

	INDIANA DEPARTMENT OF CHILD SERVICES CHILD WELFARE MANUAL	
	Chapter 9: Interstate Compact for the Placement of Children (ICPC)	Effective Date: May 10, 2007
	Section 11: Request to Place a Child in Indiana	Version: 1

POLICY	OLD POLICY: 505, 506
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1. The Indiana Department of Child Services (DCS) will require any agency wanting to place a child into Indiana to submit a referral packet to the Indiana DCS Interstate Compact (ICPC) Office. The referral packet must contain the following:
 - a. A cover letter detailing the reason for the referral including any specific issues that need to be addressed.
 - b. The child's social history.
 - c. The child's medical history.
 - d. Psychological reports and any other reports current within the past year.
 - e. Documentation of the child's legal status, including wardship/custody order or other applicable court order defining legal status of the child. This includes juveniles subject to probation for delinquent acts. If the wardship is over 18 months old, the most recent order must be included, as well as the order granting wardship.

Note: All court orders must be signed and dated by the presiding judge.

 - f. A copy of the child's [Case Plan](#).
 - g. Other pertinent records, such as school records, birth certificate, and Social Security card.
2. DCS will require a new referral for all foster care conversions to adoption.
3. DCS will honor requests for priority placement in accordance with the separate policy, [9.X: Priority ICPC Placements](#).
4. The DCS interstate office may reject or return incomplete requests, which may result in placement denials
5. DCS will process all ICPC requests within 50 days of receipt.
6. DCS does not mandate completion of FAKT or licensure as prerequisite for placement. DCS will honor request by placing agencies to provide training or licensure.

Code References

- IC 31-28-4
- 42 USC 671(a) (26) Time Limit on Completing ICPC studies

PROCEDURE

Step 1

The sending state will

1. Specify the referral type on the 100A
2. Forward the packet to the Indiana DCS ICPC Office who will then assess the home.

Step 2

The Indiana DCS ICPC Office will:

1. Review the referral.
2. Forward the ICPC referral to the appropriate local DCS office indicating the expected return date for their home study and placement recommendation.

Step 3

The local DCS office will:

1. Within 50 days of receipt of a referral packet from the DCS ICPC Office the local DCS office will complete and return the Family Preparation Summary (see Chapter 12 Family Preparation Summary), which will include an assessment of the safety and suitability of the home for placement, criminal history and background check results and the extent to which the proposed placement will meet the needs of the child, and return the referral to the to the Indiana DCS Interstate Office.

Step 4

The Indiana DCS ICPC Office will:

1. Send a copy of the home study and the [Interstate Compact on the Placement of Children Request/100A](#) indicating the placement decision to the sending state's interstate office by the required return date.

PRACTICE GUIDANCE

- N/A

FORMS AND TOOLS

- [Interstate Compact on the Placement of Children Request/100A \(State Form 106\)](#)
- [Case Plan \(State Form 2956\)](#)
- [Indiana Interstate Compact on the Placement of Children Financial/Medical Plan – If Child Is Placed Out-of-State \(State Form 49597\)](#)

RELATED INFORMATION

Timeline

Fifty (50) calendar days is the required time for completion of the necessary work. The 50 days begin when the receiving state receives the referral packet from the sending state to the DCS local office, and it ends when the Indiana ICPC Office receives the home study including the placement recommendation from the DCS local office.

Definition of Relative

For purposes of this policy, the term relative means: grandmother, grandfather, brother, sister, aunt, uncle, or step relatives of the above.