


<b>POLICY TITLE: Interstate Compact on the Placement of Children (ICPC)</b>		<b>PAGE 1 OF 17</b>
	<b>CHILD AND FAMILY SERVICES AGENCY</b> <b>Approved by: <u>Rogue Gerald</u></b> Agency Director  <b>Date: <u>July 2, 2010</u></b>	<b>REVISION HISTORY:</b> October 2, 2009
	<b>LATEST REVISION:</b> July 2, 2010	

<b>I. AUTHORITY</b>	The Child and Family Services Agency (CFSA) shall adhere to the provisions of the Interstate Compact on the Placement of Children (ICPC) as codified in DC Official Code §4-1421.
<b>II. APPLICABILITY</b>	This policy applies to all CFSA employees and its contracted agency personnel.
<b>III. RATIONALE</b>	<p>The Interstate Compact on the Placement of Children (ICPC) is a uniform law enacted by all 50 member states, the District of Columbia and the U.S. Virgin Islands, to ensure protection and services to children who are placed across state lines. Without the use of the ICPC, children in the custody of the Child and Family Services Agency (CFSA) who are placed out of the District would not be afforded the same protections and benefits of child welfare agency oversight as they would if placed within the District. ICPC allows children placed out-of-state to return to their “home state” in the event that the out-of-state placement proves not to be in their best interest, or the need for out-of-state services cease, or when reunification is able to occur.</p> <p>In order to ensure the permanency, safety, and well-being of children involved in an out-of-state placement, the ICPC assures the following safeguards:</p> <ol style="list-style-type: none"> <li>1. Provides the “sending agency” the opportunity to obtain an evaluation/assessment home study of the proposed placement.</li> <li>2. Allows the prospective “receiving state” to ensure that the placement is not contrary to the interest of the child and that the receiving state’s applicable laws and policies have been followed before it approves the placement.</li> <li>3. Guarantees the child’s legal, medical, and financial protection by fixing these responsibilities with the sending Agency or individual.</li> <li>4. Ensures that the sending agency or individual will not lose jurisdiction over the child once the child moves to the receiving state.</li> </ol>

	<p>5. Provides the sending state the opportunity to obtain supervision and regular reports on the child’s adjustment and progress in the placement.</p> <p>These safeguards are routinely available when the child and responsible agency and the placement are all in a single state or jurisdiction. When the placement involves two states or jurisdictions, however, these safeguards become available through ICPC.</p>
<p><b>IV. POLICY</b></p>	<p>The placement of children to and from the District of Columbia via other states shall be made in accordance with the current terms of ICPC and shall be referred through the District of Columbia’s Interstate Compact Office located at the Child and Services Agency (CFSA/ICPC Office). ICPC is required when CFSA and its contracted agencies (hereinafter CFSA) wish to place a child in its custody into a placement in another state when the child is in the following types of placements:</p> <ol style="list-style-type: none"> <li>1. Foster care (including but not limited to foster homes, kinship homes, group homes, residential treatment facilities and institutions)</li> <li>2. Adoptive placements</li> <li>3. Placements with a parent or relative (by blood or adoption) authorized by the DC Superior Court</li> </ol> <p>Per ICPC, when a child is placed out-of-state, the receiving agency shall conduct monthly face-to-face home visits to monitor the placement and ensure the overall safety, permanency, and well-being of the child, while the sending agency retains legal and financial responsibility for the child until the closure of the ICPC case. An ICPC case can be closed when the child (1) establishes permanency with the resource provider, (2) reaches the age of majority, (3) becomes legally emancipated, (4) becomes self-supporting, (5) experiences a legal termination of the placement, or (6) when the appropriate authorities in the sending and receiving states concur that the ICPC case can be closed.</p> <p>An ICPC request and approval is required each time a child is placed in an out-of-state placement. CFSA shall not place any child in another state unless that resource provider is fully licensed, certified, or approved for the placement of that child or sibling group, according to the receiving state’s standards. Approval of the placement request shall be documented on <a href="#">form ICPC-100A</a> and signed by the receiving state’s ICPC compact administrator (or their designee).</p> <p>An out-of-state placement made in violation of terms of ICPC constitutes a violation of the laws of the sending and receiving states. Violators may be punished or subject to penalty in either jurisdiction in accordance with its laws. In addition, a child placing agency that violates a provision of ICPC may be subject to the suspension or revocation of any license, permit, or other legal authorization held by the sending agency.</p>

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<p><b>V. CONTENTS</b></p>	<p><b>A.</b> General Procedures for Completing an ICPC Request</p> <p><b>B.</b> Requests for a Home Study and/or Placement Approval to Place a Child in a Parent, Kinship, Foster or Adoptive Placement in Another State</p> <p><b>C.</b> Requests for the Emergency Placement of a Child in a Licensed Foster Home in the State of Maryland</p> <p><b>D.</b> Requests to Place a Child in a Residential or Congregate Care or Group Home Facility</p> <p><b>E.</b> Requests for Resource Providers Who Relocate with a Child to Another State</p> <p><b>F.</b> Requests for Priority Placements</p> <p><b>G.</b> Requests to Place Children in the District of Columbia by Other States: Out of Town Inquiries (OTI)</p> <p><b>H.</b> Out-of-State Placements that Do Not Require ICPC Approval</p>
<p><b>VI. ATTACHMENTS</b></p>	<p><b>A.</b> Definitions</p> <p><b>B.</b> ICPC Packet Preparation Checklist</p> <p><b>C.</b> <a href="#">Form ICPC-100A</a> (Interstate Compact Placement Request)</p> <p><b>D.</b> <a href="#">Form ICPC-100B</a> (Interstate Compact Report on Child’s Placement Status)</p> <p><b>E.</b> Home Study Request Cover Letter</p> <p><b>F.</b> <a href="#">Article VI Form</a> – Institutional Care of Delinquent Children</p> <p><b>G.</b> <a href="#">Form ICPC-101</a> (Sending State’s Priority Home Study Request)</p>
<p><b>VII. PROCEDURES</b></p>	<p><b>Procedure A: General Procedures for Completing an ICPC Request</b></p> <p>It is the responsibility of the assigned social worker to ensure that children in the care of CFSA shall not be placed in another state without an ICPC request for a Home Study and placement approval. Unless the request is for an emergency placement in the state of Maryland, an ICPC request shall be made prior to placing the child out-of-state. To request approval for an out-of-state placement, the assigned social worker or designee (hereinafter, the referring worker) shall submit three (3) copies of the ICPC referral packet to the CFSA/ICPC Office for review and processing. The documents contained in the ICPC referral packet shall vary depending on the nature of the proposed placement request.</p> <ol style="list-style-type: none"> <li>1. The referring worker shall review the ICPC Packet Preparation Checklist (<i>Attachment B</i>) to ensure that the documents in the ICPC referral packet contain the necessary information required by the CFSA/ICPC office before submitting the ICPC referral packet for review and processing.</li> <li>2. Within three (3) to five (5) business days of receipt of an ICPC request, the ICPC specialist shall review the ICPC referral packet to ensure that all documents are present and complete before submitting the request to the Receiving State’s ICPC office for approval.</li> <li>3. If the ICPC specialist determines that the ICPC referral is incomplete the ICPC specialist shall: <ol style="list-style-type: none"> <li>a. Call or send an e-mail to the referring worker to notify him or her of missing documents or information required to complete the ICPC referral within three (3) business days of receiving the referral.</li> </ol> </li> </ol>

