

NEW YORK STATE
OFFICE OF CHILDREN AND FAMILY SERVICES
CHECKLIST FOR CASEWORKERS FOR ICPC HOME STUDY REQUESTS
INTERSTATE COMPACT ON THE PLACEMENT OF CHILDREN (ICPC)

This checklist is for use by New York (NY) local department of social services (LDSS) and voluntary authorized agency (VA) caseworkers as a guide for preparing a request for a home study under ICPC Regulations 1, 2, or 7. ICPC requests must be submitted via the web-based NEICE system by one of your agency’s authorized NEICE users. If you have questions, contact NY ICPC at ocfs.sm.NYSICPC@ocfs.ny.gov or **518-474-9406**. For additional information and guidance on other types of ICPC requests, see ocfs.ny.gov/programs/adopt/ICPC/.

| | Reg 2 | Reg 2 | Reg 2 | Reg 2 | Reg 7 | Reg 1 |
|--|--------------------------|----------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| Note: If the sending agency is seeking a home study on more than one out-of-state resource, please create a separate request packet specific to each request. A separate case must be created in NEICE for each home study request. | Parent Home Study | Relative Home Study (Unlicensed) | Foster Home Study | Adoptive Home Study | Expedited Home Study | Intact Family Relocation |
| Forms: 1 for each child, created in/uploaded to NEICE separate from the packet | | | | | | |
| • ICPC 100A | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • ICPC 100B - Provide with initial Reg 2 packet only if child is already in the receiving state | | | | | | <input type="checkbox"/> |
| Request Packet: Assemble 1 packet for each home study request; scan and save as a single PDF; upload to the case as Document Type: "INITIAL HOME STUDY REQUEST PACKET PART 01"; add "PART 02" only if a single file exceeds 10 MB. | | | | | | |
| • <i>Cover Sheet</i> (1 per packet). Form OCFS-5050a . | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Court Order(s). See next page for additional details. | | | | | | |
| ○ Court order, dated within 6 months, signed by judge, showing custody with LDSS/ACS, or court-ordered supervision of the child(ren). | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ○ Expedited Order of Compliance, dated within 4 business days of submission. | | | | | <input type="checkbox"/> | |
| ○ Termination of Parental Rights, Surrender(s), and/or death certificate. | | | | <input type="checkbox"/> | | |
| • <i>Certification of Title IV-E Eligibility</i> (1 per child). Form OCFS-5050b . | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • <i>Financial-Medical Plan</i> (1 per child; can be combined only if all children have the same placement type, IV-E Eligibility, and SSI status). Form OCFS-5050c . | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • <i>Detailed Child Summary</i> (1 per child). Form OCFS-5050d or narrative containing same info, dated within 6 months. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • Family Assessment Service Plan (FASP), dated within 6 months (1 per packet). | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • Child(ren)'s Birth Certificate(s). | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • Child(ren)'s Social Security Card(s). | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • <i>Signed Statement of Sending Agency Case Manager</i> (1 per packet). Form OCFS-5050e . | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> |
| • Regulation 7 Combined Form: ICPC 101 and Signed Statement of Sending Agency Case Manager (1 per packet). Form OCFS-5050f . | | | | | <input type="checkbox"/> | |
| • Progress Notes for the last 6 months. | | | | | | <input type="checkbox"/> |
| • Current NY Home Study. | | | | | | <input type="checkbox"/> |
| • NY Certificate to Board Children (foster only). | | | | | | <input type="checkbox"/> |
| Additional documents: Provide with initial request packet if available; some states may require them. | | | | | | |
| • Immunization records. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • School records (IEP, report cards). | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • Recent medical records. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • Assessments: psychological, early intervention, etc. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • Proof of paternity – many states require court order or DNA testing for placement with father or unlicensed paternal relative. Contact NY ICPC with questions. | May be required | May be required | | | May be required | |

Instructions and Reminders

- Review packet for completion and consistency prior to submission. Make certain that all forms indicate the same response for Type of Placement, IV-E status, etc.
- NY ICPC cannot hold incomplete requests in pending status due to the high number of referrals. After review by an ICPC coordinator and request for missing documentation, the request will be held for 2-3 business days. If missing documents are not received within that time frame, the request will be returned for resubmission.
- **Court Orders**
 - All requests require a court order dated within the last six months, signed by a judge, that clearly states that the child is in the care and custody or custody and guardianship of the commissioner of the local department of social services (LDSS) or the commissioner of the New York City Administration for Children's Services (ACS). **A COURT ACTION SUMMARY IS NOT ACCEPTABLE** and should never be submitted to NY ICPC.
 - If removal/remand occurred 6-8 months ago, and the first permanency hearing has not yet been held, the only order available may be the removal/remand order. Submit the removal/remand order, and explain in the Cover Sheet that the first permanency hearing is scheduled for [date], and upload the new order to NEICE as soon as available.
 - If child is NOT in LDSS/ACS custody, child must be under court-ordered supervision (COS), and the following orders are needed:
 - Signed order, dated within the last 6 months, explicitly stating that the child(ren) are placed under the supervision of an LDSS or ACS. It is not sufficient to state that the respondent parent(s) is/are under supervision.
 - "Order of Compliance with ICPC Article V." Court provides assurance that it will retain jurisdiction sufficient to return child(ren) to NY, should placement disrupt, and related assurances.
 - **Adoption requests** must also include a copy of the signed order(s) terminating rights of or accepting surrenders from both parents; or death certificate of one or both parents.
- **Reg 7 Requests:**
 - Must be entered in NEICE as Home Study Type: "REG 7 – Priority Placement."
 - The Expedited Order of Compliance and complete ICPC referral packet must be received by NY ICPC within four (4) business days of the judge's signature on the order.
 - The request must be for a parent study or an unlicensed relative home study – not for a foster or adoptive placement. Receiving states that require foster licensure for relatives generally do not accept Reg 7 requests for relatives.
 - Child(ren) may NOT be already placed in the receiving state in violation of the ICPC.
 - The Reg 7 Order of Compliance affirms that the child meets one of the following criteria, and request should not be submitted under Reg 7 unless one or more of these is true:
 - Child is in an emergency placement (removed/remanded within last 30 days);
 - Child experienced unexpected dependency due to sudden, recent incarceration, death, or medical incapacitation of parent/guardian;
 - Child sought to be placed is four years of age or younger, including older siblings sought to be placed with the same proposed placement resource;
 - A child in the sibling group to be placed has a substantial relationship with the proposed resource.
- **Reg 1 Requests:**
 - Must be entered in NEICE as Home Study Type: "REG 1 – Intact Family Relocation." ICPC request must be initiated within 30 days prior or since intact family relocated from NY to the receiving state.
 - Once a complete request is forwarded from NY ICPC to the Receiving State, the Receiving State will open supervision of the placement immediately, while the home study is in progress.
 - If the request is for a Title IV-E eligible child in a licensed foster or approved adoptive home, child will be immediately eligible for Title IV-E Medicaid in the Receiving State.