



Division of Children and Family Services Protection and Safety Procedure # 26-2016	
Regarding:	Interstate Compact on the Placement of Children
Rescinds:	Administrative Memo #03-2004 and #18-2011, Policy Memo #3-2007
Date Effective:	September 20, 2016
Contact:	Stacy Scholten at 402-471-9364 or Stacy.scholten@nebraska.gov
Issue by:	Douglas J. Weinberg, Director of Children and Family Services

Philosophy:

The Division of Children and Family Services wants to ensure that the families providing care to children residing in out-of-state placements are safe.

The Interstate Compact on the Placement of Children (ICPC) is the process used by all 50 states, the District of Columbia and the US Virgin Islands to administer the uniform provisions established by compact law. The compact law contains ten (10) Articles. Each Article defines a specific function of the law including identifying the types of placements subject to the law, the procedures to be followed in making an interstate placement, and the specific protections, services and requirements brought by enactment of the law. The specific directions for processing ICPC requests are found in the eleven (11) ICPC Regulations.

By invoking the compact law, states are ensuring prospective placements are safe and suitable before approval, and that the state/agency placing the child remains legally and financially responsible for the child following placement. When placement is considered in another state, it is the authorities within the receiving state that have the best opportunity to evaluate the proposed placement resource and the placement environment. It is also the personnel in the receiving state who are on-site to monitor the placement and to provide supervision reports. The jurisdiction of a court in a sending state stops at that state's border. The sending state has no authority to order placement of a child or have child welfare workers supervise across state lines.

Procedure:

CONTACT INFORMATION

ICPC Requests are to be submitted via NEICE (National Electronic Interstate Compact Enterprise): <http://live.neice.us>

Electronic Mailing Address: DHHS.ICPC@nebraska.gov

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Table of Contents

Who Must Use the Compact3

Definitions3

Types of Placements Covered and Not Covered by ICPC6

Placement vs. Visit6

Population Applicable to ICPC7

Financial and Medical Arrangements.....8

Educational Costs.....9

ICPC Forms.....10

Time Frames12

ICPC Request Process15

Request to Place Child Out-Of-State16

Regulation #1 – Relocation of Family Unit Request18

Regulation #2 – Relative, Parent, Kinship, Adoptive, or Foster Request.....19

Regulation #4 – Residential Placement Request21

Regulation #7 – Expedited Placement Request22

Placement Decision25

Case Management Services26

Supervision26

Disruption of Placement28

Case Closure29

Children Placed in Nebraska by Another State30

Regulation #10 – Guardians.....34

Violations of ICPC35

ICPC and the Indian Child Welfare Act (ICWA)36

Runaway Children37

Nebraska/Iowa Border Agreement37

I. WHO MUST USE THE COMPACT

ICPC is required when a state is considering placement of a child in another state to reside, who is in the custody of a state agency, a private agency or under the jurisdiction of the court.

ICPC is also used for non-wards, residential treatment center (RTC) placements, private adoptions, extension of foster care, and non-court involved children.

II. DEFINITIONS

The following definitions guide the work of ICPC:

Age of Majority: the legally defined age at which a person is considered an adult with all the attendant rights and responsibilities of adulthood. The age of majority is defined by state laws, which vary by state and is used in Article V of the ICPC law, "...reaches majority, becomes self-supporting or is discharged with the concurrence of the appropriate authority in the receiving state."

Approved Placement: the receiving state Compact authority has determined that "the proposed placement does not appear to be contrary to the interests of the child."

Case History: information concerning an individual, their family and environment that includes social, medical, psychological and educational history and any other additional information that may be useful in determining appropriate placement (i.e. Court Report, Safety Assessment).

Case Plan (Service Case Plan): a comprehensive individualized program of action for a child and his/her family establishing specific goals and objectives, and deadlines for meeting these goals and objectives.

Concurrence to Discharge: when the receiving ICPC office gives the sending agency written permission to terminate supervision and relinquish jurisdiction of its case pursuant to Article V leaving the custody, supervision and care of the child with the placement resource.

Court Jurisdiction Only Cases: the sending court has an open abuse, neglect or dependency case that establishes court jurisdiction with the authority to supervise and/or remove and place the child for whom the court has not taken guardianship or legal custody.

Courtesy Check: process that does not involve the ICPC, used by a sending court to check the home of a parent from whom the child was not removed.

Courtesy Supervision: monitoring of the child and the child's living situation by the receiving state after a child has been placed in a receiving state pursuant to a provisional approval or an approved placement under Article III (d) of the ICPC, or pursuant to a child's relocation to a receiving state in accordance with Regulation No. 1 of the ICPC.

Home Study (Safe and Timely Interstate Home Study Report): an evaluation of a home environment conducted in accordance with applicable requirements of the state in which the home is located, and to determine whether a proposed placement of a child would meet the individual needs of the child, including the child's safety, permanency, health, well-being, and mental, emotional and physical development.

The following are the types of home studies that can be completed under ICPC:

1. Adoption home study: a home study conducted for the purpose of placing a child for adoption with a placement resource. The adoption home study is the assessment and evaluation of a prospective adoptive parent(s).
2. Foster home study: a home study conducted for the purpose of placing a child with a placement resource who is required to be licensed or approved in accordance with federal and/or receiving state law.
3. Parent home study: applies to the home study conducted by the receiving state to determine whether a parent placement meets the standards as set forth by the requirements of the receiving state.
4. Relative home study: a home study conducted for the purpose of placing a child with a relative. This home study may or may not require the same level of screening as required for a foster home study or an adoptive home study depending upon the applicable law and/or requirements of the receiving state.
5. Non-relative/Kinship home study: a home study conducted for the purpose of placing a child with a non-relative. This home study may or may not require the same level of screening as required for a foster home study or an adoptive home study depending upon the applicable law and/or requirements of the receiving state.

Incapacitation: applies to a parent or guardian who is unable to care for a child due to a medical, mental, or physical condition.

Non-Custodial Parent: a person who, at the time of the commencement of court proceedings in the sending state, does not have sole legal custody of the child or physical custody of the child.

Non-Offending Parent: the parent who is not the subject of allegations or findings of child abuse or neglect.

Non-Relative/Kinship: a person not connected to the child by blood, marriage or adoption, or otherwise defined by the sending or receiving state. One of the primary caretakers has previously lived with or is a trusted adult that has a pre-existing, significant relationship with the child or children, or is a sibling of such a child. Examples:

- Relatives of parents whose rights have been terminated or relinquished;
- Biological parents whose rights have been terminated or relinquished;
- Step-parent, no longer married to blood relative;
- Teacher, child care provider, friend of the family, etc.

Parent: a biological, adoptive parent or legal guardian as determined by applicable state law and is responsible for the care, custody and control of a child or upon whom there is legal duty for such care.

- Parents whose rights are relinquished or terminated do **not** fall into this category.

Placement Resource: person(s) or facility with whom the child has been or may be placed by a parent or legal custodian; or, placed by the court of jurisdiction in the sending state; or, for whom placement is sought in the receiving state.

Progress Report/Supervision Report: a written assessment of a child's current placement, school performance and health and medical status, a description of any unmet needs and a recommendation regarding continuation of the placement provided by the supervising case worker in the receiving state.

Provisional Placement: a determination made in the receiving state that the proposed placement is safe and suitable and, to the extent allowable, the receiving state has temporarily waived its standards or requirements otherwise applicable to prospective foster or adoptive parents to expedite the placement. Completion of the receiving state requirements regarding training for prospective foster or adoptive parents shall not delay an otherwise safe and suitable placement.

1. Provisional Approval: an initial decision by the receiving state that the placement is provisionally approved subject to receipt of required information before final placement approval is granted.
2. Provisional Denial: an initial decision by the receiving state denying provisional placement pending completion of the comprehensive home study due to issues that need to be resolved with the proposed placement resource.

Receiving State: the state to which a child is sent or brought or caused to be sent or brought, whether by public authorities or private persons or agencies, for placement with state or local public authorities or for placement with private agencies or persons.

Relative: a birth or adoptive brother, sister, stepparent, stepbrother, stepsister, uncle, aunt, first cousin, niece, nephew, as well as relatives of half-blood or marriage and those denoted by the prefixes of grand and great, including grandparent or great grandparent, or as defined in state statute for the purpose of foster and or adoptive placements.

Relocation: the movement of a child or family from one state to another.

Residential Facility or Residential Treatment Center or Group Home: a facility providing 24-hour, supervised care that is beyond what is needed for assessment or treatment of an acute condition. For purposes of the Compact, residential facilities do not include educational institutions, hospitals or other medical facilities.

Sending State: the state where the sending agency is located, or the state in which the court holds exclusive jurisdiction over a child, which causes, permits or enables the child to be sent to another state.

Step-Parent: a man or woman married to a parent of a child at the time of the intended placement or as otherwise defined by the sending and/or receiving state laws, rules and/or regulations.

Substantial Relationship: the proposed placement resource has a familial or mentoring role with the child, has spent more than casual time with the child, and has established more than a minimal bond with the child.

III. TYPES OF PLACEMENTS COVERED AND NOT COVERED BY ICPC

A. Types of Placement Covered

1. Adoptions – independent, private, public
2. Licensed foster homes – related or unrelated caregiver
3. Parents (if the child is under court jurisdiction)
4. Relatives (non-licensed)
5. Kinship/Child Specific
6. Residential Facility, Group Home Care, Child Caring Institution
7. Institutional Care – Adjudicated Delinquent

B. Types of Placements Not Covered by ICPC

1. Hospital medical care
2. Inpatient mental health hospitalizations
3. Boarding schools, colleges, and universities
4. Birthparent/relatives (no court jurisdiction – child has not been removed) placing child with another birthparent, step-parent, relative, or guardian

IV. PLACEMENT VS. VISIT

Under ICPC, a “placement” of a child and a “visit” for the child are two distinct events distinguished on the basis of purpose, duration and intention of the person/agency responsible for the child’s placement.

A. It is a VISIT if:

1. The proposed stay does not extend beyond 30 calendar days or a school vacation period (based on the academic calendar).
2. It is a social experience of short duration.
3. No supervision is requested by the sending state.
 - a) A “visit” is of short duration, which has an established begin and end date which is thirty (30) calendar days or less, or falls within the period of a child’s vacation from school. A “visit” may not be extended or renewed to exceed the thirty (30) calendar days or the school vacation period.

- b) The sending state retains full responsibility for the child’s safety during a “visit” and no services will be provided by the receiving state. If specific services are needed for the child during the “visit”, the sending state can contract privately with agencies in the other state for such services.
- c) A child who remains in a “visit” for over thirty (30) calendar days or beyond a school vacation period with a resource that has not been assessed through ICPC, the child will be considered to be in an un-approved “placement” and in violation of ICPC and without proper guardianship.
- d) If a sending state agency sends a child for a “visit” during the ICPC home study process without prior approval from the receiving state ICPC Office, the receiving state ICPC Office may ask for the child to return to the sending state while the proposed placement is being assessed.