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	<p>b. If the ICPC Specialist receives no response within three (3) business days, a second call or e-mail shall be made to the referring worker or, to his or her supervisor.</p> <p>c. If the outstanding documents or missing information is not received within ten (10) business days from the time of receipt, the ICPC specialist shall return the incomplete ICPC referral to the referring worker with a transmittal outlining the reason the referral is incomplete.</p> <p>4. If the ICPC referral packet is complete, the ICPC Specialist shall sign the Interstate Compact Placement Request (hereinafter <a href="#">Form ICPC-100A</a>)(Attachment C), and send the request to the Receiving State with two (2) copies of the transmittal letter; one (1) copy for the ICPC Office and one (1) copy for the referring worker. The ICPC Specialist shall also complete <a href="#">Form ICPC-100A</a> in FACES.</p> <p>5. Upon receipt of the ICPC referral packet, the Receiving State shall review the request, complete any further action required (i.e., conduct a Home Study when requested).</p> <p>6. If the ICPC request is denied, the CFSA/ICPC specialist shall inform the referring worker of the denial within three (3) business days of notice of the denial.</p> <p>7. When necessary, CFSA shall make arrangements to ensure the return of the child to the District.</p> <p>8. If the ICPC request is approved, the CFSA/ICPC Specialist shall immediately forward the approved <a href="#">Form ICPC-100A</a> (Attachment C) to the referring worker to notify him or her of the placement approval.</p> <p>9. Upon receipt of an ICPC approval, the assigned social worker shall place the child with the approved placement resource.</p> <p><i>Note: The CFSA social worker shall work together with the receiving agency social worker to arrange the details of the actual placement of the child into the home or facility.</i></p> <p>10. The child must be placed with the approved placement resource in the Receiving State within six (6) months or the ICPC approval shall expire. If the placement does not occur within six (6) months, the referring worker shall resubmit a new ICPC request to the CFSA/ICPC office for review and processing, if necessary.</p> <p>11. If the child will not be placed in the out-of-state placement, or the proposed placement request is withdrawn, the CFSA social worker shall forward the Interstate Compact Report on Child's Placement Status (hereinafter form ICPC-100B) (Attachment D) to the CFSA/ICPC office. The CFSA/ICPC Specialist shall forward form ICPC-100B (Attachment D) to the Receiving State's ICPC office as notification of termination or change of the proposed placement.</p> <p>12. When the child is placed in the out-of-state placement, the CFSA social worker shall submit <a href="#">Form ICPC-100B</a> (Attachment D) to the CFSA/ICPC office as confirmation of the child's placement.</p>
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	<p>13. The CFSA/ICPC specialist shall forward the <a href="#">Form ICPC-100B</a> (<i>Attachment D</i>) to the Receiving State to notify the Receiving State of the need to begin supervising and monitoring the child in the placement.</p> <ol style="list-style-type: none"> <li>a. The receiving agency social worker shall monitor the placement by conducting monthly face-to-face home visits. The receiving agency social worker shall also complete progress/supervisory reports and mail or fax three (3) copies of the reports to the Receiving State's ICPC Office on a quarterly basis, until the placement terminates, or case closure with prior concurrence of the Receiving State.</li> <li>b. The Receiving State's ICPC office shall forward two (2) copies of the progress/supervisory reports to the CFSA/ICPC office.</li> <li>c. The CFSA/ICPC office shall review the progress/supervisory report and forward one (1) copy to the CFSA social worker for his or her records.</li> </ol> <p>14. While the child remains in the out-of-state placement, the CFSA social worker shall maintain all case management responsibilities with the assistance of the Receiving State's social worker until the placement terminates or case closure with prior concurrence of the Receiving State.</p> <p>15. The CFSA social worker shall notify the CFSA/ICPC office of any changes in the child's placement status through use of <a href="#">Form ICPC-100B</a> (<i>Attachment D</i>). Changes in the child's placement status may include, but are not limited to; the child (1) achieves permanency; or (2) reaches the age of majority; or (3) is legally emancipated, or (4) the permanency goal changes from foster care to adoption; or (5) there is a termination of the interstate placement.</p>
	<p style="text-align: center;"><b>Procedure B: Home Study Requests and/or Placement Approval to Place a Child in a Parent, Kinship, Foster, or Adoptive Placement in Another State</b></p> <p>With the exception of emergency placements in the state of Maryland, an ICPC Home Study request and placement approval is required before a child can be placed in a parent, kinship, foster, or adoptive placement in another state. In instances where an out-of state placement received prior Home Study approval by a CFSA contracted agency in the Receiving State (i.e., the home is currently licensed), the referring worker shall initiate an ICPC request for placement approval only. If a Home Study has been completed and approved, the referring worker shall initiate <b>both</b> a request for a Home Study and placement approval before an out-of-state placement can occur. The referring worker shall review the ICPC checklist (Attachment B) to ensure that the above-mentioned documents contain the necessary information required by the CFSA/ICPC office before submitting the ICPC referral packet for review and processing.</p> <ol style="list-style-type: none"> <li>1. <b>To initiate an ICPC request for a Home Study and placement approval</b> - the referring worker shall submit three (3) copies of the ICPC referral packet to the CFSA/ICPC office for review and processing. The ICPC referral packet shall contain all of the following documents: <ol style="list-style-type: none"> <li>a. A cover letter requesting the completion of a Home Study</li> </ol> </li> </ol>

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- b. [Form ICPC-100A](#), fully completed
- c. Most recent Court Order reflecting the Child's legal Status
- d. Social summary or most recent permanency court report or a detailed case plan signed and dated within one (1) year from the date of submittal
- e. Title IV-E Eligibility Status
- f. Most recent developmental assessment, Individual Educational Plan (IEP), psychological and/or psychiatric assessment or any other document that specifies the child's needs, if available
- g. School reports, if available
- h. Medical reports, if available

*Note: the Home Study must be in-compliance with federal and state regulations.*

**2. To initiate an ICPC request for a placement approval only** (i.e. the Home Study has already been approved by a CFSA contracted agency in the Receiving State - the referring worker shall initiate an ICPC request for placement approval to place a child in a currently licensed parent, kinship or foster home by submitting three (3) copies of all of the following documents:

- a. [Form ICPC-100A](#), fully completed (*Attachment C*)
- b. [Form ICPC-100B](#), if the child is already placed out of state (*Attachment D*)
- c. The original home study of the placement resource, conducted by a CFSA contracted agency licensed in Receiving State
- d. A Home Study Re-evaluation or Update, if the original home study is over one year old
- e. The results of a Child Protection Register (CPR), Police, and FBI clearances for each adult member of the household dated within two (2) years from the time of issuance
- f. Most recent Court order reflecting the child's legal status
- g. Social summary or most recent permanency court report or a detailed case plan signed and dated within one (1) year from the date of submittal
- h. Title IV-E Eligibility Status
- i. Most recent developmental assessment, Individual Educational Plan (IEP), psychological and/or psychiatric assessment or any other document that specifies the child's needs, if available
- j. School reports, if available
- k. Medical reports, if available

**3. To initiate an ICPC request for the approval of an out-of-state adoptive approval for a new adoptive placement**, the referring worker shall submit three (3) copies following documents to the CFSA/ICPC office:

- a. [Form ICPC-100A](#), fully completed (*Attachment C*)

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- b. An Adoption Home Study of the placement resource, conducted by an agency licensed in Receiving State.
- c. An Adoption Home Study Re-evaluation or Update, if the original home study is over one year old.
- d. The results of a Child Protection Register (CPR), Police, and FBI clearances for each adult member of the household dated within two (2) years from the time of issuance. The CFSA contracted agency shall provide supporting documentation to the DC ICPC office upon request.
- e. Most recent Court order reflecting child’s legal status
- f. Social summary or most recent permanency court report or a detailed case, signed and dated within one (1) year from the date of submittal
- g. Title IV-E Eligibility Status
- h. Most recent developmental assessment, Individual Educational Plan (IEP), psychological and/or psychiatric assessment or any other document that specifies the child’s needs, if available;
- i. School reports, if available;
- j. Medical reports, if available.
- k. Documents that reflect that the child is legally “free” for adoption which must include one of the following for each parent:
  - i. Termination of Parental Rights (TPR);
  - ii. Parental relinquishment;
  - iii. Court Order waiving parent’s consent to adoption;
  - iv. Parental consent decree; or
  - v. Death Certificate, if one or both of the biological parent’s are deceased.
- l. Legal Risk Placement Statement - to be included only if the rights of both parents have not yet been terminated. It must be signed and notarized by the prospective adoptive parent(s).

