

	<b>INDIANA DEPARTMENT OF CHILD SERVICES CHILD WELFARE POLICY</b>	
	<b>Chapter 9:</b> Interstate Compact on the Placement of Children (ICPC)	<b>Effective Date:</b> March 1, 2013
	<b>Section 3:</b> Initial Placement/Placement Changes	<b>Version:</b> 2

<b>STATEMENTS OF PURPOSE</b>
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The Indiana Department of Child Services (DCS) will require the DCS local office to notify the DCS Interstate Compact on the Placement of Children (ICPC) Office in writing of:

1. Any changes in placement involving Indiana children; and
2. All placement changes involving children from other states.

**Note:** This policy also applies to changes in the placement address (including address changes across Indiana counties) and Termination of Jurisdiction. See separate policy, [9.10 Termination of Jurisdiction](#).

Code References

[IC 31-28-4: Interstate Compact on the Placement of Children](#)

<b>PROCEDURE</b>
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For initial placements, placement changes, and ICPC closures involving Indiana children, the Family Case Manager (FCM) will:

1. Complete an [Interstate Compact on the Placement of Children Report on Child's Placement Status \(SF 26174\)](#) and retain one (1) copy for the case file; and
2. Email a copy of the [Interstate Compact on the Placement of Children Report on Child's Placement Status \(SF 26174\)](#) to the DCS ICPC Unit or mail two (2) copies to DCS ICPC Central Office.

**Note:** The date of placement must be noted on the [Interstate Compact on the Placement of Children Report on Child's Placement Status \(SF 26174\)](#).

For placement changes involving children from other states who have been approved for ICPC placement in Indiana, the DCS ICPC Office will:

1. Receive the emailed or mailed copies of the [Interstate Compact on the Placement of Children Report on Child's Placement Status \(SF 26174\)](#);
2. Review the [Interstate Compact on the Placement of Children Report on Child's Placement Status \(SF 26174\)](#) within three (3) business days, for completeness and accuracy, and sign the form;
3. Create a case in the case management system, listing the child's placement date;
4. Forward one (1) signed copy of [Interstate Compact on the Placement of Children Report on Child's Placement Status \(SF 26174\)](#) to the DCS local office;
5. Create a resource household in the case management system when the [Interstate Compact on the Placement of Children Report on Child's Placement Status \(SF 26174\)](#) is received or when the child arrives in Indiana, whichever comes first;
6. Request supervision of the placement and [Interstate Compact on the Placement of Children \(ICPC\) Supervision Report \(SF 54335\)](#); and

7. Retain one (1) copy of the [Interstate Compact on the Placement of Children Report on Child's Placement Status \(SF 26174\)](#) for the ICPC Office case file. See separate policy, [9.09 Placement Updates and Supervision Reports](#).

#### **PRACTICE GUIDANCE**

N/A

#### **FORMS AND TOOLS**

1. [Interstate Compact on the Placement of Children Report on Child's Placement Status \(SF 26174\)](#)
2. [Interstate Compact on the Placement of Children \(ICPC\) Supervision Report \(SF 54335\)](#)

#### **RELATED INFORMATION**

##### **DCS ICPC Office**

The DCS ICPC Office is located at the DCS Central Office.  
Indiana Department of Child Services  
Attn: Deputy Compact Administrator  
302 West Washington Street  
Room E306, MS 08 ICPC Unit  
Indianapolis, Indiana 46204-2739  
(317)234-5764- phone  
(317)232-2069- fax

##### **DCS ICPC Unit Electronic Mailbox**

The DCS ICPC Unit Mailbox [ICPCUnit.dcs@dcs.in.gov](mailto:ICPCUnit.dcs@dcs.in.gov) may be accessed in Outlook. Progress reports, [Interstate Compact on the Placement of Children Report on Child's Placement Status \(SF 26174\)](#), and questions may be sent to this mailbox.