- Receiving Agency Compact Administrator, DCA, or alternate retains one (1) copy and forwards one (1) copy to the receiving agency

INSTRUCTIONS FOR COMPLETING FORM ICPC-100B INTERSTATE COMPACT REPORT ON CHILD'S PLACEMENT STATUS

Form ICPC-100B is used to (1) confirm that an approved placement in accordance with the Compact has been made, (2) withdraw a request prior to the home study, (3) indicate that an approved resource will not be used, (4) report a change in the placement resource and/or type of care, (5) report a change of address, and 6) close an ICPC case.

It is an extremely useful tool for both the Compact offices and local agency staff in maintaining a current knowledge of the child's movement into, out of and, if pertinent, within the receiving state. It is also a very important mechanism for notifying another state when a placement under the Compact has been terminated and, thus, providing formal confirmation of case closure.

IF YOU OPEN A CASE, YOU MUST CLOSE A CASE.

While it is the responsibility of the sending state to complete the ICPC-100B's, the receiving state may complete the ICPC-100B if they become aware of a placement change or reason for termination.

SPECIFIC INSTRUCTIONS

Complete one form per child or per sibling if the action applies to siblings at the same time. In the first two blocks, enter the name and state of the ICPC Administrator whose state is submitting the reported information (FROM) and the name and state of the ICPC Administrator to whom the form is being forwarded (TO).

Section I: IDENTIFYING INFORMATION

Enter the full legal name and birthdate of the child concerning whom this placement information is being reported.

Enter the names of the legal mother and the legal father as on the ICPC-100A.

Section II: PLACEMENT STATUS

To confirm the Initial Placement, indicate the resource's name and address and the exact date the child was placed in the receiving state. For Type of Care, enter the same information that is marked for that item on form ICPC-100A: Foster Family Care, Adoption, etc.; with relative placements, specify the relationship.

If some aspect of the placement changes while the child remains in the receiving state, mark the Placement Change box and indicate the exact effective date of the change. If the child moves from one placement resource to another, mark all of the remaining boxes and enter the requested information. For example, if a child leaves his/her parents' home and is placed in a residential treatment center, fill in the facility's name and address and indicate the new Type of Care. Subsequent ICPC-100Bs will list the new Placement Resource under IDENTIFYING INFORMATION. Any additional moves to replace the child within the receiving state will be reflected in this same manner. If only the Name (e.g., mother re-marries) or Address

(original placement resource moves) changes, mark and complete only those items which are applicable.

An ICPC-100B must be completed when there is a change of purpose in an existing placement, e.g., from foster care to adoption. An ICPC-100A may be required at the request of the receiving state.

Section III: COMPACT TERMINATION

Adoption Finalized: If an ICPC adoptive placement has been finalized (consummated), mark that box and the appropriate box for the state in which finalization occurred, Sending or Receiving. Attach the final adoption decree to the 100B.

Child Reached Majority/Legally Emancipated: Mark this box if the child has reached majority age and has simultaneously ceased to be the responsibility of the sending agency, or if the child has become emancipated through such legal action as marriage or court decision.

Legal Custody returned to parent(s): This box should be marked when the child's legal custody/guardianship is returned to the parent with the concurrence of the receiving state. Attach the court order transferring custody to the parent(s) to the 100B.

Legal Custody given to relative: This box should be marked when the child's legal custody and/or guardianship is awarded to relatives (other than parents) with the concurrence of the receiving state. Attach the court order transferring custody to the relative to the 100B.

Treatment Completed: Mark this item when the placement resource has been providing a specific treatment oriented service, that service has been completed and the child is, therefore, being discharged from the facility e.g., Residential Treatment Center. This box may also be checked if the child/youth was placed through Article VI of the Compact.

Sending State's Jurisdiction Terminated with the Concurrence of the Receiving State: This item is marked when the jurisdiction of the sending state has ended for some reason other than the transfer of custody to parents or relatives with the concurrence of the receiving state's supervising agency and/or court. For example, if formal legal custody/guardianship is not going to be addressed but both states agree that supervision is no longer required or if both states agree to transfer jurisdiction to the receiving state. If the sending state's jurisdiction is terminated without the concurrence of the receiving state (including custody/guardianship transfer), the decision was made unilaterally and that box should be marked.