*Note: The CFSA/ICPC office requires a new ICPC referral for all adoptive placements, including instances where the foster parent is adopting a child that is currently placed in his or her home (see Procedure B(4) below for more information). In addition, a CFSA child that is placed or will be placed in an adoptive/pre-adoptive home cannot obtain an adoption Home Study and placement approval until the child is “legally free” for adoption. If the child is not “legally free”, then the ICPC Home Study and placement request shall be for a foster care placement.*

- 4. **If the current foster parent is adopting the child, the following additional documents are needed along with the above listed items:**
  - a. [Form ICPC-100B](#) to change placement status from foster care to adoption. (Attachment D)
  - b. A Child Specific Adoption Home Study Update- the Adoption Home Study Update must contain specific information regarding the child that is currently placed in the home.
  - c. Progress reports or annual re-evaluations if they were not submitted to the Receiving State while the child was in the placement.

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	<p>5. When a Home Study is requested, the Receiving State shall provide a written justification of their decision to approve or deny the placement request within 120 business days from the date the request is received in the Receiving State.</p> <p>6. If a Home Study has already been completed and only a placement approval is requested, the Receiving State shall provide a written decision within 30 business days.</p> <p><i>Note: The Receiving State shall approve or deny a priority placement request within 20 business days. (See Procedure E for more information regarding priority placement requests.)</i></p>
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	<p style="text-align: center;"><b>Procedure C: Requests for the Emergency Placement of a Child in a Licensed Foster Home in the State of Maryland</b></p> <p>The District of Columbia/CFSA and the Maryland Department of Human Resources (MD-DHR) have signed a Memorandum of Understanding (MOU) that authorizes CFSA, only on an emergency basis, to place children in a licensed foster home in the State of Maryland prior to receiving ICPC approval. To facilitate this process, CFSA has created a Maryland (MD) ICPC Placement Unit, within the CFSA/ICPC office, to obtain all necessary documents and prepare an ICPC referral packet on behalf of the referring worker. If the placement in the State of Maryland is planned, the referring worker shall refer to Procedure B.</p> <p>1. Within three (3) business days from the placement of a child into the State of Maryland, either the MD ICPC specialist or the referring worker shall submit three (3) copies of the ICPC referral packet to the CFSA/ICPC Office. The ICPC referral packet shall contain the following documents:</p> <ol style="list-style-type: none"> <li>a. <a href="#">Form ICPC-100A</a>, fully completed (<i>Attachment C</i>).</li> <li>b. <a href="#">Form ICPC-100B</a>, fully completed and identify the date placement occurred (<i>Attachment D</i>)</li> <li>c. The original Home Study of the placement resource, conducted by an agency licensed in the state of Maryland.</li> <li>d. A Home Study Re-evaluation or Update, if the original Home Study is over one year old.</li> <li>e. Child Protection Register (CPR) clearances from the resource provider's county of residence and Police and FBI clearances for each adult member of the household from Maryland's Central Justice Information Systems (CJIS) Office. <ol style="list-style-type: none"> <li>i. CPR clearances shall be dated within two (2) years from the time of issuance.</li> <li>ii. Police and FBI clearances must be dated on or after August 1, 2002. If an individual's FBI clearance reflects past or pending criminal charges, a copy of their criminal record from the FBI United States Department of Justice is required.</li> <li>iii. All clearances must be addressed to the agency that completed the home study</li> </ol> </li> <li>f. Most recent Court order reflecting the child's legal status</li> </ol>
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	<p>g. Social summary or most recent permanency court report or a detailed case plan signed and dated within one (1) year from the date of submittal.</p> <p>h. Title IV-E Eligibility Status.</p> <p>i. Most recent developmental assessment, Individual Educational Plan (IEP), psychological and/or psychiatric assessment or any other document that specifies the child's needs, if available;</p> <p>j. School reports, if available; and</p> <p>k. Medical reports, if available.</p> <p>2. The referring worker shall review the ICPC checklist (<i>Attachment B</i>) to ensure that the above-mentioned documents contain the necessary information required by the CFSA/ICPC office before submitting the ICPC referral packet for review and processing.</p> <p>3. Upon receipt, the CFSA/ICPC Specialist shall review and forward the referral packet to the MD ICPC Office for final approval.</p> <p>4. If the ICPC request is denied, the CFSA/ICPC specialist shall mail the referring worker notice of the denial within five (5) business days of receipt.</p> <p><i>Note: Upon receipt of notice of a denial, the assigned social worker shall make arrangements for the child's removal from the Maryland foster home.</i></p> <p>5. If the ICPC request is approved, the CFSA/ICPC Specialist shall forward <a href="#">Form ICPC-100A</a> to the referring worker to notify him or her of the placement approval within three (3) business days of notice of the approval.</p> <p>a. The CFSA/ICPC specialist shall forward the <a href="#">Form ICPC-100B</a> to the Receiving State to notify the Receiving State of the need to begin supervising and monitoring the child in the placement.</p> <p>b. The contracted/private agency social worker shall monitor the placement by conducting monthly face-to-face home visits. He or she shall also submit three (3) copies of progress/supervisory reports to Maryland's ICPC Office on a quarterly basis, until the placement terminates, or case closure with prior concurrence of the Sending State.</p> <p>c. Maryland's ICPC office shall forward two (2) copies of the progress/supervisory reports to the CFSA/ICPC office for review.</p> <p>d. The CFSA/ICPC office shall review the progress/supervisory reports and forward one (1) copy to the CFSA assigned social worker for his or her records.</p> <p><i>For information regarding the Emergency Kinship Placements in Maryland, see CFSA's policy on <a href="#">Temporary Licensing of Foster Homes for Kin</a>.</i></p>
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**Procedure D: Requests to Place a Child in Residential or Congregate Care or Group Home Facility**

ICPC approval is required prior to placing a child in a residential, congregate care (or a group home) facility in another state.

1. **To initiate an ICPC request to place a child in a residential or congregate care** - the referring worker shall submit three (3) copies of the following documents to the CFSA/ICPC office:
  - a. [Form ICPC-100A](#), fully completed (*Attachment C*)
  - b. A letter of acceptance from the facility
  - c. A Department of Mental Health (DMH) Level of Care Agreement or a copy of the contract between CFSA and the residential facility regarding financial and medical responsibility.