B. It is a **PLACEMENT** if:

- 1. The proposed stay is longer than 30 calendar days or a school vacation period (based on the academic calendar).
- 2. From the onset, the stay does not have an established termination date.
- 3. Sending state requests supervision.

V. POPULATION APPLICABLE TO ICPC

A. Age: When considering approval of placement and courtesy supervision, the receiving state must acknowledge the sending state’s age of majority. The age of majority is defined by state laws, which vary by state. The supervision of a child that reaches the age of majority in the receiving state may continue only by mutual agreement of the sending and receiving state’s ICPC offices.

B. State Wards: The ICPC applies when a placement in another state is being planned for a state ward, and is potentially being placed:

- 1. With a parent;
- 2. With a relative (not parent);
- 3. In a foster family home (licensed) ;
- 4. In a kinship/child specific home;
- 5. In a residential facility, group home, residential treatment facility; or
- 6. In Institutional Care - Adjudicated Delinquent.

C. Indian Children: The Indian Child Welfare Act (ICWA) takes precedence over the ICPC if ICPC procedures will interfere with or impede the placement of an Indian child as provided by the ICWA placement preferences. The ICPC applies to an Indian child when placement is made:

- 1. Outside an Indian reservation; or
- 2. On an Indian reservation, if the tribe has an existing Title IV-E agreement with the State of Nebraska that requires ICPC compliance and the child is IV-E eligible.

VI. FINANCIAL AND MEDICAL ARRANGEMENTS

The sending state is ultimately responsible for the financial and medical costs incurred while a child is in placement in the receiving state.

A. Financial and Medical Arrangements

It is the obligation of the sending state to retain its responsibility for case planning for each child including how to meet the child's financial and/or medical needs. The sending state will develop a plan sufficient to meet the needs of the child when placing a child out-of-state.

1. The financial and medical plan must be discussed with and agreed upon by the potential placement resource prior to the ICPC request being submitted.
 - a) Each state has the option of providing services to children and families using a combination of Federal-State funds, or by using State funds only.
 - b) A child placed in a receiving state should be eligible for social services within that state on the same basis as a child who has always lived in that state.

B. Title IV-E Eligibility

1. The sending state needs to determine if the child is Title IV-E eligible and provide eligibility documentation in the ICPC request.

C. Financial Planning Options

The sending state will determine the appropriate financial plan for the child. One of the following options must be determined:

1. Option 1: The sending state will provide a monthly foster care or maintenance payment. Whether or not this requires a placement resource to be licensed for foster care will vary by state.
 - a) For placements in residential, group home, or an institutional facility, a Letter of Agreement for room and board will be signed and issued prior to placement.
2. Option 2: If the proposed placement is to be with a relative, the sending state may request the relative to apply for Temporary Assistance for Needy Families (TANF) benefits in the receiving state. The relative must be willing to apply for TANF benefits in lieu of a Foster Care Payment.
 - a) TANF benefits are not available in all states. Each state reserves the right to disburse Federal TANF funds based upon its own established criteria.
 - b) The sending state is responsible to ensure that relatives have all the information about financial support prior to the relative making an informed decision about applying for TANF benefits versus receiving a payment from the sending state.
3. Option 3: If a child is placed with a biological parent, the expectation is that the parent will provide and support this child financially with the sending state assuming ultimate responsibility while the child is in the care/custody of the court/agency in the sending state. The parent may qualify for benefits in the receiving state of residence (i.e., TANF, Food Stamps, etc.).

D. Medical Planning Options

The sending state will determine the appropriate medical plan for the child. One of the following options must be determined:

1. Option 1: If the child is determined to be Title IV-E eligible and the proposed placement resource is determined to be Title IV-E claimable (licensed foster home or facility), Medicaid in the sending state will be transferred to the receiving state. The sending state needs to contact the Income Maintenance Foster Care worker to initiate transfer of Title IV-E to the receiving state at the time of the child's placement.
2. Option 2: If the child is placed in a relative home (not licensed), the relative may choose to apply for Temporary Assistance for Needy Families (TANF) benefits.
 - a) TANF benefits are not available in all states. Each state reserves the right to determine if it will provide this benefit based on its own established criteria.
 - b) The sending state is responsible to ensure that relatives have all the information about medical coverage for the child prior to the relative making an informed decision about choosing this option.
3. Option 3: If a child is placed with a biological parent, the expectation is that the parent will provide for the medical needs of the child (through insurance or applying for Medicaid). The sending state will assume ultimate responsibility for the medical needs of the child while the child is under the care/custody of the court/agency in the sending state.
4. Option 4: The sending state develops an alternative plan for medical coverage, such as:
 - a) An agreement with the placement resource to reimburse for medical expenses with prior approval. This includes a Letter of Agreement or Letter of Entitlement for placement in a residential, group home, or institutional facility.
 - b) The placement resource is financially able and agrees to provide for and meet the medical needs of the child through their insurance or other means.
 - c) Securing medical providers in the receiving state who are willing to bill the sending state for expenses and receive reimbursement.

VII. EDUCATIONAL COSTS

- A. Meeting the educational costs of a child is an important part of the child's "support and maintenance" plan when placed out-of-state. The sending state is ultimately responsible for the payment of any educational costs incurred during placement.
- B. All educational considerations need to be addressed before a child is placed.
 1. Each state may have differing regulations governing residency issues related to education. The sending state has the responsibility to determine if the individual school district in the receiving state will require payment.
 2. If a child has special educational needs, it is important to include the child's complete educational assessment and Individual Educational Plan (IEP) in the ICPC request.

3. If the sending state will not or cannot pay the required educational costs, the child's placement with the proposed placement resource may be denied by the receiving state.

VIII. ICPC FORMS

The following is information on the forms that are used in the administration of the ICPC. All forms and instructions/examples on how to complete each form can be found in the Appendices of this document.

A. ICPC Checklist – For Relative, Parent, Kinship, Adoptive, or Foster Care Requests

1. REQUIRED DOCUMENT – Appendix B
2. Directs child welfare worker on required forms and documents needed for a request
3. Must be signed by child welfare worker and supervisor

B. ICPC Checklist – For Residential Facility, Treatment Center, or Group Home Requests

1. REQUIRED DOCUMENT – Appendix B
2. Directs child welfare worker on required forms and documents needed for a request
3. Must be signed by child welfare worker and supervisor

C. ICPC 100A Form

1. REQUIRED DOCUMENT – Appendix C
2. Formal written placement and home study request to the receiving state
3. Must be signed and dated by child welfare worker
4. Official notification from receiving state that proposed placement may or may not be made

D. ICPC 100B Form

1. REQUIRED DOCUMENT – Appendix D
2. Documents the child's placement, any change in the child's status and the closing of a request
3. Must be signed and dated by child welfare worker

E. Cover Letter – For Relative, Parent, Kinship, Adoptive, or Foster Care Requests

1. REQUIRED DOCUMENT – Appendix E
2. Provide a brief summary on the case history and placement resource
3. Provides information on the Title IV-E verification, financial/medical plan, social security card and birth certificate
4. Must be signed by child welfare worker

F. Cover Letter – For Residential Facility, Treatment Center, or Group Home Requests

1. REQUIRED DOCUMENT – Appendix E
2. Documents facility acceptance into program
3. Provide a brief summary on case history
4. Provides information on Title IV-E verification, financial and medical plan
5. Must be signed by child welfare worker

G. Statement of Case Manager on Proposed Placement Resource

1. REQUIRED DOCUMENT – Appendix F
2. Ensures child welfare worker has contacted the proposed placement resource to confirm s/he is interested in being a placement for the child and willing to cooperate with the ICPC process
3. Ensures child welfare worker has obtained correct contact information of placement resource, discussed child's needs and required services, financial and medical support, and background check process
4. Must be signed and dated by child welfare worker

H. ICPC Financial and Medical Plan

1. REQUIRED DOCUMENT – Appendix G
2. Documents the established financial and medical plan for the child
3. Must be signed and dated by child welfare worker and supervisor

I. Home Study Initial Sixty Day Report

1. REQUIRED DOCUMENT – Appendix H
2. Completed by child welfare worker in receiving state assigned home study request
3. Report is not equivalent to a placement decision
4. Submitted only if a home study report cannot be completed within sixty day time frame with a final placement decision
5. Must be signed by child welfare worker

J. ICPC Supervision Report – 30 or 90 Days

1. REQUIRED DOCUMENT – Appendix I
2. Completed by child welfare worker in receiving state providing courtesy supervision
3. Documents monthly contacts, summary of child's performance, health status, assessment of placement, unmet needs and recommendations
4. Thirty day report completed for specific case circumstances
5. Must be signed and dated by child welfare worker and supervision

K. ICPC 101 Form – Priority Home Study Request

1. REQUIRED DOCUMENT – Appendix J
2. Completed by child welfare worker for Regulation #7 Expedited Placement Requests
3. Documents information on proposed placement resource, special needs and services for child
4. Must be signed and dated by child welfare worker and supervisor

L. Regulation #7 Court Order for Expedited Placement

1. Template showing required court order language for a Regulation #7 Expedited Placement Request – Appendix K

IX. TIME FRAMES

It is the responsibility of each state to process ICPC requests and home studies in a timely manner. There are different periods of time established for the completion of certain ICPC activities.

A. Regulation #1 - Relocation of a Family Unit and Regulation #2 - Relative, Parent, Kinship, Adoptive or Foster Care ICPC Requests:

1. Sending state ICPC Office processes ICPC request, upon receipt, and sends request to receiving state ICPC office. **5 business days**

B. Regulation #4 - Residential ICPC Requests:

1. Sending state ICPC Office processes complete request, upon receipt, and sends to receiving state ICPC Office. **1 business day**
2. Receiving state ICPC Office makes final placement decision and informs sending state ICPC Office. **3 business days**
3. Sending state ICPC Office informs local field office of placement decision. **Same business day**

C. Regulation #7 - Expedited Placement Requests:

Regulation 7 expedited placements are only for parent and relative home study requests.

1. Court sends signed expedited order to local field office upon completion of hearing. **2 business days**
2. Local field office submits expedited ICPC request and order to sending state ICPC Office. **3 business days**
3. Sending state ICPC Office processes complete expedited request and sends to receiving state ICPC Office. **2 business days**
4. Receiving state ICPC Office sends request to local field office. Child welfare worker makes home visit, completes home study with placement recommendation and sends home study to receiving state ICPC Office. Receiving state ICPC Office processes request, finalizes expedited placement decision and sends ICPC 100A Form to sending state ICPC Office. **20 business days**
5. Upon receipt of placement decision from receiving state ICPC Office, sending state ICPC Office informs local field office of expedited placement decision. **Same business day**

D. Home Studies:

The Safe and Timely Interstate Placement of Children Act of 2006 requires a report to be completed within sixty (60) calendar days for the purposes of assessing the safety and suitability of the child being placed in the home. This report may, or may not, include a decision approving or denying placement of the child.

If it appears that the home study cannot be completed within the allotted time period, a report must be submitted explaining the reason(s) for the delay and an anticipated completion date.

