

INTERSTATE COMPACT REQUIREMENTS FOR RECEIVING CHILDREN INTO 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.

When another state refers children for placement in Iowa, that state must comply with the same requirements as Iowa follows when placing children out of state. All referrals to Iowa by any person, public or private agency, or court that are preliminary to possible placement in Iowa must be sent to the Interstate Unit of the Iowa Department of Human Services.

The Interstate Unit reviews the referral before routing it to the regional contact (designated by each region). Workers will receive form 470-0790, *Interstate Compact Transmittal*, which indicates the date the information is needed.

Evaluation of Placement and Report (Home Study)

The evaluation of the placement should be inclusive and apply the same criteria that would be used for a similar placement in Iowa. It should include:

- ◆ Any special needs, plans, or circumstances that must be taken into consideration if the sending agency is to place in the specified home.
- ◆ A specific recommendation regarding approval of the placement, and in the case of disapproval, the specific reasons.
- ◆ If the placement is for foster care or adoption, documentation that the home is licensed for foster care or approved for adoption.
- ◆ Results of criminal and the child abuse checks for foster home and adoptive placements in accordance with the licensing and approval procedures.

Send the home study and supporting documentation in triplicate to the Interstate Unit in central office, where it will be reviewed and sent on to the requesting state.

Placement of a Child in Iowa

The sending state is to notify Iowa Interstate Unit of the date placement is to take place via the *Interstate Compact Report on Child's Placement Status*, form ICPC-100B, and other supporting documentation. The sending worker is to forward a copy to the local Iowa worker. Additionally, the sending state worker may contact the local worker directly as to the date placement is made. If there are problems with placement arrangements, notify the Interstate Unit.

Supervision of Placements

Supervision of placements are as follows:

- ◆ Refer to the *Interstate Compact Placement Request*, form ICPC-100A, for supervision arrangements, including frequency of reports.
- ◆ Requests by the Iowa Interstate Unit will be made through form 470-0790, *Interstate Compact Transmittal*, and include specific dates for supervisory reports.
- ◆ Prepare reports in memo format, and submit in triplicate to Iowa Interstate Unit, who forwards them to the sending state.
- ◆ Maintain case management responsibilities, which may include responding to need for additional services. In this role it may be necessary for you to speak directly to the worker in the other state. Be sure not to make any binding agreements without first obtaining Interstate Compact approval.
- ◆ If the placement appears to be in jeopardy, communicate the concerns to the placement worker in the sending state. Follow up the call with written documentation to the Interstate Unit.
- ◆ Any time there is a change in address for a placement or a change in placement, send a new form ICPC-100B to the Iowa Interstate Unit.

Termination of Placement

- ◆ If a placement is unsuccessful, and the child needs to return to the sending state, phone the placing worker in the sending state to discuss arrangements. Follow up with a memo (in triplicate) to the Iowa Interstate Unit. When the child returns to the sending state, the sending state must send form ICPC-100B to the Iowa Interstate Unit.
- ◆ If the child's placement is successful and it is determined that the sending state no longer needs to retain jurisdiction, a memo (in triplicate) can be sent to the Iowa Interstate Unit recommending the termination of the court in the sending state. After the sending state court dismisses the action, the sending state sends form ICPC-100B to close the case.

Illegal Placements Into Iowa

When you discover that a child has been placed into Iowa without Interstate Compact approval, the DHS supervisor needs to contact the Iowa Interstate Unit immediately.