*Note: If the child is not Title IV-E eligible or if there is not a DMH level of care agreement, the social worker shall attach a written statement on the referring agency's letter head, signed by the Agency Deputy Director or designee, assuring financial and medical responsibility for the child.*

- d. Institutional Care of Delinquent Court Order ([Article VI Form](#)), if the youth has been adjudicated in the juvenile court system. The [Article VI Form](#) (*Attachment F*) shall be signed and dated by the presiding Judge.
  - e. Most recent Court order reflecting the child's legal status
  - f. Social summary or most recent permanency court report or a detailed case plan, signed and dated within one (1) year from the date of submittal,
  - g. Most recent developmental assessment, Individual Educational Plan (IEP), psychological and/or psychiatric assessment or any other document that specifies the child's needs;
  - h. School reports;
  - i. Medical reports.
2. When requesting placement approval to place a child in a group home or St. Ann's Maternity Home for Children, the ICPC referral packet shall include all of the above-mentioned documents, with the exception of the DMH Level of Care Agreement and Institutional Care of Delinquent Court Order.
3. The referring worker shall review the ICPC checklist (*Attachment B*) to ensure that the above-mentioned documents contain the necessary information required by the CFSA/ICPC office before submitting the ICPC referral packet for review and processing.

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**Procedure E: Requests for Resource Providers Who Relocate with the Child to another State**

When a resource provider plans to relocate to another state, he or she shall inform the assigned social worker of their intent to move within forty-five (45) calendar days prior to relocation. If the resource provider has moved without informing the social worker, he or shall inform the worker within thirty (30) calendar days after relocating to another state.

1. If the social worker is notified of the resource provider's plan to relocate within forty-five (45) calendar days prior to relocation, the social worker shall send a cover letter and the [Form ICPC-100A](#) (*Attachment C*) to the CFSA/ICPC Office for forwarding to the Receiving State's Compact Administrator. The cover letter shall specify all identifying information regarding the relocation (ie: names of individuals residing in the home, address, date of relocation, etc).
2. If the social worker is notified in less than forty-five (45) calendar days prior to relocation, the social worker shall submit the following documents to the CFSA/ICPC Office:
  - a. Cover letter alerting the DC ICPC Office of the relocation and requesting prompt handling of the request;
  - b. [Form ICPC-100A](#), fully completed (*Attachment C*)
  - c. [Form ICPC-100B](#), if the child has already relocated out of state. (*Attachment D*)
  - d. A copy of the current foster care license, certification or approval of the resource provider's home and current training certificate.
  - e. A copy of the original home study and most recent home study update (within the year), if applicable ;
  - f. The results of a Child Protection Register (CPR), Police, and FBI clearances for each adult member of the household dated within two (2) years from the time of issuance.
  - g. Most recent Court order reflecting child's legal status
  - h. Social summary or most recent permanency court report or a detailed case plan, signed and dated within one (1) year from the date of submittal,
  - i. Title IV-E Eligibility Status
  - j. Most recent developmental assessment, Individual Educational Plan (IEP), psychological and/or psychiatric assessment or any other document that specifies the child's needs, if available;
  - k. School reports, if available; and
  - l. Medical reports, if available.
3. The referring worker shall review the ICPC checklist (*Attachment B*) to ensure that the above-mentioned documents contain the necessary information required by the CFSA/ICPC office before submitting the ICPC referral packet for review and processing.

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	<ol style="list-style-type: none"> <li>4. In accordance with the ICPC Regulations, the Receiving State shall accept or validate the resource provider's current license, certificate or approval, unless the Receiving State determines that the child's needs and safety cannot be met under the circumstances of the proposed relocation. If this occurs, the Receiving State may provide a provisional approval that would grant resource provider an opportunity to remedy problems in the home.</li> <li>5. Within 30 days of relocation, in accordance with the ICPC Regulations, the Receiving State shall make an initial contact with the family to ascertain conditions and progress toward compliance with applicable laws and requirements of the Receiving State.</li> <li>6. If the resource provider is not in compliance with the Sending State's licensing requirement, or if the notification time frame is not adhered to as specified in this procedure, the child may be unable to relocate to the Receiving State, or the child may have to return to the Sending State until the resource provider satisfies the licensing requirements of the Receiving State.</li> </ol>
	<p><b>Procedure F: Request for Priority Placement</b></p> <p>In order to expedite the placement of a child with a relative in another state, the Court shall issue a court order for a Priority Placement Home Study. The proposed priority placement must be with a parent, stepparent, grandparent, adult brother or sister, adult uncle or aunt, or with the legal guardian of the child. To qualify for a priority placement request (1) the child must be under two years of age, or (2) the child must be placed in an emergency shelter, or (3) the Court must find that the child has spent a substantial amount of time in the home of the proposed placement recipient. A priority placement request shall <i>not</i> apply to instances where the request is for the placement of the child in a foster, kinship or adoptive placement that is already licensed or approved; or the child is already in the Receiving State in violation of the ICPC.</p> <ol style="list-style-type: none"> <li>1. The Court order shall be signed and dated by the presiding Judge and shall include the full name, address, telephone number, and if available, the fax number, of the presiding judge. The Court order shall reflect the finding that a proposed priority placement is necessary.</li> <li>2. To initiate a priority placement request, the referring worker shall submit three (3) copies of the following documents to the CFSA/ICPC office within three (3) business days from the time the Priority Court Order is issued. <ol style="list-style-type: none"> <li>a. <a href="#">Form ICPC-100A</a> (<i>Attachment C</i>), fully completed</li> <li>b. <a href="#">Form ICPC-101</a> - Sending State Priority Home Study Request (<i>Attachment G</i>)</li> <li>c. Cover letter</li> <li>d. Special Priority Court Order</li> <li>e. Most recent Court Order reflecting the child's legal status</li> </ol> </li> </ol>

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	<ul style="list-style-type: none"> <li>f. Social summary or most recent permanency court report or a detailed case plan, signed and dated within one (1) year from the date of submittal</li> <li>g. Title IV-E Eligibility Status</li> <li>h. Most recent developmental assessment, Individual Educational Plan (IEP), psychological and/or psychiatric assessment or any other document that specifies the child’s needs, if available;</li> <li>i. School reports, if available; and</li> <li>j. Medical reports, if available</li> </ul> <p>3. The referring worker shall review the ICPC checklist (<i>Attachment B</i>) to ensure that the above-mentioned documents contain the necessary information required by the CFSA/ICPC office before submitting the ICPC referral packet for review and processing.</p> <p>4. Upon receipt of priority placement request, the CFSA/ICPC Office shall send the complete referral to the Sending State by overnight express mail carrier service within two (2) business days of receipt.</p> <p>5. In accordance with the ICPC Regulations, the Receiving State shall provide a written justification of their decision to approve or deny a priority placement request within twenty (20) business days from the date the request was received in the Receiving State. If the Receiving State denies the priority placement request, the denial shall be made in writing.</p> <p>6. If the social worker or the sending agency does not meet the timeline requirements specified in Procedure F(2) and (4) above, the priority placement request may not receive priority consideration and may be processed as a “regular” ICPC placement approval request by the Receiving State.</p> <p><i>Note: Pursuant to the ICPC, if the Receiving State Compact Administrator does not satisfy the timeframe of a priority request, the Receiving State shall be deemed out of compliance with the ICPC. If there appears to be a lack of compliance, the District may request assistance from the appropriate court in the Receiving State by providing that court with copies of relevant documentation in the case.</i></p>
	<p style="text-align: center;"><b>Procedure G: ICPC Requests to Place Children in the District of Columbia by Other States: Out of Town Inquiries (OTI)</b></p> <p>An ICPC request to place a child into the District of Columbia from another state (Out of Town Inquiry) shall be made in accordance with the current terms of the ICPC. A sending agency shall not place any child in the District of Columbia unless that resource provider is fully licensed, certified, or approved for the placement of that child or sibling group by CFSA. Approval or the denial of the placement request shall be documented on the ICPC 100A (<i>Attachment C</i>) and signed by the CFSA/ ICPC Administrator (or designee).</p>