The receiving state ICPC Office must make a final decision on a child's placement as soon as practical, but no later than one hundred and eighty (180) calendar days from receipt of the initial home study request. This six (6) month time frame is to accommodate licensure and/or other receiving state requirements applicable to home study requests.

1. Child welfare worker is assigned home study, completes home study with a placement recommendation, or submits an Initial Home Study Report on status of home study to receiving state ICPC Office. **60 calendar days**
2. Final approval or denial of the placement submitted by receiving state ICPC Office to sending state ICPC Office. **180 calendar days**

E. Reconsideration of an ICPC Denial:

The sending state can request reconsideration of a denied placement within ninety (90) calendar days from the date the ICPC 100A Form denying placement is signed by the receiving state ICPC Office. The request can be with or without a new home study.

1. Local field office submits a formal reconsideration request and new ICPC 100A Form to sending state ICPC Office. Sending state ICPC Office submits reconsideration request to receiving state ICPC Office. **Within 90 calendar days**
2. Receiving state ICPC Office makes a decision to reverse a prior denied placement and informs sending state ICPC Office. **60 calendar days**
3. Sending state ICPC Office informs local field office of placement decision. **Same business day**

E. Validity of a Parent/Relative Home Study:

1. Maximum validity of an approved parent or relative home study. **6 months**

F. Validity of a Licensed Foster Home Study:

A child cannot be placed if the six (6) month approved placement time frame has expired. The sending state ICPC Office must obtain approval from the receiving state ICPC Office to place the child.

1. Validity of an approved licensed foster home study. **Any time period covered under the license**

G. Validity of an Adoptive Home Study:

A child cannot be placed if the six (6) month approved placement time frame has expired. The sending state ICPC Office must obtain approval from the receiving state ICPC Office to place the child.

1. Maximum validity of an approved adoptive home study. **12 months**

H. Validity of an Approved Residential Placement

1. Maximum validity of an approved placement in a residential facility. **30 calendar days**

I. Placement of a Child:

1. Time frame to place a child once a receiving state ICPC Office grants approval. **6 months**
2. Time frame a child should remain in the approved ICPC placement before requesting termination of placement. **6 months**

J. Supervision and Reporting:

Supervision begins no later than thirty (30) calendar days from date child is placed or thirty (30) calendar days from date receiving state ICPC Office is notified of placement, if notification occurs after placement.

1. Child welfare worker maintains face-to-face visits with the child placed in the receiving state. **Monthly**
2. Child welfare worker submits supervision reports to receiving state ICPC Office following notification of placement. **Quarterly**

K. Request to Return Child to Sending State:

The receiving state's ICPC Office determines if a child needs to be removed from placement and returned to the sending state.

1. Return of a child to the sending state from the date of notice requesting removal from the receiving state ICPC Office. **5 business days**

L. Termination of an ICPC Placement

The sending state must retain jurisdiction and cannot terminate the placement of the child until the receiving state ICPC Office concurs with the termination.

The sending state ICPC Office must request in writing to the receiving state that supervision be discontinued and obtain concurrence from the receiving state ICPC Office to terminate the placement.

1. Termination of an ICPC placement.

**Upon concurrence
of the receiving state
ICPC Office**

X. ICPC REQUEST PROCESS

All ICPC requests will be submitted via the National Electronic Interstate Compact Enterprise (NEICE) system.

- A. Child welfare worker completes an ICPC100A Form and compiles supporting documentation to request an ICPC home study.
 1. Child welfare worker submits the ICPC packet to sending state ICPC Office.
- B. Sending state ICPC Office reviews the packet for completeness and compliance with state laws.
 1. The ICPC packet is submitted to the receiving state's ICPC Office.
- C. Receiving state's ICPC Office reviews for completeness and compliance with state laws.
 1. Request is assigned to the receiving agency for completion of the home study.
- D. Receiving agency conducts the home study assessment/evaluation and makes a recommendation to the receiving state's ICPC Office on the suitability of the proposed placement.
 1. Completed home study and recommendation is sent to receiving state's ICPC Office.
- E. Receiving state's ICPC Office reviews the home study recommendation.
 1. Receiving state's ICPC Office approves or denies the placement by signing the ICPC 100A Form.
 2. Receiving state's ICPC Office submits this documentation to the sending state's ICPC Office.
- F. Sending state ICPC Office receives the completed home study with the final placement recommendation.
 1. Sending state ICPC Office forwards this documentation to the child welfare worker.
- G. The child welfare worker will make a determination on placing the child with the approved placement resource.

1. If the child is placed, the child welfare worker completes an ICPC 100B Form to identify the placement date and requests courtesy supervision. The ICPC 100B Form is submitted to the sending state ICPC Office.
 2. If the child is not placed, the child welfare worker completes an ICPC 100B Form to identify that approved placement will not be used. The ICPC 100B Form is submitted to the sending state ICPC Office.
- H. Sending state ICPC Office will submit the ICPC 100B Form to the receiving state's ICPC Office requesting the assignment of courtesy supervision or the closing of the ICPC request.

XI. REQUEST TO PLACE CHILD OUT-OF-STATE

A. When an identified out-of-state placement resource (relative, parent, kinship, adoptive, foster care, residential facility, treatment center or group home) is considered for placement of a child in the custody of the sending agency, the child welfare worker is responsible for submitting an ICPC request to the sending state ICPC Office, requesting approval for the placement of the child with the identified placement resource.

1. All requests for out-of-state placements must be submitted to the sending state ICPC Office in order to initiate an ICPC request for placement in the receiving state.
2. Approval for placement must be received from the receiving state ICPC Office BEFORE placement is made by the sending state. The only exception to this is the movement of an Intact Family Unit across state lines which is defined in **ICPC Regulation #1 – Relocation of Family Unit Request**.
3. The court case must remain open while a child is placed out-of-state until approval to close the case is received from the receiving state ICPC Office. There is no process to transfer court jurisdiction across state lines through ICPC.

B. Request

1. The ICPC request needs to include as much detailed information as possible so a complete assessment can be made by the receiving state.
2. A complete ICPC request:
 - a) Ensures that a thorough home study assessment will be completed that will address the specific needs of the child;
 - b) Ensures that the proposed placement resource is properly assessed to determine if they can adequately meet the needs of the child; and
 - c) Allows the placement resource to know the needs of the child so they can decide early on if they are a suitable placement option for the child.
3. The receiving state has the authority to request and receive additional information from the sending state prior to processing the request or issuing a decision regarding placement.

C. Processing

1. All complete ICPC requests and documentation submitted to sending state ICPC Office will be reviewed and processed within five (5) business days.

2. Sending state ICPC Office will maintain a record on each ICPC request.
3. The child welfare worker is responsible for completing all the required ICPC forms and compiling all required documentation for the ICPC request.
4. Sending state ICPC Office will notify the child welfare worker in writing if additional information is needed to complete the ICPC request.
5. All complete requests will be established as a case and assigned a case number.
6. Sending state ICPC Office will send the completed request to the appropriate receiving state ICPC Office.

D. Home Study

1. Within sixty (60) calendar days of receiving the ICPC request, the receiving state will complete and return a report to the sending state on the results of the home study.
2. Licensing of the placement resource will be completed in accordance to the receiving state's regulations on relative and foster home licensing.
3. Approval of the ICPC request may depend on the placement resource completing any licensing or education requirements in the receiving state.
4. If the home study cannot be completed within the projected timeframe, the receiving state should provide the reason for the delay and an anticipated date for completion.

E. Specific ICPC Requests

The following are the ICPC regulations that sending and receiving states must administer when processing specific interstate placement requests:

1. ICPC Regulation #1 – Relocation of Family Unit Request:
 - a) Regulation applies when the permanency plan includes that the child in a placement with an approved resource in a sending state is to remain with the approved resource as they relocate to another state.
 - b) Regulation allows the child to move with the approved resource prior to the issuance of a placement decision by the receiving state.
2. ICPC Regulation #2 – Placements for Public Adoption or Foster Care in Family Settings and/or with Parents or Relatives Request:
 - a) Regulation addresses how a sending state seeks compliance from a receiving state for the placement of a child with an identified out-of-state placement resource (relative, parent, kinship, adoptive, or foster care).
3. Regulation #4 – Residential Placement Request:
 - a) Regulation applies to the placement of a custodial child for treatment of the child's mental or behavioral condition into a licensed residential treatment facility.
4. Regulation #7 – Expedited Placement Decision Request:
 - a) Regulation addresses how the sending state agency and sending state court submit a request and court order to expedite an ICPC approval or denial decision by a receiving state for the placement of a child with a parent or relative.

F. Child already placed without ICPC approval: It is a violation of ICPC if the child is placed in a receiving state prior to ICPC approval. The following actions will apply:

1. Sending state bears full liability and responsibility for the safety of the child;
2. Receiving state may request immediate removal of the child until a placement decision is made;
3. Receiving state is permitted to proceed, but not required to proceed with the home study/ICPC placement decision, as long as child is placed in violation of ICPC; and
4. Receiving state is not required to provide courtesy supervision for a child placed in violation of ICPC.

G. Placements Made Without ICPC Protection

ICPC does not apply to:

1. A placement with a parent from whom the child is not removed.
 - a) When the court places a child with a parent from whom the child was not removed, and the court has no evidence that the parent is unfit, does not seek any evidence from the receiving state that the parent is either fit or unfit, and the court relinquishes jurisdiction over the child immediately upon placement with the parent, the receiving state will have no responsibility for supervision or monitoring for the court having made the placement.
2. A placement with a parent from whom the child is not removed with an independent courtesy check.
 - a) When a sending court seeks an independent (not ICPC-related) courtesy check for placement with a parent from whom the child was not removed, the responsibility for credentials and quality of the courtesy check rests directly with the sending court and the person or party in the receiving state who agrees to conduct the courtesy check without invoking the protection of the ICPC home study process. The court then makes a decision to place with the parent and relinquishes jurisdiction over the child immediately.

XII. REGULATION # 1 – RELOCATION OF FAMILY UNIT REQUEST

A. During the placement of a child with an approved family, circumstances occur where the family moves to another state and based on the permanency plan, the child is to remain with the family as they relocate to another state. Regulation #1 ensures that an already safe and stable placement made by a sending agency in the sending state will continue if the child is relocated to the receiving state and that supervision of the placement will not be uninterrupted.

With the submission of an ICPC Regulation #1 Request, the child may move with the approved family prior to the issuance of a placement decision by the receiving state ICPC Office. The approved family will be required to meet placement approval and/or licensure requirements in the receiving state for the continued placement of the child.

The receiving state is required to begin courtesy supervision and make contact with the child and placement resource within thirty (30) calendar days of receipt of the ICPC request.

