

INTERSTATE COMPACT REQUIREMENTS FOR PLACING CHILDREN OUT OF IOWA

This checklist is a general guide to requirements under the Interstate Compact on Placement of Children (ICPC). Use it along with the Employee's Manual for interstate compacts (XIII-N) and program manuals, such as group care and family foster care. The Interstate Compact Unit perceives all referrals as an application for placement, even if you feel that an actual placement is remote. Therefore, always complete and respond to questions on the referral form from the perspective of "what if a placement occurred."

Note: Certain cases may qualify for expedited handling based on provisions ICPC Regulation 7. See 13-N(1), **ICPC PRIORITY PLACEMENT REQUEST**.

The Interstate Compact Unit requires that all materials, except forms 470-0781 (ICPC 100A) and 470-7088 (ICPC 100B), be in triplicate and be arranged into three separate packets. The original and five copies of the 470-0781 (ICPC 100A) are required. Place these, together, on top of the referral packets. For sibling groups, prepare a separate ICPC 100A or ICPC 100B for each child. For sibling groups going to the same placement, only three packets are required.

All Initial Referrals: Send the following to the Interstate Compact Unit for any type of request through ICPC, including group foster care, family foster care, adoption, or relative placement. 13-N(1), **PLACING IOWA CHILDREN OUT OF STATE**.

- ◆ Memo to ICPC administrator, including:
 - Placing worker's name, phone number and address.
 - Child's name and birth date.
 - Type of placement or home study requested (relative, foster family, adoptive).
 - Name and address of proposed placement.
 - Brief summary of pertinent information with any specific problems or needs to be considered.
 - Plan for financial and medical arrangements.
 - Statement of permanency plan for the child.
 - Reference to service area approval of placement and if a Director's exception to policy is being requested.
- ◆ Documentation of authority to place child (most recent court petition, adjudication, or disposition order that gives DHS custody, guardianship, or supervision).
- ◆ Social history on children or a substitute document containing background information.
- ◆ Form 470-0781 (ICPC 100A), *Interstate Compact Placement Request*, original plus five copies.
 - Fill out completely, with worker's signature and date.
 - In the upper right corner, note "IV-E Eligible" or "Not IV-E Eligible." JCOs need to contact DHS service worker to obtain information regarding IV-E eligibility.
 - Determine the person or agency who will be financially responsible for the cost of services and medical coverage for the child who is being placed. When custody is being placed with a parent or other relative, consider financial responsibility in the following order:
 - Parent or relative.
 - Juvenile court.
 - DHS.
- ◆ Clinical or provider reports that are essential to referral.
- ◆ The child's form 470-3453, *Case Permanency Plan*.

Additional Requirements for Out-of-State Group Care (See EM 18-E-23, *Out-of-State Group Care Placement*):

- ◆ Include approval of service area manager or designee.
- ◆ Get AEA approval to fund out-of-state educational component.

Note: You may be required to also get a Director's exception to policy for certain out-of-state group facilities. (See EM 18-E, *Out-of-State Group Care Placement*.) If this applies, you can seek this at the same time as you make the Interstate Compact referral, but the child **cannot** be placed until both are approved. Note the exception to policy request in the cover memo.

Additional Requirements for Out-of-State Family Foster Care (EM 18-D-14, *Out-of-State Placement*):

- ◆ Include service area approval according to criteria and procedure.
- ◆ In cover memo, clarify the licensing status of home under consideration.
- ◆ Get AEA approval to fund out-of state educational component, if applicable.
- ◆ If foster family is moving out of state, include the most recent Iowa license evaluation. (If license is due for renewal within 90 days after the move, the license must be renewed before the move.)

Additional Requirements for Adoptive Placement:

- ◆ Provide a copy of the adoptive home study if available.
- ◆ Provide birth and health information on the child being referred.
- ◆ Provide previous supervisory reports if the adoptive parents are moving before the adoption is finalized.
- ◆ Provide petition for adoption (if available at the time of the referral.)

Response to Interstate Compact Approval for Out-of-State Placement:

Send the following to the Interstate Compact Unit when the placement request is approved:

- ◆ Form 470-0788 (ICPC 100B), *Interstate Compact Report on Child's Placement Status*, original plus three copies.
- ◆ Pertinent medical information.
- ◆ School transcripts or information on where they can be obtained.
- ◆ Written authorization to the receiving person or agency to consent to medical or surgical needs **or** information on who to contact in Iowa (including telephone numbers for 24 hours a day) who can consent to such care.
- ◆ Updated court order if this has changed since referral packet.
- ◆ Copy of placement agreement with family or facility.
- ◆ Travel authorization if non-legal parent is transporting to placement.
- ◆ Brief cover memo describing plans for placement.

At the same time, notify the supervising agency in receiving state of the placement plan and date of placement. Since this information is needed by the local worker in the other state, send one set of information (everything but form ICPC 100B) directly to the worker who will be supervising the placement. Make a note in your cover memo to the Interstate Compact Unit that a packet was sent directly to the supervising agency. Follow up by sending two packets, along with all copies of form ICPC 100B, to the Interstate Compact Unit to be forwarded to the receiving state's interstate unit:

Maintenance of Interstate Compact Cases:

Once an Iowa child is placed out of state, you can expect the other state to supervise the placement and provide reports to you about the placement.

- ◆ Monitor receipt of supervisory reports according to the frequency specified on the ICPC 100A which was in the original referral packet. These vary in format, but are generally a memo.
- ◆ Forward these supervisory reports to the juvenile court and parties of interest according to local court protocol.
- ◆ Maintain case management responsibilities, which may include responding to requests for additional services, payment problems, placement needs, etc. In this role, it will sometimes be necessary for you to speak directly with your peer or a provider in the other state. However, be sure not to make any binding agreements without first obtaining Interstate Compact approval.
- ◆ Notify your supervisor and the Iowa Interstate Compact Unit personnel if reports are not received or contain information which raises concerns about Interstate Compact compliance or the safety of the child is in question.
- ◆ If the placement fails, work with the other state and the Interstate Compact Unit to make arrangements for the child's return or an alternate placement.

Note: If the child's placement changes from foster care or relative placement to adoption, you must submit a new form ICPC 100B indicating that change.

Termination of Interstate Compact Case:

- ◆ The compact requires that both interstate administrators agree on the decision to terminate a juvenile court action in an interstate case.
- ◆ This permission must be in writing from the other state and come to you through the Interstate Compact central offices. It is usually communicated through a progress report.
- ◆ You may discuss the merits and logistics of dismissal of the Iowa juvenile court case with the receiving state's worker. (If consensus cannot be reached, you may involve the interstate compact administrator to help negotiate.)
- ◆ Do not recommend dismissal of juvenile court action until the other state agrees to do so. When the receiving state's worker recommends termination in a progress report, then you may request to dismiss juvenile court action.
- ◆ Do not take steps to dismiss the Iowa juvenile court action until suitable "district" court action is arranged either in Iowa or the other state. This action ensures the child's continued care in the current placement.
- ◆ After the Iowa court case is dismissed or an out of state adoption is finalized, submit four copies of form 470-0788 (ICPC 100B), *Interstate Compact Report on the Child's Placement Status*, to the Iowa Interstate Compact Unit. Also provide three copies of the dismissal order from juvenile court or the adoption decree.