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	<ol style="list-style-type: none"> <li>1. To initiate an ICPC request to place a child in the District of Columbia the Sending State shall submit two (2) copies of the following documents to the CFSA/ICPC office for review and processing: <ol style="list-style-type: none"> <li>a. <a href="#">Form ICPC-100A</a>, fully completed (<i>Attachment C</i>)</li> <li>b. Cover letter requesting that a Home Study be completed</li> <li>c. An official transmittal from the Sending State’s ICPC office that details information regarding the request and lists the documents that are enclosed</li> <li>d. Most recent Court order reflecting the child’s legal status</li> <li>e. Social summary or most recent permanency court report or a detailed case plan, signed and dated within one (1) year from the date of submittal</li> <li>f. Title IV-E Eligibility Status</li> <li>g. A financial and Medical Plan</li> <li>h. Most recent developmental assessment, Individual Educational Plan (IEP), psychological and/or psychiatric assessment or any other document that specifies the child’s needs, if available</li> <li>i. School Reports, if available</li> <li>j. Medical Reports, if available and</li> <li>k. Home Study and Clearances; if applicable</li> </ol> </li> <li>2. Upon the receipt of an OTI request, the ICPC specialist shall review the OTI referral packet for completeness within three (3) business days of receipt. <ol style="list-style-type: none"> <li>a. If the referral packet is <b>incomplete</b>, the ICPC specialist shall contact the Sending State’s ICPC office to request the required documents.</li> <li>b. If the ICPC specialist does not receive a response within three (3) business days, he or she shall make a second contact to the Sending State’s ICPC office.</li> <li>c. If the outstanding documents are not received within ten (10) business days from the time the initial request for the required documents was made, the ICPC specialist shall return the incomplete referral to the Sending State’s ICPC office with a transmittal outlining the reason the referral was deemed incomplete.</li> </ol> </li> <li>3. If the ICPC specialist determines that the referral is <b>complete</b>, he or she shall forward the request to the CFSA Home Study Unit for completion of the Home Study within three (3) business days from receipt of the ICPC request. The ICPC specialist shall also enter the child, birth family and resource provider’s information as a new case in FACES.</li> <li>4. The assigned home study social worker shall conduct a home assessment with written recommendation of the approval or denial of the placement request, and forward it to the DC ICPC Office within 60 calendar days of the date of receipt of the OTI request.</li> </ol>
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5. Within three (3) business days of receipt of the home assessment and written recommendation, the ICPC specialist shall:
  - a. Review the documents to determine whether the placement request shall be approved or denied.
  - b. Document his or her placement decision by completing section IV of [Form ICPC-100A](#) (*Attachment C*)
  - c. Forward the home assessment and supporting documentation to the Sending State's ICPC office with an ICPC transmittal.
6. If the OTI placement request is denied, the ICPC specialist shall close the case in FACES.
7. If the OTI placement request is approved, the ICPC specialist shall coordinate a transfer staffing with the home study social worker and the ongoing CFSA social worker in order to transfer case responsibility to the CFSA on-going social worker.
8. The CFSA on-going social worker shall contact the resource provider and the child's social worker in the Receiving State to obtain updates regarding the "plan" to place the child into the District of Columbia (i.e.: date of placement or withdrawal of placement request).
9. Upon receipt of an approval, *the child shall be placed with the approved placement resource* in the District of Columbia within six (6) months or the ICPC approval shall expire. If the placement does not occur within six (6) months, the referring worker shall initiate a new ICPC placement request.
10. Once the child is placed in the District of Columbia, both the CFSA on-going social worker and the ICPC specialist shall ensure receipt of [Form ICPC-100B](#) (*Attachment D*) as confirmation of the child's placement in the District of Columbia.
 

*Note: If the child is not placed in the home within six (6) months of the ICPC approval, or if the placement will no longer be used, the ongoing social worker shall ensure that the sending agency submits [Form ICPC-100B](#) to the CFSA/ICPC office as verification of the child's placement status.*
11. Once the child is placed in the home, the CFSA on-going social worker shall conduct monthly face-to-face home visits to monitor the placement and ensure the child's safety, permanency and well-being.
12. The CFSA on-going social worker shall complete and submit three (3) copies of the progress/supervisory reports on a quarterly basis to the CFSA/ICPC Office.
13. The CFSA/ICPC specialist shall review the quarterly report and forward two (2) copies to the Sending State's ICPC office and retain the remaining copy for CFSA/ICPC records.

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	<p>14. The CFSA ongoing social worker shall continue to monitor the placement and provide quarterly reports to the DC ICPC Office until:</p> <ol style="list-style-type: none"> <li>a. The child stabilizes in the home and closure is recommended by both the CFSA on-going social worker and the Sending State social worker; or</li> <li>b. Legal guardianship/custody is granted to the caretaker by the Sending State or the child is adopted; or</li> <li>c. The child reaches the age of majority or the case is closed in the Sending State; or</li> <li>d. The child disrupts from the placement resource. When disruption occurs, the following actions shall be taken: <ol style="list-style-type: none"> <li>i. Arrangements are made with the Sending State or worker for the child to be returned to the Sending State at the Sending State's expense.</li> <li>ii. If the placement disrupts due to safety concerns, the child shall be removed and placed in a District licensed foster home or in an appropriate facility until the Sending State can make arrangements for the child's return.</li> <li>iii. The Sending State shall be responsible for fees incurred for arrangements made while waiting for the child's return. The CFSA/ICPC Office shall assist CFSA with obtaining reimbursement of any service expenditures incurred from the Sending State.</li> </ol> </li> </ol>
	<p><b>Procedure H: Out-of-State Placements that Do Not Require ICPC Approval</b></p> <p>An ICPC is not required for the following types of placements:</p> <ol style="list-style-type: none"> <li>1. Placements in medical and mental health facilities;</li> <li>2. Placements in boarding schools or any institution primarily educational in character;</li> <li>3. A placement made by an adult who has custody of the child (parent, stepparent, grandparent, adult brother or sister, adult uncle or aunt or child's guardian) for placement with any such relative without the involvement of CFSA, the Court or other "sending agency";</li> <li>4. Placements covered by any other interstate compact (e.g. Interstate Compact on Juveniles (ICJ), Interstate Compact on Adoption and Medical Assistance (ICAMA), and Interstate Compact on Adults (ICA));</li> <li>5. CFSA children visiting another state for less than 30 days or for more than 30 days if the visit begins and ends during the school vacation period. The duration of the visit should be clear from the circumstances or it shall have an express terminal date;</li> </ol>

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	<p>6. The transfer of a child to a non-custodial parent made by a Court that has no evidence that the non-custodial parent is unfit, does not seek such evidence, and does not retain jurisdiction over the child after the transfer.</p> <p>7. Requests for placement for youth who have obtained the age of 18 and are in CFSA's care, unless an ICPC is required by the Receiving State or by Court order.</p> <p>8. Parental Custody Home Study requests from the DC Domestic Relations Division, located in the DC Superior Court.</p>
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## Definitions