B. Documentation Required for the Relocation of a Family Request (Regulation #1)

1. As soon as the decision to relocate into another state is made or the child and the existing family unit have already relocated to the receiving state, an ICPC Form 100A and its supporting documentation for a placement request will be submitted immediately to the sending state ICPC Office.
2. The ICPC request will be reviewed and a complete request will be sent by the sending state ICPC Office to the receiving state with notice of the relocation of the child and placement resource.
3. The ICPC Regulation #1 Request will include the following required documentation:
 - a) ICPC Checklist;
 - b) ICPC 100A Form: complete, accurate information regarding child and the placement resource;
 - c) Cover Letter: include why child and family relocated and date of relocation;
 - d) Statement of Case Manager;
 - e) Financial and Medical Plan Form: verifies the proposed method for financial support of the child, provision of medical services and the current status of the child's Title IV-E eligibility;
 - f) Copy of the birth certificate;
 - g) Copy of the social security card;
 - h) Copy of the court order documenting current custody of child: including previous petitions and other pertinent court documents. If appropriate, court documents regarding the delinquency adjudications and dispositions;
 - i) Current court report/case history for the child: including custodial and social history, court involvement, social dynamics and description of any special needs of the child;
 - j) Current case plan;
 - k) Current information about child: include last six (6) months of therapeutic, educational, and medical history;
 - l) ICPC 100B Form: need to show placement date of when the child and placement resource moved to the receiving state;
 - m) Copy of the foster care license, certificate, or approval of the family unit being a qualified placement resource;
 - n) Copy of recent home study report;
 - o) Copy of progress reports: include last six (6) months of the child and placement resource.

XIII. REGULATION #2 – RELATIVE, PARENT, KINSHIP, ADOPTIVE, OR FOSTER REQUEST

- A. Regulation #2 provides a home study and placement decision by a receiving state for the proposed placement of a child with a proposed caregiver at the request of the sending state in the following types of placements:

1. Public adoption; or
2. Foster care (licensed placement); or
3. Parents; or
4. Relatives; or
5. Kinship

B. Applicability

Regulation #2 applies to:

1. Child not yet placed with proposed placement resource:
Covers placement request where the child has not yet been placed in the home of the proposed placement resource.
2. Change of status for child who is already placed with ICPC approval:
Used when requesting a new home study on the current approved placement resource, such as:
 - a) changing placement from unlicensed relative to a licensed foster home; or
 - b) changing placement to an adoptive home placement

C. Documentation Required for a Relative, Parent, Kinship, Adoptive or Foster Request (Regulation #2)

1. The request will include the following required documentation:
 - a) ICPC Checklist;
 - b) ICPC 100A Form: complete, accurate information regarding child and the placement resource;
 - c) Cover Letter;
 - d) Statement of Case Manager;
 - e) Financial and Medical Plan Form: verifies the proposed method for financial support of the child, provision of medical services and current status of the child's Title IV-E eligibility;
 - f) Copy of the birth certificate;
 - g) Copy of the social security card;
 - h) Copy of the court order documenting current custody of child: including previous petitions and other pertinent court documents. If appropriate, court documents regarding the delinquency adjudications and dispositions;
 - i) Current court report/case history for the child: including custodial and social history, court involvement, social dynamics and description of any special needs of the child;
 - j) Current case plan;
 - k) Current information about child: include last six (6) months of therapeutic, educational, and medical history; and
 - l) For adoptive requests, include the following additional documentation:
 - 1) Social and medical history of birth parents;
 - 2) Proof of relinquishment of parental rights for both birth parents by a court order terminating parental rights; OR
 - 3) Voluntary relinquishment of parental rights.

XIV. REGULATION #4 – RESIDENTIAL PLACEMENT REQUEST

A. During the course of assessments and planning for services to address the needs of a child, potential licensed residential treatment facilities are identified that can provide treatment for the child's mental or behavioral conditions.

B. Intent

Regulation #4 is to provide for the protection and safety of the child being placed in a residential facility in another state. This is accomplished by the:

1. Sending state obtaining placement approval from the receiving state ICPC Office prior to placement in a facility;
2. Receiving state ICPC Office maintaining a record of the child placed at the residential facility;
3. Receiving state ICPC Office notifying the sending state ICPC Office of any significant concerns at the residential facility that may be "contrary to the interests of the child" or may place the safety of the child at risk; and
4. Sending agency remaining obligated to retain jurisdiction and responsibility for the child while the child remains in the residential facility and for the child not to be physically or financially abandoned in the receiving state.

C. Population Applicable for Residential Placement

This regulation applies to cases involving children who are being placed in a residential facility by the sending agency, regardless of whether the child is under the jurisdiction of the court for delinquency, abuse, neglect, or dependency, or as a result of action taken by a child welfare agency.

1. Delinquent Child

A court order is required with specific language verifying that equivalent facilities for the child are not available in the sending state AND residential care in the jurisdiction of another state is in the best interest of the child and the placement will not produce undue hardship to the child and family.

D. Definition of Residential Facility

Residential facility or residential treatment center or group home is a facility providing a level of 24-hour, supervised care that is beyond what is needed for assessment or treatment of an acute condition.

Residential facilities may be called by other names, such as group home care, residential treatment center, child caring institution, and institutional care for adjudicated delinquents.

E. Documentation Required for a Residential Placement Request (Regulation #4)

1. The request will include the following required documentation:
 - a) ICPC Checklist;
 - b) ICPC 100A Form: complete accurate information regarding child and the placement resource;
 - c) Cover Letter;

- d) Acceptance Letter from the facility: formal letter from the residential facility verifying that the child has been accepted for placement;
- e) Financial and Medical Plan Form: verifies arrangements for financial and medical coverage and the current status of the child's Title IV-E eligibility;
- f) Copy of the court order documenting current custody of child: including previous petitions and other pertinent court documents. If adjudicated delinquent, court documents regarding the delinquency petitions, adjudications, dispositions and specific court for placing child in the residential facility;
- g) Current court report/case history for the child: including custodial and social history, court involvement, social dynamics and description of any special needs of the child; and
- h) Current case plan.

F. Timeframe for Placement

The receiving state ICPC Office's approval for placement in a residential facility expires thirty (30) calendar days from the date the ICPC 100A was signed by the receiving state ICPC Office. If requested by the sending state child welfare worker, the thirty (30) calendar day timeframe can be extended upon agreement between the sending and receiving state ICPC Offices.

G. Supervision Expectations

The residential facility is responsible for the supervision, protection, safety, and well-being of the child. The sending agency making the placement is expected to work with the residential facility in establishing the program plan, expected level of supervision, treatment and the frequency and nature of written progress or treatment reports.

1. The sending state agency is responsible for determining the frequency of visits to the residential facility in accordance to the state agency's policies and regulations.

XV. REGULATION #7 – EXPEDITED PLACEMENT REQUEST

A. In order to address delays in the placement of children who are under the age of 4 years or in an emergency placement due to unexpected dependency or are part of a sibling group who have a substantial relationship with a proposed placement resource, the sending state agency and the sending state court can work together to submit a Regulation # 7 expedited placement request for the placement of a child with a parent or relative.

B. This regulation does not apply if:

1. Child has already been placed in the receiving state, which is a violation of ICPC, unless the receiving state ICPC Office has given prior approval for a visit in writing and a court order has then been entered by the sending state court authorizing the visit with a pre-determined return date.
2. Intention of the sending state is for a licensed foster care or adoption placement. In the event the proposed placement is already licensed in the receiving state at the time of the ICPC request, such licensing would not prevent Regulation #7 from being followed by the sending and receiving states.

3. Court places the child with a parent from whom the child was not removed, the court has no evidence the parent is unfit, does not seek evidence from the receiving state the parent is either fit or unfit, and the court relinquishes jurisdiction over the child immediately upon placement with the parent.

C. Criteria Required Before a Regulation #7 Can Be Requested

1. Cases involving a child who is under the jurisdiction of the court as a result of action taken by a child welfare agency must meet at least one of the following criteria to be considered for expedited placement:
 - a) Unexpected dependency due to a sudden or recent incarceration, incapacitation or death of a parent or guardian; or
 - b) The child sought to be placed is four (4) years or younger, including older siblings sought to be placed with the same proposed placement resource; or
 - c) The court finds that any child in the sibling group being requesting to be placed has a substantial relationship with the proposed placement resource; or
 - d) The child is currently in an emergency placement.
2. Sending state agency submits to the sending state court a completed and signed ICPC Statement of Case Manager on Proposed Placement Resource Form verifying that the sending agency has had contact with the proposed placement resource and that the resource agrees to the ICPC expedited placement process.
3. Sending state agency submits to the sending state court a statement that based upon current information known to the sending state agency, that it is unaware of any fact that would prohibit the child being placed with the proposed placement resource and that the sending agency has completed and is prepared to submit all required documentation to the sending state ICPC Office for the expedited placement request.
4. Sending state court will enter an order consistent with the Regulation #7 Form Order for Expedited Placement Decision found in Appendix N. The order will set forth the factual basis for a finding that Regulation #7 applies to the child and that the sending state agency has completed the ICPC 101 Form for the expedited request.

D. Documentation Required for an Expedited Placement Request (Regulation #7)

1. The request will include the following required documentation:
 - a) ICPC Checklist;
 - b) ICPC 100A Form: complete, accurate information regarding child and the placement resource;
 - c) Cover Letter;
 - d) Statement of Case Manager;
 - e) Financial and Medical Plan Form: verifies the proposed method for financial support of the child, provision of medical services and current status of the child's Title IV-E eligibility;
 - f) Copy of the birth certificate;
 - g) Copy of the social security card;

- h) Copy of the court order documenting current custody of child: including previous petitions and other pertinent court documents. If appropriate, court documents regarding the delinquency adjudications and dispositions;
- i) Current court report/case history for the child: including custodial and social history, court involvement, social dynamics and description of any special needs of the child;
- j) Current case plan;
- k) Current information about child: include last six (6) months of therapeutic, educational, and medical history;
- l) Regulation #7 Court Order; and
- m) ICPC 101 Form.

E. Provisional Approval or Denial

Upon request of the sending agency ICPC Office and agreement with the receiving state ICPC Office to make a provisional determination, the receiving state ICPC Office may, but is not required to, provide provisional approval or denial for the child to be placed with a parent or relative.

1. Upon receiving the required ICPC request and documentation from the sending state ICPC Office, the receiving state ICPC Office will expedite the provisional determination of the appropriateness of the proposed placement resource by:
 - a) Performing a physical “walk through” of the proposed placement’s home to assess the residence for risks and appropriateness for placement of the child;
 - b) Searching the receiving state’s child protective services data base for prior reports/investigations on the prospective placement as required by the receiving state for emergency placement of a child in its custody;
 - c) Performing a local criminal background check on the prospective placement;
 - d) Undertaking other determinations as agreed upon by the sending and receiving state ICPC Offices; and
 - e) Providing a provisional written report to the receiving state ICPC Office as to the appropriateness of the proposed placement.
2. Determination for provisional approval or denial will be completed within seven (7) calendar days of receipt of the expedited placement request by the receiving state ICPC Office. Provisional approval or denial will be communicated to the sending state ICPC Office in writing.
3. Provisional placement of the child, if approved, will continue until a final approval or denial of the proposed placement resource is made by the receiving state ICPC Office or until the receiving state ICPC Office requires the return of the child.
4. If provisional approval is given for placement with a parent from whom the child was not removed, the sending state court may direct the sending state agency to request concurrence from the sending and receiving state ICPC Offices to place the child with the parent and relinquish jurisdiction over the child after the final approval is given. If

such concurrence is not given by the ICPC Offices, the sending agency will retain jurisdiction over the child.