Unilateral Termination: This box is marked when the interstate agreement has been terminated unilaterally, whether by the sending or receiving state. A unilateral termination is one which one state terminates the interstate placement agreement without the concurrence of the receiving state.

Child returned to Sending State: Mark this box when the child returns to the state he/she was placed from. This may be due to a disruption in placement.

Child moved to Another state: Mark this box when the child moves to a state other than the sending state.

Proposed Placement Request Withdrawn: If you have submitted form ICPC-100A to request placement approval and have decided not to explore that resource further, mark this box, list the Name of the Proposed Placement Resource, and date of your decision to terminate the Compact. This box should be marked only when no action has yet been taken on Form ICPC-100A. If you are withdrawing more than one request, submit separate ICPC-100B on each and list each respective Placement Resource.

Approved Resource Will Not Be Used For Placement: This box should be marked when you have received an approved ICPC-100A but have decided not to place the child with that resource. List the name of the Approved Placement and date of your decision to terminate the Compact.

Other Reason: Please mark and specify if the reason for Compact Termination is not listed above; for example, the entire family moved to another state (new address should be indicated under Placement Change), the death of a child, the child ran away and his/her whereabouts are unknown.

Date of Termination: Indicate the exact date of the activity, which terminated the Compact Agreement.

Section IV: SIGNATURES

If a private individual or local agency is completing the form, please have a designated person sign, under Person/Agency/Supplying Information, identify his/her agency, and date the signature.

The second block should be signed and dated by the Compact Administrator, Deputy, or Alternate.

DISTRIBUTION

Self-explanatory.

ASSOCIATION OF ADMINISTRATORS OF THE INTERSTATE COMPACT ON THE PLACEMENT OF CHILDREN

SENDING STATE PRIORITY HOME STUDY REQUEST

TO BE SUBMITTED BY SOCIAL WORKER WITH OTHER REQUIRED ICPC MATERIALS

NAME OF CHILD TO BE PLACED *	AGE	MOTHER'S NAME
ETHNIC GROUP	DATE OF BIRTH	FATHER'S NAME

PROPOSED CARETAKER

NAME	MARITAL STATUS ☐ S ☐ M ☐ SEP ☐ D ☐ W LIVING WITH _____ (NAME OF PERSON)
ADDRESS	
TELEPHONE NO.: HOME: WORK:	SOCIAL SECURITY NO.
RELATIONSHIP TO CHILD IDENTIFIED ABOVE	
BEST TIME OF DAY TO CONTACT:	ALTERNATE CONTACT NAME AND ADDRESS
CARETAKER _____	
EMPLOYER _____ (IF APPLICABLE)	

ASSESSMENT OF CHILD

CASE PLAN ATTACHED: ☐ YES ☐ NO FINANCIAL/MEDICAL PLAN ATTACHED: ☐ YES ☐ NO

SPECIAL NEEDS:

HANDICAPS: MENTAL/PHYSICAL

SERVICE NEEDS/TREATMENT REQUIREMENTS:

SCHOOL INFORMATION:

OTHER REQUIRED PERTINENT INFORMATION REGARDING CHILD AND FAMILY WILL FOLLOW: ☐ YES ☐ NO

WORKER'S NAME (PLEASE PRINT)	TELEPHONE NO.
WORKER'S SIGNATURE	DATE OF SIGNATURE
SUPERVISOR'S SIGNATURE	DATE OF SIGNATURE
	TELEPHONE NO.

DISTRIBUTION

Complete five (5) copies of this form

- Sending agency forwards the original (white) and 2 copies (blue & Green) to the receiving Agency Compact Administrator.
- Send 1 copy (pink) to the Court requesting priority placement.
- Retain 1 copy (goldenrod) for the worker.

* If there is more than one child to be placed with the proposed caretaker, list the name of the child(ren) and all requested information on a separate page and attach to this form.