1. **Age of Majority-** It is the chronological moment when a child legally ceases to be considered a minor and assumes legal control over their person, actions and decisions, thereby terminating the legal authority, control and responsibility of their parents, custodian or guardian over them. It generally applies to individuals from age 18 to 21.
2. **Approved Placement-** occurs when the public child placing agency in the Receiving State has determined that the placement is both safe and suitable for the child.
3. **Assessment-** an evaluation of a prospective placement by a public child placing agency in the Receiving State to determine if the placement meets the individualized needs of the child, including but not limited to the child's safety and stability, health and well-being, and mental, emotional, and physical development. An assessment is only applicable to a placement by a public child placing agency.
4. **CFSA Compact Administrator-** The Director of the Child and Family Services Agency
5. **CFSA Deputy Compact Administrator-** the Program Manager of the ICPC office or his or her immediate supervisor.
6. **Child-** an individual who is under 18 years of age; or a person, who by reason of minority, is legally subject to parental guardianship or similar control.
7. **Contracted Child Placing Agency-** any private corporation, agency, foundation, institution, or charitable organization, or any private person or attorney that facilitates, causes, or is involved in the placement of a child from one state to another and that is not an instrumentality of the state or acting under color of state law.
8. **Foster Care-** the care of a child on a 24-hour a day basis away from the home of the child's parent(s). Such care may be by a relative of the child, by a non-related individual, by a group home, or by a residential facility or any other entity. In addition, if 24hour a day care is provided by the child's parent(s) by reason of a court-ordered placement (and not by virtue of the parent child relationship), the care is foster care.
9. **Home State-** the state in which a child lived with a parent or a person acting as a parent for at least six consecutive months immediately preceding the time of filing of a petition or comparable pleading for support and, if a child is less than six months old, the state in which the child lived from birth with a parent or a person acting as a parent. A period of temporary absence is counted as part of the six-month or other period. For purposes of the ICPC if a child is under the jurisdiction of the D.C. Court or under the control and custody of a D.C. Agency the child's home state is D.C.
10. **Home Study-** an evaluation of the home environment conducted in accordance with the applicable requirements of the state in which the home is located, and the documents the preparation and the suitability of the placement resource for the placement of a child in accordance with the laws and requirements of the state in which the home is located.
11. **Interstate Compact Specialist-** an employee of CFSA's ICPC office who is responsible for processing ICPC referrals under the supervision of the Deputy Compact Administrator.
12. **Jurisdiction-** the power and authority of a court to hear and decide matters
13. **Kinship Care-** when a child is placed with an individual who is at least 21 years of age and either:
  - a. A relative of the foster child by blood, marriage, or adoption; or
  - b. An individual, identified by a relative of the foster child by blood, marriage, or adoption, in a sworn affidavit, to have close personal or emotional ties with the foster child or the foster child's family which pre-dated the foster child's placement with the individual.

14. **Legal Emancipation-** a legal process where a minor is released from parental control and the parents relinquish any legal responsibility for the child.
15. **Legal Risk Placement-** a placement made preliminary to an adoption where the prospective adoptive parents acknowledge in writing that a child can be ordered to return to the Sending State or the birth mother's state of residence, if different from the Sending State, and a final decree of adoption shall not be entered in any jurisdiction until all required consents are obtained or are dispensed with in accordance with applicable law.
16. **Member State** - a state that has enacted the ICPC.
17. **Non-Custodial Parent-** a person who, at the time of the commencement of court proceedings in the Sending State, does not have sole legal custody of the child or has joint legal custody of a child, and who is not the subject of allegations or findings of child abuse or neglect.
18. **Permanency-** a process and a result that includes involvement of the youth as a participant or leader in finding a permanent connection with at least one (1) committed adult who provides a safe, stable, and secure parenting relationship, love, unconditional commitment, lifelong support in the context of reunification, a legal adoption or guardianship, where possible, and the opportunity to maintain contacts with important persons including brothers and sisters.
19. **Placement-** the act by a public or private child placing agency intended to arrange for the care or custody of a child in another state.
20. **Priority Request-** a court order to expedite the placement of a child in another state that meets the legal requirements of ICPC Regulation 7 for a priority placement.
21. **Progress Reports-** reports done by the Sending State's on-going social worker, usually on a quarterly basis, once a child has been placed in a Receiving State pursuant to this compact.
22. **Provisional Placement-** a Status made by the public child placing agency in the Receiving State that the proposed placement is safe and suitable, and to the extent allowable, the Receiving State has temporarily waived its standards or requirements otherwise applicable to prospective foster or adoptive parents so as to not delay the placement. Completion of the Receiving State requirements regarding training for prospective foster or adoptive parents shall not delay an otherwise safe and suitable placement.
23. **Receiving Agency** - the agency in the state to which the child is to be placed.
24. **Receiving State** - the state to which a child is sent, brought or caused to be sent or brought, whether by public authorities or private persons or agencies, and whether for placement with state or local public authorities or for placement with private agencies or persons.
25. **Relative-** someone who is related to the child as a parent, step-parent, sibling by half or whole blood or by adoption, grandparent, aunt, uncle, or first cousin or a non-relative with such significant ties to the child that they may be regarded as relatives as determined by the court in the Sending State.
26. **Residential Facility** - a facility providing a level of care that is sufficient to substitute for parental responsibility or foster care, and is beyond what is needed for assessment or treatment of an acute condition. For purposes of the compact, residential facilities do not include institutions primarily educational in character, hospitals or other medical facilities.
27. **Resource Provider** – Those whom are responsible for a child/youth (age birth to 21 years) who is in placement through CFSA; a caretaker, employee or volunteer, whether compensated or non-compensated, in an out-of-home care setting who is responsible for the child's/youth's welfare; a person who legally or voluntarily assumes the care, custody, maintenance or support of the

child/youth; and any other staff person in an out-of-home care setting regardless of whether or not the person is responsible for the care or supervision of the child/youth.

28. **Sending Agency**- the agency from which the placement of a child is initiated. The ICPC defines it as “ a party state, officer or employee thereof; a subdivision of a party state, or officer or employee thereof; a court of a party state; a person, corporation, association, charitable agency or other entity which sends, brings, or causes to be sent or brought any child to another party state.
29. **Sending State**- the state from which the placement of a child is initiated.
30. **State**- a state of the United States, the District of Columbia, the Commonwealth of Puerto Rico, the U.S. Virgin Islands, Guam, American Samoa, the Northern Marianas Islands and any other territory of the United States.
31. **Supervision**- monitoring provided by the Receiving State once a child has been placed in a Receiving State pursuant to the ICPC.
32. **Supervisory Reports** - reports done by the Sending State’s on-going social worker once a child has been placed in a Receiving State pursuant to this compact.
33. **Title IV-E Eligibility Status**- determines whether a child in need of an out-of-state placement will be eligible for Medicaid. This information may be obtained from the Eligibility Specialist located at CFSA’s Business Services Administration.
34. **Visitation**- as per ICPC Regulation No. 9, a visit is a stay with the proposed placement that lasts no longer than 30 days. A stay lasting longer than 30 days shall be considered a placement, unless it begins and ends within the period of a child’s vacation from school as determined by the academic calendar of the school. The duration of the visit should be clear from the circumstances or it shall have an express terminal date.
35. **Form ICPC-100A** - this form is initiated by the sending agency to request approval to place a child in another state. It provides relevant information regarding the placement. It serves as the actual contract between the Sending State and the Receiving State. A placement cannot be made until the Compact Administrator or designee from both states has approved and signed the ICPC 100A.
36. **Form ICPC-100B** - used to confirm the placement of a child in a Receiving State with an approved ICPC resource. It is also used to report on the child’s placement status, indicating the date of placement or a change in placement. **Form ICPC-100B** is also prepared for other status changes in the case, such as:
  - a. proposed placement request is withdrawn;
  - b. child’s treatment is completed in the facility
  - c. custody of the child is transferred to a relative or parent;
  - d. Change from foster care to adoption;
  - e. child reaches the age of majority or is legally emancipated;
  - f. Sending State terminates jurisdiction with concurrence of the Receiving State or unilaterally;
  - g. child returns to Sending State;
  - h. child moves to another state; or
  - i. the approved resource is not used for the placement.