5. A provisional denial means the receiving state denies provisional placement pending completion of the comprehensive home study due to issues that need to be resolved with the proposed resource placement.

XVI. PLACEMENT DECISION

A. The receiving state ICPC Office will determine the final approval or denial of the placement resource. The receiving state ICPC Office will document the placement decision on the ICPC Form 100A and send the signed form and the completed home study to the sending state ICPC Office.

1. The receiving state ICPC Office may deny placement if the receiving state finds that the child's needs cannot be met by the proposed placement resource.
2. If it is determined that placement in the receiving state is contrary to the best interest of the child and the child has been placed prior to a placement decision, the receiving state ICPC Office will notify the sending state ICPC Office that the placement is not approved and the sending state will need to arrange to return the child.

B. Reconsideration of an ICPC Denial

The sending state agency may request reconsideration of a denied placement within ninety (90) calendar days from the date the ICPC 100A Form denying placement is signed by the receiving state ICPC Office.

1. Request reconsideration without a new home study:

- a) Sending state ICPC agency submits a formal reconsideration request and a new ICPC 100A Form, providing additional evidence for review and any other new information deemed appropriate for the reconsideration;
- b) Receiving state ICPC Office can choose to overturn the denial based on the information provided in the reconsideration request.
- c) A new ICPC 100A Form giving approval for placement without a new home study will be signed by the receiving state ICPC Office.

2. Request new home study re-examining reasons for original denial:

- a) Sending state ICPC agency submits a new ICPC home study request if the reason for the denial has been corrected (i.e., moved to new residence with adequate bedrooms).
- b) Request will include a new cover letter specifically explaining what concerns in the previous denial have been corrected and why a re-evaluation of the placement should be considered.
- c) Receiving state ICPC office may agree to reconsider the denial decision if it believes the reasons for denial have been correct.
- d) Receiving state ICPC Office is not obligated to initiate the new home study request.

C. The receiving state ICPC Office has sixty (60) calendar days from the date the formal request to reconsider denial was received from the sending state ICPC Office. If the receiving state ICPC Office decides to change the prior decision denying placement, the new ICPC 100A Form will be signed reflecting the new decision.

D. Return of Child to Sending State

1. Request to return child to sending state at time of ICPC denial of placement:

- a) If child is residing in the receiving state with the proposed placement resource at the time of the denial, the sending state agency will need to arrange for the return of the child or propose an alternative placement. **The alternative placement resource must be approved by the receiving state ICPC Office before placement is made.**
- b) Return of the child must occur within five (5) business days from the date of notice for removal unless otherwise agreed upon between the sending and receiving state ICPC Offices.

XVII. CASE MANAGEMENT AND SERVICES

The sending state is responsible for the on-going safety and well-being of any child placed in a receiving state. Case planning and the on-going monitoring of the case plan while the child is in the receiving state is the responsibility of the sending state.

- A. Sending state agency is responsible for meeting any identified needs of the child that are not being met by other available means within the receiving state.
- B. Receiving state shall be responsible to assist the sending state agency in locating appropriate resources for the child and/or the placement resource.
- C. Receiving state ICPC Office shall notify the sending state ICPC Office in writing of any unmet needs of the child.
- D. Receiving state ICPC Office may require the sending state ICPC Office to return the child if the child's needs continue to be unmet after notification.

XVIII. SUPERVISION

- A. The ICPC 100B Form is the required form which provides notice of date of the child's placement into a receiving state. This notice is requesting the receiving state ICPC Office to assign courtesy supervision, initiate contact with the child and approved placement resource within thirty (30) calendar days of receipt of the ICPC Form 100B and establish a monthly contact and supervision schedule.
 1. Supervision can and should begin prior to receiving the ICPC 100B Form if the receiving state has been informed by other means that the child has been placed by the sending state.

- B. The sending state ICPC Office will send the ICPC 100B Form to the receiving state ICPC Office requesting monthly supervision contacts, quarterly written supervision reports and services and/or service assistance to the child and placement resource according to the permanency plan.
- C. Monthly supervision contacts will include face-to-face visits with the child.
1. Majority of visits must occur in the child's approved placement;
 2. Purpose of visits is to help ensure the on-going safety and well-being of the child and to gather relevant information to include in written reports to the sending state agency;
 3. If significant concerns are identified during a visit or any time during a child's placement, the receiving state ICPC Office needs to inform the sending state ICPC Office in writing as soon as possible.
- D. The child welfare worker assigned to supervise the child in the receiving state will complete a written supervision report once every ninety (90) calendar days following the date of the receipt of the ICPC Form 100B Form from the sending state ICPC Office. A thirty (30) day supervision report can be completed for specific case circumstances.
1. Completed and signed supervision reports will be sent to the sending state ICPC Office by the receiving state ICPC Office.
 2. The sending state ICPC Office will forward the supervision report to the child welfare worker.
- E. At a minimum, supervision reports should include the following:
1. Date and location of each face-to-face contact with the child since the last supervision report was completed.
 2. A summary of the child's current circumstances, including a statement regarding the on-going safety and well-being of the child.
 3. If the child is attending school, a summary of the child's academic performance along with copies of any available report cards, education-related evaluations or Individual Education Program (IEP) documents.
 4. A summary of the child's current physical and mental health status, the dates of any health-related appointments that have occurred since the last supervision report was completed, identity of any health providers seen, medications and copies of any available health-related evaluations, reports or other pertinent records.
 5. An assessment of the current placement and caretakers (e.g., physical condition of the home, caretakers commitment to child, current status of caretaker and family, any changes in family composition, health, financial situation, work, legal involvement, social relationships, child-care arrangements).
 6. A description of any unmet needs and any recommendations for meeting identified needs.
 7. If applicable, the supervising worker's recommendation regarding continuation of the placement, return of legal custody to a parent or parents with whom the child is residing and termination of the sending state's jurisdiction, finalization of adoption by the child's current caretakers or the granting of legal guardianship to the child's current caretakers.

- F. The receiving state is responsible to continue monthly supervision contacts and written quarterly supervision reports until the child:
1. Reaches the age of majority; or
 2. Has achieved permanency through adoption; or
 3. Is no longer residing at the approved placement; or
 4. Is legally terminated with the written concurrence of the receiving state ICPC Office.
 - a) Written concurrence must be obtained before legal custody of the child is granted to a caregiver or a parent and jurisdiction is terminated by the sending state.
 - b) Written concurrence must be obtained before legal guardianship of the child is granted to the child's caregiver in the receiving state and jurisdiction is terminated by the sending state.

G. Reporting of Abuse or Neglect of a Child

The receiving state shall respond to any report of abuse or neglect of a child placed in the receiving state and to respond in the same manner as it would if a report of abuse or neglect of any other child in the receiving state.

1. Regardless of whether or not the report is substantiated, the sending state ICPC Office will be notified as soon as possible after such a report is received.

If the receiving state determines that a child must be removed from the approved placement in order to be safe, and it is not possible for the sending state agency to move the child at the time that the receiving state makes this determination, the receiving state shall place the child in a safe and appropriate setting in the receiving state. The receiving state ICPC Office shall promptly notify the sending state ICPC Office if a child is moved to another home or other substitute care.

1. It is the responsibility of the sending state agency to ensure the on-going safety of the child in the receiving state, including the return of the child to the sending state as soon as possible when the return is requested by the receiving state ICPC Office.
2. It is the responsibility of the sending state agency to relieve the receiving state of any financial burden the receiving state has incurred as a result of placing a child into substitute care after removing the child from an unsafe placement.

XIX. DISRUPTION OF PLACEMENT

When a child disrupts an approved ICPC placement before obtaining permanency or the receiving state determines the placement no longer meets the needs of the child (including safety, permanency, health, well-being, and mental, emotional and physical development), the receiving state ICPC Office will request for the return of the child to the sending state.

The sending state is responsible for removing the child from the disrupted placement and returning the child to the sending state within five (5) business days from the date of notice for removal unless an alternative return timeframe is agreed upon or alternate plans can be established to support the child to remain in the placement.

A. The receiving state ICPC Office will provide information to the sending state ICPC Office as to the circumstances of the disruption.

1. The sending state ICPC Office will provide this information to the sending state child welfare worker.
2. The sending state child welfare worker will be requested to contact the receiving state child welfare worker to determine if additional services can be established to maintain the placement or whether the child needs to be returned to the sending state.
 - a) Alternative time frames for the return of the child or alternative plans can be established between the sending and receiving state if all parties agree, including each state's ICPC Offices.
 - 1) This can include arranging additional supports in order for the child to remain in the placement or establishing re-placement of the child in another approved placement in the receiving state (i.e. shelter, foster home).
 - b) The receiving state ICPC Office's request for removal may be withdrawn if the sending state arranges services to resolve the reason for the requested removal if all parties agree, including each state's ICPC Offices.
 - 1) The sending state child welfare worker will submit to the sending state ICPC Office in writing the specific plan and/or services that have been put into place to stabilize the placement.
3. If the child is to be returned, the sending state child welfare worker will inform the sending state ICPC Office in writing on how the child will be transported back to the sending state, who will be responsible for monitoring the child during the return and the date of return.
4. The sending state ICPC Office will inform the receiving state ICPC Office of the return plans.
5. The sending state child welfare worker will be responsible for closing the case and submitting the ICPC 100B Form to the sending state ICPC Office once the child has physically returned to the sending state.

XX. CASE CLOSURE

Once a state invokes the ICPC, it is agreeing to maintain court jurisdiction until termination is requested by the sending state and the receiving state concurs with the termination of the case.

A. The safety and well-being of a child must be monitored and reported on for at least six (6) months until it is determined that the placement is stable and the child is receiving appropriate care and services.

B. The sending state must retain jurisdiction and cannot terminate the placement of the child until the receiving state ICPC Office concurs with the termination.

1. Child welfare worker must submit to the sending state ICPC Office in writing the reason why the case is to be terminated and request concurrence from the receiving state.

2. Sending state ICPC Office will seek concurrence from the receiving state ICPC office to terminate the case.
3. Child welfare worker will be informed by the sending state ICPC Office of the decision.
 - a) When concurrence is given by the receiving state, the child welfare worker will initiate proper action to terminate the case.
 - b) Once the case is terminated, the child welfare worker will submit to the sending state ICPC Office the ICPC 100B Form and a copy of the court order documenting the termination of the case.
 - c) Sending state ICPC Office will send all documentation to the receiving state ICPC Office requesting closure of the ICPC case.

XXI. CHILDREN PLACED IN NEBRASKA BY ANOTHER STATE

All requests (relative, parent, kinship, adoptive, or foster care) to place a child in Nebraska in a proposed placement covered by the Compact must go through the Nebraska ICPC Office. If a child welfare worker receives a written request directly from another state, all information needs to be forwarded to the Nebraska ICPC Office. Telephone requests from another state for placement services for an ICPC request should be referred to the Nebraska ICPC Office.

