# ICPC Process

Request

Decision

Placement

Supervision

Closure

#### **SENDING AGENCY**

Agency with custody of and planning responsibility for child

1. Completes form 100A and submits that, with a complete request packet, to SS ICPC Office.

7. Reviews placement decision. If Receiving State approved placement, reviews home study to determine whether to place child with the proposed resource. Completes form 100B with placement decision: date child placed, or placement will not be used. Retains custody/jurisdiction when placing child.

13. Uses supervision reports to assess placement. If requested by RS, returns child to SS. Continues financial support and permanency planning. After a minimum of 6 months, submits request to SS ICPC office for concurrence from RS ICPC to close the case. Retains custody until concurrence is received. Submits 100B to close when permanency is achieved or child returns to SS.

## SENDING STATE (SS) ICPC OFFICE

Office that processes ICPC referrals in the Sending Agency's state

2. Reviews packet for completeness and compliance with state laws. Forwards packet to RS.  Reviews home study and 100A. Sends to Sending Agency. If denied, closes case. 8. Reviews Form 100B, sends to RS.

12. Reviews quarterly supervision reports and any recommendations. Forwards to Sending Agency.

14. Reviews 100B to close and forwards to Receiving State ICPC.
Closes case.

### RECEIVING STATE (RS) ICPC OFFICE

Office that processes ICPC referrals in the state where placement is proposed

3. Reviews packet for completeness and compliance with state laws. Assigns case to Receiving Agency. 5. Reviews home study for completeness & compliance with state laws. Approves or denies placement. Signs form 100A. Sends to SS. 9. Reviews Form 100B, sends to Receiving Agency. 11. Reviews quarterly supervision reports and any recommendations. Forwards to RS.

15. Reviews 100B to close and forwards to Receiving Agency. Closes case.

#### **RECEIVING AGENCY**

Child welfare agency in RS that is assigned to complete home study 4. Reviews packet. Conducts home study in accordance with state laws and regulations.

Makes recommendation about the suitability of the potential placement. Submits home study with placement recommendation to RSICPC Office.

10. If child is placed, opens supervision of home. Conducts supervisory visits at least monthly, and submits quarterly supervision reports to RS ICPC. Notifies RS ICPC and Sending Agency of any concerns. Responds to request for concurrence. Recommends returning child to sending state, if appropriate.

16. Closes case. Submits any outstanding supervision reports, as needed.