State of Colorado
Progress Report

County: _____
Child's Name: _____
Child's Caseworker: _____

Provider: _____
State ID: _____
Period of: _____

Educational:

Name of School & Address: _____

Grade level of child: _____

How is the child performing in school? _____

Providers:

Name and Address of Medical Provider: _____

Name and Address of Dental Provider: _____

Medical/Psychological/Health Status: (please check where applicable)

_____ Child is currently under the following medication: _____

_____ Child has no current medical needs.

_____ Child has no current psychological needs.

_____ Child needs to be referred for mental health counseling for the following issues: _____

Immunization Record: (Please attach or list child's immunization history) Medical exam is required within two weeks of placement and every two years thereafter.

<u>Date:</u>	<u>Immunization:</u>	<u>Date:</u>	<u>Immunization:</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Dental Record: (Dental exams are required every six months)

Date of Exams: _____

Social Adjustment: (please check where applicable)

_____ Orientation Status (still learning program expectations)
_____ Participates in Guided Group Interaction
_____ Participates in Individual Counseling
_____ Has made a positive adjustment to the program
_____ Continues to exhibit negative behaviors
_____ Participates in Sports Programs: _____
_____ Additional comments related to social adjustment: _____

Visitation: (Visitation/or contact with family over this reporting period)

Child will visit/contact with:	Date:	Child will visit/contact with:	Date:
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Comments: (Provide information how the child is doing and list any services needed for the child or the provider)

Division of Health and Human Services
Division of Social Services
Interstate Compact on the Placement of Children

Financial – Medical Plan

Complete one form for each child. Complete one additional form for the same child for each separate resource being studied.

Name of Child	Name of Resource	Receiving State
County/DSS		Date

FINANCIAL PLAN (check only one)

Description of how the child's shelter, food, clothing and related maintenance needs will be met in the receiving state.

- ☐ DSS will provide foster care payment at the sending state foster care rate once the placement resource is licensed or certified as a foster parent by the receiving state. Monthly rate: _____
- ☐ The relative resource will apply for TANF Child-Only Grant in the receiving state on behalf of the child.
NOTE: TANF Child-Only Grants are not available in all states.
- ☐ The placement resource has agreed in writing to meet the financial needs of the child. Copy of written and signed agreement **must** be attached.
- ☐ This is a placement with a parent. The parent is financially responsible for the child.
- ☐ Child is SSI eligible. Current Payee: _____
- ☐ Adoption subsidy is planned, and the amount will be determined
- ☐ Other financial resources, ie., child support, death benefit

MEDICAL PLAN (check only one)

Description of how the child's medical coverage will be met in the receiving state.

- ☐ The child is IV-E eligible. Effective Date: _____
- ☐ The child will be eligible for Medicaid in the receiving state under the TANF Child-Only Grant if available.
- ☐ The child is not Title IV-E eligible. The DSS is financially responsible and will provide reimbursement for the child's medical expenditures or make other arrangements.
- ☐ The child is Medicaid eligible as a recipient of SSI.
- ☐ The placement resource has agreed in writing to provide for and meet the medical needs of the child. Copy of the written and signed agreement **must** be attached.
- ☐ This is a placement with a parent. The parent is financially responsible for meeting the medical needs of the child.
- ☐ Other (please specify) _____

THIRD PARTY HEALTH INSURANCE INFORMATION

Child ☐ has ☐ does not have third party health insurance coverage.

List sources of medical coverage or benefits.

- ☐ SSI ☐ SSA ☐ VA ☐ Champus
- ☐ Other Private Insurance (specify) _____ Policy Number _____

When a child is placed in another state, the custodial DSS remains ultimately responsible for the financial and medical needs of the child and must retain jurisdiction over the child. This financial/medical plan will remain in effect following the placement of the child, and until receipt of written termination from the receiving state in accordance with ~~NCGS 7B-3800~~ Article ~~V~~ ^{VI}.