A. Requests

1. All ICPC requests received from another state are required to contain the same minimal documents as specified in the ICPC Regulations.
2. The Nebraska ICPC Office has the authority to request and receive additional information from the sending state prior to sending the ICPC request to Resource Development and/or prior to issuing a decision regarding placement.

B. Processing

1. All ICPC requests and documents received in the Nebraska ICPC Office will be reviewed and processed within five (5) business days upon receipt.
2. The Nebraska ICPC Office will maintain a record on each ICPC request.
3. The Nebraska ICPC Office will notify the sending state ICPC Office in writing of additional information needed to complete an ICPC request.
4. All complete requests will be established as a case and assigned a case number.
5. Nebraska ICPC Office will submit the request for a home study to the appropriate Resource Development office for the county of residence of the proposed placement resource.
6. Resource Development will maintain a case file on each assigned ICPC case.

C. Home Study

1. Within sixty (60) calendar days upon receipt of the ICPC request from the sending state ICPC Office, Resource Development will conduct a home study for the purposes of assessing the safety and suitability of the proposed placement resource.
2. All home studies or licensing credentials on proposed placement resources in Nebraska pursuant to placement of a child under the ICPC including parents, relatives, kinship,

- foster and adoptive resources will be conducted by the Resource Development office for the county of residence of the proposed placement resource.
3. The home study and licensing of the placement resource will be completed in accordance to the current regulations on foster home licensing, approvals and home studies.
 4. Resource Development will follow procedures according to the current program guidance memo addressing the "Completion of a Home Study for Licensed, Relative, Kinship, Adoptive, Parental and ICPC Foster Homes and Standardized Format".
 5. The Resource Development worker completing the home study may consult with his/her supervisor, the child welfare worker in the sending state, or the Nebraska ICPC Office at any point during the home study process to obtain further information on the case.
 6. If the requested home study report is not able to be completed within the projected timeline, the Resource Development worker must submit a Home Study Initial Sixty Day Report to the Nebraska ICPC Office documenting the safety and suitability of the home and meeting the needs of the child, barriers to completion, recommendations for placement, and a projected completion date.
 7. The Nebraska ICPC Office will submit the initial report to the sending state ICPC Office without a placement decision.
 - a) The sending state may decide to withdraw the request for a study based on information provided in the initial report. The sending state will submit an ICPC 100B Form advising that the request is being withdrawn prior to the completion of the home study by the receiving state.

D. Decision

1. Resource Development will make a final decision (approval/denial) on the placement of the child with the proposed placement resource.
2. The home study report will be completed using the Standardized Home Study Format.
3. The home study report will be signed and dated by the Resource Development worker and his/her supervisor.
4. If the home study report does not recommend placement of the child with the proposed placement resource, the reasons for denial must be included in the home study report.
5. If the home study report concludes that the proposed placement resource has met all the requirements as a placement, then the Resource Development worker needs to make a statement of recommendation approving the placement of the child.
6. The Resource Development worker will submit the completed home study report including a placement decision and required documents to the Nebraska ICPC Office.
7. Upon review of the home study and placement recommendations, the Nebraska ICPC Office will issue a written notice of the decision regarding the placement of the child to the sending state ICPC Office on the ICPC 100A Form. Resource Development will also receive notification of the final placement decision.
8. No home study report will be submitted directly to the sending state ICPC Office or the sending state child welfare worker without final authorization from the Nebraska ICPC Office.
9. A placement, approved under the ICPC, is valid for a period of six (6) months starting from the date the Nebraska ICPC Office signed and dated the ICPC 100A Form.

10. The ICPC request will remain open until the sending state ICPC Office has issued a decision whether the approved placement will be used or if closure is authorized.
11. The sending state ICPC Office can request reconsideration of an ICPC placement denial within ninety (90) calendar days from the date of the denial on the ICPC 100A Form.
12. Nebraska ICPC Office has sixty (60) calendar days from the date of the formal request for reconsideration of a denial to issue a report/decision to uphold or reverse the denial previously issued.
13. After ninety (90) calendar days from the date of the denial on the initial ICPC 100A Form, no further reconsideration of that decision can be made. However, nothing precludes the sending state from requesting a new home study.

E. Placement

1. The sending state ICPC Office is required to submit an ICPC 100B Form within six (6) months of the approved placement decision to notify the Nebraska ICPC Office whether the placement will be used.
2. Upon receipt of the ICPC 100B Form, from the sending state ICPC Office indicating that the approved placement will not be used, the Nebraska ICPC Office will inform the local field office who completed the home study report.
3. Upon receipt of the ICPC 100B Form advising Nebraska that placement has been made, the Nebraska ICPC Office will inform the local field office to assign a child welfare worker to the case and initiate courtesy supervision and reporting.

F. Supervision of a Child Placed in Nebraska Through ICPC

The child welfare worker assigned to the ICPC case will:

1. Initiate contact with the child and family within thirty (30) calendar days of receiving placement notification, monitor and maintain monthly visits;
2. Document in N-FOCUS all contacts, progress of the child and continued appropriateness of the placement in meeting the needs of the child;
3. Collaborate with the sending state's child welfare worker on working toward the established permanency goal;
4. Inform the Nebraska ICPC Office of any changes in the child's placement, case plan and/or other pertinent information;
5. Complete a written quarterly ICPC Supervision Report and submit to the Nebraska ICPC Office which identifies:
 - a) dates and location of monthly contacts;
 - b) child's current circumstances, safety and well-being;
 - c) school performance;
 - d) health and medical status;
 - e) assessment of current placement and placement resource;
 - f) actions taken on behalf of the child and family;
 - g) areas of stability and/or in-stability of the placement and recommendations for resolution;
 - h) unmet needs of the child or family and recommendations;
 - i) permanency plan status; and
 - j) recommendation on continuance of supervision or closing of the case.

6. Problem solve with or assist the family as needed; and
7. Contact the Nebraska ICPC Office if the placement has disrupted and the child needs to return to sending state.

G. Disruption of a Child's ICPC Placement in Nebraska

1. When the child welfare worker determines the placement is not stable, identifies concerns about the safety, permanency or well-being of the child or determines the placement is contrary to the best interest of the child, this information must be communicated with the Nebraska ICPC Office and sending state child welfare worker.
 - a) The child welfare worker can communicate with the sending state child welfare worker in regards to any placement issues that may arise which impacts the child's safety or well-being, or that impacts the status of the approved placement. The child welfare worker must inform the Nebraska ICPC Office of any communication that takes place with the sending state child welfare worker involving the potential removal of the child.
2. The child welfare worker will propose recommendations for resolution of any instability or concerns with the child and family in writing, which would allow the child to remain in the placement.
3. If a disruption appears to be imminent, the child welfare worker must contact the Nebraska ICPC Office immediately. The child welfare worker will submit in writing information on:
 - a) the circumstances which lead to the disruption
 - b) actions taken on behalf of the child and family
 - c) identify where the child is located if removed from placement
 - d) identify the action the sending state must take to secure the child's safety and well-being
4. Upon notice of a disruption, the Nebraska ICPC Office will notify the sending state ICPC Office of the necessary removal of the child and request coordination between the sending state child welfare worker and the Nebraska child welfare worker.
5. The sending state ICPC Office retains jurisdiction over the child and maintains responsibility to plan for the child including the responsibility to remove the child from a placement.
 - a) Sending state is responsible for all arrangements for the child during the disruption period while the child remains in Nebraska.
 - b) This responsibility includes emergency placement pending return, payment for emergency placement and services provided, hospitalization or medical services, and transportation arrangements.
6. The sending state maintains responsibility to remove the child from a placement and return the child to the sending state within five (5) business days.
7. Alternative timeframes for the return of the child or alternative plans can be established between the sending and receiving states if all parties agree. This can include arranging additional supports in order for the child to remain in the placement or plans have been established for re-placement of the child in another approved placement in Nebraska.
8. The responsibility to close the case and submit the ICPC 100B Form is that of the sending state ICPC Office.

H. Termination of Placement

Once a state invokes the ICPC, it is agreeing to maintain court jurisdiction until termination is requested by the sending state and the receiving state concurs.

The safety and well-being of a child will be monitored and reported on for at least six (6) months until it is determined that the placement is stable and the child is receiving appropriate care and services.

Supervision must continue until:

1. Child reaches the age of majority or is legally emancipated; or
2. Child's adoption is finalized; or
3. Legal custody of the child is granted to a caregiver or a parent and jurisdiction is terminated by the sending state; or
4. Child no longer resides at the home approved for placement of the child; or
5. Jurisdiction over the child is terminated by the sending state; or
6. Legal guardianship of the child is granted to the child's caregiver in the receiving state.

The sending state must retain jurisdiction and cannot terminate the placement of the child until the receiving state ICPC Office concurs with the termination.

1. Child welfare worker must submit in writing to the sending state ICPC Office that supervision be discontinued, the reason why and request concurrence from the receiving state.
2. Sending state ICPC Office will seek concurrence from the receiving state ICPC office to terminate placement.
3. Child welfare worker will be informed by the sending state ICPC Office of the decision.

XXII. REGULATION #10 - Guardians

A. Guardian Defined

As used in the ICPC and in this Regulation:

1. "Guardian" means a public or private agency, organization or institution which holds a valid and effective permanent appointment from a court of competent jurisdiction to have custody and control of a child, to plan for the child, and to do all other things for or on behalf of a child which a parent would have authority and responsibility for doing by virtue of an unrestricted parent-child relationship. An appointment is permanent for the purposes of this paragraph if the appointment would allow the guardianship to endure until the child's age of majority without any court review, subsequent to the appointment, of the care that the guardian provides or the status of other permanency planning which the guardian has a professional obligation to carry out.
2. "Non-agency guardian" means an individual holding a currently valid appointment from a court of competent jurisdiction to have all of the authority and responsibility of a guardian as defined in subparagraph 1.above.

B. Effect of Guardianship on ICPC Placement

1. The appointment of a proposed caretaker (relative, foster or adoptive) as the child's legal guardian, at the time the placement is proposed, **does not avoid the requirement to comply with the ICPC.**
2. An out-of-state placement of a child with a "non-agency guardian", whose appointment to the guardianship existed prior to consideration of the making of the out-of-state placement, is not subject to ICPC, if the sending agency is the child's parent, step-parent, grandparent, adult brother or sister, or adult uncle or aunt.

C. Permanency Status of Guardianship

1. A state agency can pursue a guardianship to achieve permanent placement for a child who is in the child welfare system and has been placed in a receiving state through ICPC.
2. The approved ICPC placement can end if both sending and receiving state ICPC Compact Administrators agree to termination of jurisdiction.
3. Upon concurrence of the sending and receiving state, a court of the receiving state can appoint a non-agency guardian of the child. The sending state and court can proceed to close out the ICPC case and terminate jurisdiction.

XXIII. VIOLATIONS OF ICPC

Once a state invokes the ICPC, it is agreeing to abide by the rules set forth by the ICPC and maintaining court jurisdiction until concurrence to terminate jurisdiction is requested and received.