**GOVERNMENT OF THE DISTRICT OF COLUMBIA**  
**Interstate Compact Office**



**ICPC-Packet Preparation Checklist**

**General Child Information needed:**

1. \_\_\_ [Form ICPC-100A](#) (1 copy)
  - This is to be filled out and signed by the social worker.
  - If the child's legal status is Private Placement or Conditionally Released the presiding judge must sign the 100A.
  - A separate form 100A is to be completed for each child
2. \_\_\_ [Form ICPC-100B](#) (1 copy)
  - **If the child is already placed in the placement** 3 copies of ICPC form 100B must be completed.
  - Be sure to fill-in the following three boxes:
    - (1) Identifying Information,
    - (2) Placement Status - (Fill in the box titled Initial Placement With and make sure you **indicate the date of the initial placement**)
    - (3) Signature Box - the social worker or supervisor should sign.
3. \_\_\_ **Social Summary and/or Current Court Report** (3 Copies)
  - A detailed Case plan may also be used to substitute
  - The document must be signed by the Social Worker and less than 1 year old.
  - The document should be on an agency letterhead.
  - The document must include the following information:
    - (1) The current progress of the parent(s) and the child(ren)
    - (2) A current assessment of the child
    - (3) An assessment of the Parent(s) and Family
    - (4) A brief history of the child and family
    - (5) The Permanency Plan for the child
4. \_\_\_ **Court Order** (3 Copies)
  - Must be the most recent court order
  - Must clearly specify the legal status
  - If the legal status is **commitment**, the date of jurisdiction must be clear. (**Date of jurisdiction cannot be expired**)
  - If the legal status is **private placement or conditionally released**, remember, the judge must sign the 100A
5. \_\_\_ **Title IV-E Determination** (3 Copies)
  - If the child is committed, this must be included
6. \_\_\_ **Psychological, Psychiatric, Developmental assessment(s)** (3 Copies)
  - For special needs children or if an assessment is available, please include this information.
  - Only include this information if it is less than 2 years old.
7. \_\_\_ **School Report** (3 Copies)
  - If available, please include this information.
8. \_\_\_ **Medical Reports** (3 Copies)
  - Only include this information if it is less than one year old.

# GOVERNMENT OF THE DISTRICT OF COLUMBIA

## Interstate Compact Office

### **General Information Needed on the Placement Resource:**

Please Follow the Required Checklist for the Type of Placement that You Would Like to Make

#### **Placement in a Licensed Foster/Kinship Home**

1. **Copy of the Original Home Study** (3 Copies)
  - The home study must indicate that the home is approved for foster care and/or adoption placement. It must also specify the age range and gender(s) that the home is approved for.
  - This must be signed by the evaluator and supervisor.
2. **Include a Home Study Reevaluation or Update, if the original is over a year old.** (3 Copies)
  - The evaluator and supervisor must sign this
3. The **home study must be** conducted by an Agency Licensed in the Receiving State
4. **Maryland Placements:** If the foster home is in Maryland, the following background clearances are required on all adults in the home:
  - **State Police** Clearances (3 Copies)
  - **FBI** Clearances (3 Copies)
  - **Child Abuse and Neglect (CPS)** Clearances (3 Copies)
5. **Virginia and other State Jurisdictions**  
If the foster home is in Virginia or another Jurisdiction please contact the CFSA ICPC office to obtain information on the requirements of the other state. Each jurisdiction has different requirements.

#### **Placement in an Adoptive Home**

1. All of the information required for **Placement in a Licensed Foster/Kinship Home, Plus:**
2. The home study must indicate that the home is approved for an adoption placement. It also must also specify the age range and gender(s) that the home is approved for.
3. If the child already has foster care ICPC approval on an approved Foster Home Study, then an home study addendum/update for Adoption of the child(ren) must be submitted.
  - Also include a 100B changing the Placement from Foster Care to Adoption.
4. Include documentation that shows the child is legally free (Consent Decree, Relinquishment, TPR)

### **Home Study Request Procedures**

#### **Cover Letter** (3 copies)

1. The social work should write the letter for the Program Administrator's signature
2. The letter should be addressed to the Director of the County Department of Social/Human Services in the state where the child is to be placed.
3. The letter should include the following information:
  - The name, address, and telephone number of person(s) to be studied and their relationship to the child(ren).
  - The reason for the request
  - The type of placement requested
  - Plans for meeting the cost of care for the placement. This includes both Financial and Medical cost. This information must be specific. (If the care taker plans on obtaining TANF, you must indicate that they will apply for it in their state.)
  - The permanency plan for the child
  - The contact person (the assigned social worker's name and telephone)

A template for completing the cover letter is available in Microsoft Word, on the common (K:) drive of the CFSA computer network in the ICPC folder under the file name: ICPC Cover Letter Template. **It is highly recommended that you use the template!**

**GOVERNMENT OF THE DISTRICT OF COLUMBIA**  
**Interstate Compact Office**

**Residential, Independent Living or Group Home Placement**

1. **A letter of acceptance from the Facility.** (3 Copies)
2. **A written statement assuring financial responsibility.** (3 Copies)
  - If the Residential Review Committee reviewed the case, then a Level of Care Agreement should be included.
  - Or provide a statement on agency letterhead and signed by the Program Administrator or designee.
  - For placement into a Group Home, Title IV-E eligibility documentation is satisfactory.
3. **The Residential review Committee Report** – if applicable. (3 Copies)
4. **For Juvenile Delinquents** – include Article VI court order signed and dated by the Presiding Judge for the adjudicated delinquent (3 Copies)

**Turn in the completed ICPC packet to the CFSA ICPC area, located near Room 2659-G at 200 I Street, SE, Washington, DC 20003. Please call us at 202-727-7677 if you have any questions. Thank you!**

## Form ICPC – 100A

<b>TO:</b> (Name and Address of the Compact Administrator in Receiving State)	<b>FROM:</b> (Name and Address of Compact Administrator in Sending State)  <b>Child and Family Services</b>  <i>Interstate Compact Unit</i> 200 I Street SE Washington, DC 20003
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### SECTION I – IDENTIFYING DATA

<b>NOTICE IS GIVEN OF INTENT TO PLACE</b> NAME OF CHILD:	<b>SEX:</b>	<b>DATE OF BIRTH:</b>	<b>ETHNIC GROUP:</b>
<b>ICWA ELIGIBLE:</b>		<b>IVE STATUS:</b>	
<b>NAME OF MOTHER:</b>		<b>NAME OF FATHER:</b>	
<b>NAME OF AGENCY OR PERSON RESPONSIBLE FOR PLANNING CHILD:</b>		<b>TELEPHONE NUMBER:</b>	
<b>ADDRESS:</b>			
<b>NAME OF AGENCY OR PERSON FINANCIALLY RESPONSIBLE FOR CHILD:</b>		<b>TELEPHONE NUMBER:</b>	
<b>ADDRESS:</b>			