Caseworker

Signature: _____

Supervisor's

Signature: _____

Caseworker's

Name (Print): _____

Supervisor's

Name (Print): _____

Phone Number (including area code): _____

E-mail: _____

Fax: _____

Attachments: ☐ Yes ☐ No

Placement approval on the 100A documents implied approval of this case financial plan as submitted.

Sample Transmittal Letter

TO: _____

PLEASE REPLY TO: _____

DATE: _____

RE: _____ DOB _____
_____ DOB _____

_____ 100A and request for Home Study
_____ 100A approves placement. Send 100B when placement is made or withdrawn
_____ 100A denying placement
_____ 100B status change _____ placement change
_____ 100B requested
_____ Home Study and recommendation attached
_____ _____ County ICPC liaison concurs with recommendation to dismiss
_____ Self-explanatory correspondence attached.
_____ ICPC case closed

Comments: Please complete criminal background checks for all adults living in the home. To comply with the provisions of the Safe and Timely Interstate Placement of Children Act of 2006 (PL 109-239), we are required to confirm the date that the receiving state is in receipt of a home study request. Please send confirmation that you received the attached request as the date of request for this home study. Thank you. Please send confirmation to:

John Doe, ICPC Franklin County Liaison
Franklin County Dept of Social Services
1234 no where land
Franklin, Colorado 80000
e-mail address:
phone #:
fax #:



SAMPLE TRANSMITTAL LETTER

COLORADO STATE DEPARTMENT OF SOCIAL SERVICES
INTERSTATE COMPACT ON THE PLACEMENT OF CHILDREN (ICPC)
1575 Sherman St., 2nd Fl.
Denver, CO 80203-1714

To:	Child's Name:	Birthdate
From:		
Date:	Parents:	

Attached is correspondence from _____ dated _____

A HOME STUDY is requested on: _____
(Please reply in 30 days)

Attached are:	Please submit:
	Child Summary
	Court Order
	ICPC-100A
	Financial Plan
	Home Study
	IV-E Eligibility Status
	Progress Report
	Medical/Psychological Reports
	Foster Care License/Certificate
	ICPC-100B
	_____ showing date of placement
	_____ dismissal of petition
	_____ change of status

***Please Note:** (County departments must submit ALL ICPC related correspondence and court orders in TRIPLICATE to their local ICPC office. 5 copies of the ICPC-100A are needed when initiated.)

Information has been sent directly to agency.
ICPC-100A's have been amended to show the sending county department as the financially responsible party. (Advise if you have questions.)
This situation appears to be out of ICPC compliance. Please submit all required Interstate materials immediately!
ICPC-100A's are on file in pending status dated _____.
Please respond to the comments and/or inquiries made _____.

ATTACHED ICPC-100A GRANTS APPROVAL FOR PLACEMENT. <u>The SENDING state:</u> - must continue responsibility for the planning/financial needs of the child (*ICPC Statute - Article V) - must submit ICPC-100B to the receiving state to show date of placement - must retain jurisdiction until: (*ICPC Statute - Article V) - the receiving state ICPC office grants approval for dismissal or - the child becomes adopted or - the child becomes self-supporting or - the child becomes emancipated. <u>The RECEIVING state:</u> - must provide supervision and protective services - must submit quarterly reports to the sending state - must advise the sending state of placement problems - must notify ICPC and the sending state when it is appropriate to dismiss.
--

ATTACHED IS ICPC-100A SHOWING DISAPPROVAL OF PLACEMENT.
Case is CLOSED for ICPC purposes.
COMMENTS:

Sample Cover Letter

Date:

Address of Sending State Agency

Attention:

Re: Samantha Sample, DOB 1-1-1981

Please see attached material and request for a homestudy for possible placement of above minor.

Susan Sample, Samantha's grandmother, has indicated she wishes to be considered as a placement resource for Samantha. At this time, Samantha cannot be returned to either of her parents. She is currently placed in a licensed foster home in XYZ, Colorado.

Susan Sample's address is: 1234 Main St.
Ft. Worth, Texas
222-333-4444

Our proposed permanency plan is to place Samantha with her grandmother. The next court hearing is scheduled for August. We are requesting a homestudy to be completed prior to that date if possible.