A. Illegal Placements

1. The following are violations of Article III of the ICPC:
 - a) Violation of Article III (a):
 - 1) "Sending, bringing, or causing a child to be sent or brought into any other State without complying with each and every requirement set forth in [Article III of the Compact] and with the applicable laws of the receiving state governing the placement of children therein."
 - b) Violation of Article III (b):
 - 1) Failure by the sending state to notify the receiving state in writing of the proposed placement.
 - c) Violation of Article III (d):
 - 1) Sending, bringing, or causing a child to be sent or brought into the receiving state without obtaining from "the appropriate public authorities [ICPC Office] in the receiving state" a notice "in writing, to the effect that the proposed placement does not appear to be contrary to the interests of the child."
2. The following are violations of Article V of the Compact:

- a) Violation of Article V (a):
Failure to “retain jurisdiction over the child sufficient to determine all matters in relation to the custody, supervision, care, and disposition of the child that it [the sending state] would have had if the child had remained in the sending agency’s state until the child”:
 - 1) Is adopted;
 - 2) Reaches majority;
 - 3) Becomes self-supporting; or
 - 4) Is discharged with the concurrence of the receiving state ICPC Office.
 - (a) Examples of Not Obtaining Concurrence From Receiving State:
 - After placement has occurred for a period of time, the child’s worker recommends dismissal of court jurisdiction without obtaining concurrence from the receiving state ICPC Office; and/or
 - The court believes that the child is in an acceptable placement and without requesting concurrence from the receiving state, dismisses its jurisdiction of the child.
3. Violation of Article V (a):
 - a) Failure to retain financial responsibility for support and maintenance of the child during the period of the placement.

B. Consequences

Whenever a violation occurs, there are possible consequences. The receiving state may take the following actions by reporting the violation to:

1. the appropriate administrative and/or supervisory entity in the sending state for corrective action; or
2. the appropriate entity that licensed the agency for the suspension or revocation of any license, permit, or other legal authorization held by the sending agency that allows it to place or care for children; or
3. the sending state’s Bar Association for corrective action and if the attorney is a member of the American Academy of Adoption Attorneys (AAAA), the violation should also be reported to that organizations Review Committee; or
4. the Judicial Review committee of the sending state’s Supreme Court for corrective action.

XXIV. ICPC AND THE INDIAN CHILD WELFARE ACT (ICWA)

- A. The Indian Child and Welfare Act (ICWA) applies to any child, including Alaska Natives, who is either:
 1. a member of a federally recognized Indian tribe; or
 2. eligible for membership; and
 3. the biological child of a member of a tribe.

- B. The ICPC must be followed in ICWA cases whenever:
 - 1. the tribe/tribal court declines to transfer the case;
 - 2. the tribe/tribal court requests ICPC services; or
- C. The ICPC does not apply to out-of-state placements of an Indian child if the placement is being made within an Indian reservation unless:
 - 1. the tribal government requests ICPC services;
 - 2. the tribe has adopted the ICPC or incorporated its provisions into its own laws; or
 - 3. the tribe has an existing Title IV-E agreement with the state requiring ICPC compliance.
- D. If an Indian child is being placed out-of-state but not within a reservation, the ICPC applies to that placement. However, the placement requirements of the ICWA override any ICPC requirements that interfere with, or impede, the implementation of the placement required by the ICWA. If ICWA and ICPC conflict with each other, follow ICWA.

XXV. RUNAWAY CHILDREN

- A. The Interstate Compact on the Placement of Children (ICPC) does not address the issue of children who have been placed across state lines through ICPC procedures and subsequently run away from the approved placement resource in the receiving state.
- B. Whenever a child has been placed into a receiving state through ICPC and the child runs away, the Interstate Compact for Juvenile (ICJ) provides procedures to bring about the return of the child from the receiving state to the sending state or the return of the child from a third state to the receiving state.

XXVI. NEBRASKA/IOWA BORDER AGREEMENT

On September 15, 2004, an Agreement was signed by Nebraska Department of Health and Human Services and Iowa Department of Human Services regarding the performance of home studies and supervision as it relates to the Interstate Compact on the Placement of Children (ICPC). Refer to Appendix A for the Nebraska/Iowa Border Agreement.

- A. This Agreement also is known as the “Border Agreement”. The Border Agreement applies ONLY to the geographic area that is common boundary between the states of Nebraska and Iowa. It includes only the contiguous counties on either side of the Missouri River.
- B. The Border Agreement allows for the sending state to complete a home study in the receiving state, with the permission of the receiving state’s ICPC Office. All background and criminal history checks will remain the responsibility of the receiving state. The final decision to approve or deny placement remains that of the receiving state’s ICPC Office.

- C. The Border Agreement also allows for the sending state to provide supervision of children placed in homes approved by the receiving state's ICPC Office. Permission must be granted by the receiving state's ICPC Office prior to the sending state providing supervision of children in the receiving state.

Nebraska as a Sending State:

- A. Requests involving the Border Agreement will be processed in the same manner as a formal ICPC request.
- B. The Nebraska child welfare worker will submit the ICPC 100A Form and other required ICPC documents to the Nebraska ICPC Office. The request for permission to complete the home study or provide supervision must be made in the cover letter. The ICPC Office will notify the child welfare worker in writing whether permission is granted or denied by the Iowa ICPC Office.
- C. If Nebraska is granted permission to complete the home study in Iowa, the Nebraska ICPC office will direct the local field office to complete the home study. The completed home study will be sent to Iowa ICPC Office who will make the decision on placement.

Nebraska as a Receiving State:

- A. If Nebraska ICPC receives a request from Iowa ICPC desiring permission to complete the home study or provide supervision in Nebraska, the Nebraska ICPC Office will grant or deny permission.
- B. The Nebraska ICPC Office will inform the local field office in writing whether the request is approved or denied.

References:

Nebraska Revised State Statute 43-1103
American Public Human Services Association (APHSA) Training Manual for Administrators and Liaisons of the Interstate Compact on the Placement of Children
Interstate Compact on the Placement of Children Articles
Interstate Compact on the Placement of Children Regulations
Safe and Timely Interstate Placement of Foster Children Act of 2006

Appendix:

- Appendix A: 2004 Nebraska/Iowa Border Agreement
- Appendix B: ICPC Checklists
- Appendix C: ICPC 100A Form
- Appendix D: ICPC 100B Form
- Appendix E: Cover Letters
- Appendix F: Statement of Case Manager
- Appendix G: ICPC Financial and Medical Plan
- Appendix H: Home Study Initial Sixty Day Report
- Appendix I: ICPC Supervision Report – 30 or 90 Days
- Appendix J: ICPC 101 Form – Priority Home Study Requests
- Appendix K: Regulation #7 Form Court Order For Expedited Placement

APPENDIX A

NEBRASKA/IOWA BORDER AGREEMENT

**AGREEMENT FOR PERFORMANCE OF CERTAIN HOME STUDIES AND SUPERVISION
PERTAINING TO THE INTERSTATE COMPACT ON THE PLACEMENT OF CHILDREN**

The state of Nebraska and the State of Iowa acting by Nancy Montanez, Director, Nebraska Department of Health and Human Services and Kevin W. Concannon, Director, Iowa Department of Human Services hereby agree as follows:

1. Definitions

As used in this Agreement:

(a.) Terms shall have the same meanings as in the Interstate Compact on the Placement of Children (herein "ICPC" or "the Compact"), except as otherwise defined in this Agreement. If not expressly defined in the Compact or in this Agreement, a term shall have its ordinary meaning in English usage.

(b.) "Home study" means an investigation, evaluation, and written report on a prospective placement recipient or placement recipients, including one or more interviews with prospective placement recipient or placement recipients; interviews with other persons where appropriate; on-site inspection of the prospective placement recipient's home and immediate neighborhood; and child abuse/neglect and criminal background checks as required by state law and department regulations.

(c.) "Home" means a place in which it is proposed that a child would live, including a family residence or other facility, if placed with the placement recipient.

2. Geographic Area

The geographic area to which this agreement applies is the common boundary between the states of Nebraska and Iowa, contiguous counties on either side of the Missouri River.

3. Home Studies Performed by Personnel From Other State:

(a.) It is recognized that the performance of a home study is the primary responsibility, of the receiving state, but that there are extenuating circumstances which may justify performance by personnel from the sending state.

(b.) Personnel who may perform home studies in the other party state must be employees or contractors of the state government or of a local public agency (excluding student interns or trainees) who perform home studies within their own jurisdictions as part of their regular employment.

(2.) The local public agency which would normally perform the home study has three (3) or more requests for placement pursuant to ICPC pending from the other party state to this Agreement on which it has not yet performed home studies; or

(3.) The receiving state Compact administrator informs the sending agency and the sending state Compact administrator that due to the existence of extenuating circumstances (set forth in the notification), the personnel of the receiving state who would normally perform the home study are unable to do so in a timely manner; or

(4.) The sending state requests, through the receiving state Compact administrator or the local public agency in the receiving state, that personnel from the sending state perform the home study, and the receiving state consents. In this case, the sending state shall transmit the study as a supporting document with the original request for placement (ICPC-100A).

(d.) This agreement is intended to further interstate cooperation between the agencies and departments of Nebraska and Iowa. Nothing in this agreement shall be construed as to authorize personnel in one state's agencies or departments to direct or require the performance of any duties by personnel of the other state's agencies or departments.

4. Uses of Home Studies

(a.) The agency whose employee or contractor performs a home study pursuant to this Agreement shall submit copies thereof to the receiving state Compact administrator and to the local public agency in the receiving state which would otherwise have performed the home study. Before using the home study, the receiving state Compact administrator shall make a specific telephone inquiry of the local agency to ascertain whether the latter has an objection.

The receiving state Compact administrator may use the home study in making the finding required by Article III (d) of the Compact and the sending agency may use the home study in deciding whether to make a proposed placement.

5. Supervision

In any case when a placement is allowed by the receiving state Compact administrator and where the home study used is one performed pursuant to this Agreement, the receiving state shall have full responsibility for supervising the placement. However, the sending state can offer to provide the supervision instead. It is the decision of the receiving state Compact administrator whether to accept the offer of the sending state, or provide the placement supervision themselves.

7. Scope of Employment

A person engaged in the performance of a home study pursuant to this Agreement shall be deemed in the course and within the scope of his/her regular employment.

8. Costs

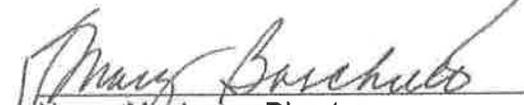
It is also understood that the parties to this Agreement will not charge each other fees, either directly or indirectly, for home studies performed under the auspices of this Agreement.

9. Termination

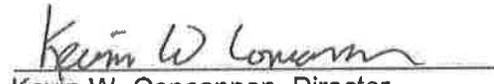
This Agreement may be terminated by 60 day notice given in writing by either party to the other. However, any home studies in progress on the date of termination may be completed and any placement procedure pending on such termination date may continue with the same effect as though the termination has not occurred.