### SECTION II – PLACEMENT INFORMATION

<b>NAME OF PERSON OR FACILITY CHILD IS TO BE PLACED WITH:</b>	<b>TELEPHONE NUMBER:</b>
<b>ADDRESS:</b>	
<b>TYPE OF CARE:</b> <input type="checkbox"/> Foster Family Care <input type="checkbox"/> Residential Treatment Center <input type="checkbox"/> Adoption <input type="checkbox"/> Child Caring Institution <input type="checkbox"/> Group Home Care <input type="checkbox"/> Parent <input type="checkbox"/> Institutional Care <input type="checkbox"/> Relative (Not Parent) Relationship: Article (VI), Adjudicated Delinquent <input type="checkbox"/> Adoption Non IV-E Subsidy <input type="checkbox"/> Adoption IV-E Subsidy To be finalized <input type="checkbox"/> Sending State <input type="checkbox"/> Sending State <input type="checkbox"/> Receiving State <input type="checkbox"/> Receiving State <input type="checkbox"/> Other	
<b>LEGAL STATUS:</b> <input type="checkbox"/> Sending Agency Custody/Guardianship <input type="checkbox"/> Parental Rights Terminated-Right to Place for Adoption <input type="checkbox"/> Parent Relative Custody/ Guardianship <input type="checkbox"/> Unaccompanied Refugee Minor <input type="checkbox"/> Court Jurisdiction Only <input type="checkbox"/> Other <input type="checkbox"/> Protective Supervision	

### SECTION III – SERVICES REQUESTED

<b>Initial Report (If applicable):</b> <input type="checkbox"/> Parent Home Study <input type="checkbox"/> Relative Home Study <input type="checkbox"/> Adoptive Home Study <input type="checkbox"/> Foster Home Study	<b>Supervisory Services:</b> <input type="checkbox"/> Request Receiving State to Arrange Supervision <input type="checkbox"/> Another Agency Agreed to Supervise <input type="checkbox"/> Sending Agency to Supervise	<b>Supervisory Reports:</b> <input type="checkbox"/> Quarterly <input type="checkbox"/> Semi-Annually <input type="checkbox"/> Upon Request <input type="checkbox"/> Other
<b>NAME AND ADDRESS OF SUPERVISING AGENCY IN RECEIVING STATE:</b>		
<b>ENCLOSED</b> <input type="checkbox"/> Child's Social History <input type="checkbox"/> Home Study of Placement Resource <input type="checkbox"/> ICWA Enclosure <input type="checkbox"/> IVE Eligibility Documentation	<input type="checkbox"/> Court Order <input type="checkbox"/> Other Enclosures <input type="checkbox"/> Financial/Medical Plan	
<b>SIGNATURE OF THE SENDING AGENCY OR PERSON:</b>	<b>DATE SIGNED:</b>	
<b>SIGNATURE OF THE SENDING STATE COMPACT ADMINISTRATOR OR ALTERNATE:</b>	<b>DATE SIGNED:</b>	
<b>SECTION IV – ACTION BY RECEIVING STATE</b> <input type="checkbox"/> Placement May Be Made <input type="checkbox"/> Placement Shall Not Be Made	<b>REMARKS:</b>	
<b>SIGNATURE OF THE RECEIVING STATE COMPACT ADMINISTRATOR OR ALTERNATE:</b>	<b>DATE SIGNED:</b>	



**GOVERNMENT OF THE DISTRICT OF COLUMBIA**  
**Child and Family Services Agency**



Insert Date

[Indicate the Director of the County Dept. of Social Services]  
[Address of the County Dept. of Social Services]

Dear [Director of Social Services]:

The Child and Family Services Agency (CFSA) would like to request that your agency complete a [indicate the type of Home Study: parent, relative, adoptive, kinship, foster, or private Home Study] on [name of the person(s) to be studied]. We would like to place [child's name], born on [Date of birth] , in this home. The current legal status of the child is [list child's legal status].

[For relative, private, or third party placements, specify the nature of the relationship between the child and the person(s) to be studied.] Mr./Ms. [name of the person(s)] live at [address of the home]. The telephone number of the home is [telephone #]. [Please list the names and ages of any other people that reside in the home.]

Once placed in this home, the financial cost for caring for the child will be provided by [indicate how, i.e.: foster care payment, adoption subsidy, TANF, by the care taker, and etc.]. Medical care for the child will be provided by [indicate how]. The child [is/is not] title IV-E Eligible. [If yes, indicate that the documents are attached]

The permanency plan for [child(s) name] is [indicate the child's permanency goal].

[Include optional paragraph[s] with the following information:]

- [1) Provide background information on the child and family;]
- [2) If the child has special needs explain what they are;]
- [3) Are there any issues or information that you would like to be addressed in the home-study assessment]

The social worker with case responsibility is [name of the social worker] . If there are any additional questions or concerns, please contact Mr./ Ms. [name of the social worker]at [telephone #].

Sincerely,

[Program Administrator]



**GOVERNMENT OF THE DISTRICT OF COLUMBIA  
Child and Family Services Agency**



**Interstate Compact on the Placement of Children (ICPC)  
Article VI Institutional Care of Delinquent Children**

Child's Name, an adjudicated delinquent, may be placed in an institution, Name of Institution, in another party jurisdiction pursuant to the Interstate Compact on the Placement of Children (D.C. Law 8-30, 32-1044). Child's Name, is hereby given a Court Hearing on notice to his/her parent or guardian, Name, Relationship, with the opportunity to be heard.

The Court finds that:

1. Equivalent facilities for the child are not available in sending agency's jurisdiction; and
2. Institutional care in the receiving jurisdiction is in the best interest of the child and will not produce undue hardship.

\_\_\_\_\_

Judge

\_\_\_\_\_

Date

**GOVERNMENT OF THE DISTRICT OF COLUMBIA**  
**Child and Family Services Agency**



**INTERSTATE COMPACT OFFICE**  
**Required Documents Needed to Complete a Home Study**

- \_\_\_\_\_ *Authorization for Investigation (Release of Information).*
- \_\_\_\_\_ *Police clearance(s) doe all household members ages 18 and older.*
- \_\_\_\_\_ *Child abuse and neglect clearance(s) for all household members ages 18 and older.*
- \_\_\_\_\_ *Medical clearances for **ALL** household members.*
- \_\_\_\_\_ *Employment verification information for prospective resource provider(s).*
- \_\_\_\_\_ *Financial information that shows ability to financially support the child.*
- \_\_\_\_\_ *Child care plans – relative and unlicensed substitute caregivers must have police and medical clearances.*
- \_\_\_\_\_ *Names of three (3) character references and day telephone numbers.*
- \_\_\_\_\_ *Discipline Form*
- \_\_\_\_\_ *Birth certificates for prospective resource provider.*
- \_\_\_\_\_ *Marriage license, death certificate(s), and divorce decree(s) as appropriate.*
- \_\_\_\_\_ *Each child should have an individual bed and adequate bedroom storage space.*
- \_\_\_\_\_ *Resource Provider must have a self-contained bedroom (one-bedroom housing is not acceptable).*
- \_\_\_\_\_ *No more than three (3) children can share a bedroom.*
- \_\_\_\_\_ *Children over five (5) years old can not share a bedroom with a child of the opposite gender.*
- \_\_\_\_\_ *A child over 12 months can not share a bedroom with a resource provider or any other person ages 18 years or older.*