The following specific issues should be addressed in the study: Ms. Sample's ability to care for Samantha, the appropriateness of the home, methods of discipline and whether or not the worker recommends this home for placement for Samantha.

The XYZ County Department of Human Services will be financially and medically responsible for this placement. Samantha is IV-E eligible; therefore, if placed, we will request the State of Texas to issue a Medicaid card.

Should this placement disrupt, XYZ County Dept of Human Services will be financially responsible for the return of this child.

Thank you for your assistance in this matter. If you have any questions, feel free to contact me at (303) YYY-XXXX.

Sincerely,

Social Caseworker's Name

Sample Cover Letter for Completed Home Study

Date:

Address of Sending State Agency

Attention:

Re: Children:

Dear

Attached is the Home Study requested by your agency through ICPC.

This case will be held open for an additional (length of time) from this date. At that time, it will be closed unless we are contacted by your agency.

If the above-mentioned child(ren) is/are to be placed in (your agency) County, please submit a 100B indicating the date of placement. After receipt of the 100B this case will be assigned to a caseworker in order to provide supervision and quarterly reports. The supervision and quarterly reports will be provided until this agency recommends termination of your court's jurisdiction is in the children's best interest. This will be for a period no less than six months as agreed upon and outlined in the ICPC Rules and Regulations.

Please feel free to contact me if you have any questions.

Sincerely,

Name of Social Caseworker

Reminder: Colorado has decentralized its ICPC operation. Please indicate name of county when forwarding any correspondences related to this case.

SAMPLE
OUT-OF-COMPLIANCE LETTER

[Date]

TO: _____

FROM: _____

RE: CHILD (REN) : DOB:

This letter is to inform you about a matter that is out of compliance. The Interstate Compact on the Placement of Children is statutory law. As such, a signed Interstate Compact agreement between two states is a legally binding and enforceable contract which is protected by the Contract Clause of the U.S. Constitution. Compliance with each article of the Compact is, therefore, mandatory and not discretionary.

This matter must be brought into compliance. Please contact me at this office immediately so that we may discuss the necessary steps for bringing this case into compliance.

SAMPLE LETTER

REQUESTING A 100-B

TO:

*PLEASE REPLY
TO

_____Dept of Human Services_____

DATE:

RE:

_____	<u>DOB</u> _____
_____	<u>DOB</u> _____
_____	<u>DOB</u> _____
_____	<u>DOB</u> _____

On _____, we forwarded a 100-A to you approving placement for the above-referenced child(ren).

To date, we have not received a 100-B from your office. Please forward a 100-B indicating the status of this case.

NOTE: No supervision or follow-up services occur until a 100-B is initiated.

*Reminder: Colorado has decentralized our ICPC operation. Please indicate **name of county** when forwarding any correspondences related to this case.

Frequent ICPC Concern/Issue: Placements without ICPC approval: Violation of Article CRS 24-60-1801.

- No Supervision Services for child in Receiving State.
- Child is denied protections to which they are entitled.
- Failure to arrange for adequate services for the child and family may cause disruption of the placement, and/or return of the child to the sending agency if placement proves to be inappropriate.
- The caretaker may be unable to enroll the child in school or obtain financial support/medical coverage for the child.

Frequent ICPC Concern/Issue: Supervision and Retention of Jurisdiction

- Retention of jurisdiction of the child by the sending state is MANDATORY until jurisdiction can be properly dismissed under ICPC (Article V).
- The Sending Agency continues to have responsibility for permanency planning and financial support/maintenance of the child for the duration of the placement.
- The Receiving Agency provides supervisory visits and quarterly progress reports regarding the child's adjustment, assessment of the placement's ability to meet the child's needs, and the appropriateness of the permanency goal.
- The standard supervision period is 6 months but may be longer depending on the child's needs and the permanency goal.
- Jurisdiction can only be terminated if the child is:
 - Adopted
 - Reaches majority age
 - Becomes self-supporting
 - Discharged with the concurrence of the Receiving State's ICPC