10. Effective Date of This Agreement

This agreement shall become effective Sept. 15, 2004 and shall remain in effect until termination as specified in item 9 above.



Nancy Montanez, Director
Nebraska Department of Health
and Human Services



Kevin W. Concannon, Director
Iowa Department of Human Services

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APPENDIX B

ICPC CHECKLISTS

ICPC CHECKLIST INSTRUCTIONS

FOR RELATIVE, PARENT, KINSHIP, ADOPTIVE, OR FOSTER CARE REQUESTS

The checklist is to provide guidance on what documentation is needed for an accurate and complete ICPC packet for a relative, parent, kinship, adoptive or foster care request.

The checklist is a required document in the ICPC packet and must include the name of the child welfare worker, along with the supervisor's name and signature.

ICPC CHECKLIST INSTRUCTIONS

FOR RESIDENTIAL FACILITY, TREATMENT CENTER, OR GROUP HOME REQUESTS

The checklist is to provide guidance on what documentation is needed for an accurate and complete ICPC packet for a residential facility, treatment center, or group home request.

The checklist is a required document in the ICPC packet and must include the name of the child welfare worker, along with the supervisor's name and signature.

ICPC CHECKLIST

****FOR RELATIVE, PARENT, KINSHIP, ADOPTIVE, OR FOSTER CARE REQUESTS ONLY!****

Child(ren)'s Name(s):

Placement's Name(s):

- 100A** for each child – please fill out completely and make sure to sign and date the form.
- Cover Letter** (current template required)
- Statement of Case Manager:** (current template required)
 - Confirmation that placement resource has been contacted** by the worker and has been **explained the financial and medical plan** for the child(ren).
- Financial/Medical Plan Form** (current template required)
 - IV-E verification print off from N-FOCUS** (please see instructions)
- Copy of the birth certificate for each child** – if it has not yet been obtained, provide a **statement in the cover letter** that it has been ordered and will be submitted when received.
- Copy of the social security card for each child** – if it has not yet been obtained, provide a **statement in the cover letter** that it has been ordered and will be submitted when received.
- Current court order showing DHHS custody.** (must have an order within last 6 months)
- Current court report/case history** – if it hasn't been written yet, **SDM assessment**.
- Current case plan** – applies if case is over 60 days old.
- Current Information about each child (**last 6 months of therapeutic, educational, and medical history**).
- Adjudication:** (Mark all that apply.)
 - 3a
 - 3b
 - Delinquent
- FOR PLACEMENT RESOURCES THAT ARE PATERNAL RELATIVES:** Proof of paternity (juvenile court order, birth certificate, court order for child support).
- FOR REGULATION 7 REQUESTS:**
 - Regulation 7 Court Order**
 - Form 101**
- FOR ADOPTIVE REQUESTS ONLY:** Proof of extinguishment of parental rights for both parents by a **court order terminating parental rights** or a **relinquishment of parental rights**, or a statement that termination of the parental rights of the father will occur at the time of the adoption hearing.

- FOR REQUESTS FALLING UNDER THE BORDER AGREEMENT BETWEEN IOWA AND NEBRASKA:** Please note in your cover letter whether we are requesting to complete the home study and/or supervision instead of Iowa.
- REGULATION 1:** This applies when an intact family unit moves to another state. We will also need the following documentation:
 - 100B** with placement date of when the family moved to the receiving state
 - Copy of the foster care license, certificate, or approval** of the family unit being a qualified placement resource
 - Copy of recent home study**
 - Copy of progress reports** from the last 6 months on the family

Please return this checklist with your packet (only one copy, please).

****Please note: if your packet is incomplete,
it is subject to being returned to you for further documentation.****

Worker's Name: _____

Worker's Office: _____

****Please have your supervisor sign off that they have checked over your packet
BEFORE submitting to Central Office for processing.****

Supervisor's Name: _____

Supervisor's Signature: _____

ICPC CHECKLIST

****FOR RESIDENTIAL FACILITY, TREATMENT CENTER, OR GROUP HOME REQUESTS ONLY!****

Child's Name: _____

Facility Name: _____

Is this child on probation? Yes – need to partner with NE Probation to obtain court orders. No

- 100A** for each child – please fill out completely and make sure to sign and date the form.
- Cover Letter** (current template required)
- Acceptance Letter** from the facility.
- Financial/Medical Plan Form** (current template required)
 - IV-E verification print off from N-FOCUS** (please see instructions)
- Current court order showing DHHS custody.** (must have an order within last 6 months)
 - If **adjudicated delinquent** – court order showing that equivalent facilities for the child are not available in Nebraska **AND** institutional care in the other jurisdiction is in the best interest of the child and will not produce undue hardship.
- Current court report/case history** – if it hasn't been written yet, **SDM assessment.**
- Current case plan** – applies if case is over 60 days old.
- Current Evaluations** – psychological, substance abuse, etc.
- Adjudication:** (mark all that apply)
 - 3a
 - 3b
 - Delinquent

(Please return this checklist with your packet (only one copy, please).)

****Please note: if your packet is incomplete,
it is subject to being returned to you for further documentation.****

Worker's Name: _____

Worker's Office: _____

****Please have your supervisor sign off that they have checked over your packet
BEFORE submitting to Central Office for processing.****

Supervisor's Name: _____

Supervisor's Signature: _____

APPENDIX C

ICPC 100A FORM

INTERSTATE COMPACT ON THE PLACEMENT OF CHILDREN REQUEST

TO:

FROM:

SECTION I – IDENTIFYING DATA					
Notice is given of intent to place – Name of Child:			Ethnicity: Hispanic Origin: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unable to determine/unknown		
Social Security Number:		ICWA Eligible: <input type="checkbox"/> Yes <input type="checkbox"/> No	Race: <input type="checkbox"/> American Indian or Alaskan Native <input type="checkbox"/> Native Hawaiian/Other Pacific Islander <input type="checkbox"/> Asian <input type="checkbox"/> Black or African American <input type="checkbox"/> White		
Sex:	Date of Birth:	Title IV-E Determination: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Pending			
Name of Mother:			Name of Father:		
Name of Agency or Person Responsible for Planning for Child:				Phone:	
Address:					
Name of Agency or Person Financially Responsible for Child:				Phone:	
Address:					
SECTION II – PLACEMENT INFORMATION					
Name of Person(s) or Facility Child is to be placed with:				Soc Sec # (optional): Soc Sec # (optional):	
Address:				Phone:	
Type of Care Requested:		<input type="checkbox"/> Parent <input type="checkbox"/> Relative (Not Parent) Relationship: <input type="checkbox"/> Other:		<input type="checkbox"/> ADOPTION <input type="checkbox"/> IV-E Subsidy <input type="checkbox"/> Non IV-E Subsidy To Be Finalized In: <input type="checkbox"/> Sending State <input type="checkbox"/> Receiving State	
<input type="checkbox"/> Foster Family Home		<input type="checkbox"/> Residential Treatment Center			
<input type="checkbox"/> Group Home Care		<input type="checkbox"/> Institutional Care-Article VI, Adjudicated Delinquent			
<input type="checkbox"/> Child Caring Institution					
Current Legal Status of Child:			<input type="checkbox"/> Protective Supervision		
<input type="checkbox"/> Sending Agency Custody/Guardianship			<input type="checkbox"/> Parental Rights Terminated-Right to Place for Adoption		
<input type="checkbox"/> Parent/Relative Custody/Guardianship			<input type="checkbox"/> Unaccompanied Refugee Minor		
<input type="checkbox"/> Court Jurisdiction Only			<input type="checkbox"/> Other:		
SECTION III – SERVICES REQUESTED					
Initial Report Requested (if applicable):		Supervisory Services Requested:		Supervisory Reports Requested:	
<input type="checkbox"/> Parent Home Study		<input type="checkbox"/> Request Receiving State to Arrange Supervision		<input type="checkbox"/> Quarterly	
<input type="checkbox"/> Relative Home Study		<input type="checkbox"/> Another Agency Agreed to Supervise		<input type="checkbox"/> Semi-Annually	
<input type="checkbox"/> Adoptive Home Study		<input type="checkbox"/> Sending Agency to Supervise		<input type="checkbox"/> Upon Request	
<input type="checkbox"/> Foster Home Study				<input type="checkbox"/> Other:	
Name and Address of Supervising Agency in Receiving State:					
Enclosed: <input type="checkbox"/> Child's Social History <input type="checkbox"/> Court Order <input type="checkbox"/> Financial/Medical Plan <input type="checkbox"/> Other Enclosures <input type="checkbox"/> Home Study of Placement Resource <input type="checkbox"/> ICWA Enclosure <input type="checkbox"/> IV-E Eligibility Documentation					
Signature of Sending Agency or Person:				Date:	
Signature of Sending State Compact Administrator, Deputy or Alternate:				Date:	
SECTION IV – ACTION BY RECEIVING STATE PURSUANT TO ARTICLE III(d) of ICPC					
<input type="checkbox"/> Placement may be made			<input type="checkbox"/> Placement shall not be made		
Remarks:					
Signature of Receiving State Compact Administrator, Deputy or Alternate:				Date:	

INSTRUCTIONS FOR COMPLETING FORM ICPC-100A: INTERSTATE COMPACT ON THE PLACEMENT OF CHILDREN REQUEST

Form ICPC-100A is the sending agency's formal written notice to the receiving state of its intention to make an interstate placement and a formal request for a home study. Following review by the receiving state, it is the official notification that the proposed placement may or may not be made.



SPECIFIC INSTRUCTIONS

- Complete one form per child or per sibling.
- In the first two blocks, enter the **state who is submitting the reported information (FROM)** and the **state to whom the form is being forwarded (TO)**.

TO:

FROM:

Section I: IDENTIFYING DATA

- Enter the **full legal name, social security number, ICWA* (Indian Child Welfare Act) eligibility, sex, date of birth, IV-E eligibility determination, and ethnic group** of the child for whom this placement is proposed. If the child is known by a nickname, place it in **parenthesis beside the legal name**.
 - * An "Indian Child" means any unmarried person who is under the age of eighteen and is either (a) a member of an Indian tribe or (b) is eligible for membership in an Indian tribe and is the biological child of a member of an Indian tribe.
- Enter the **names of the legal mother and the legal father**. Enter **unknown** when appropriate. If the parent(s) is deceased, enter "**deceased**" after the parent's name. If **parental rights** have been voluntarily relinquished or terminated by the court, indicate in **parenthesis beside the name**.
- Enter the **complete name, address, and telephone number of the agency or person who is responsible for planning for the child and who is financially responsible for the child**. In most instances, these two items will be the same (sending agency).

SECTION I – IDENTIFYING DATA			
Notice is given of intent to place – Name of Child:		Ethnicity: Hispanic Origin: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unable to determine/unknown	
Social Security Number:	ICWA Eligible: <input type="checkbox"/> Yes <input type="checkbox"/> No	Race: <input type="checkbox"/> American Indian or Alaskan Native <input type="checkbox"/> Asian <input type="checkbox"/> Native Hawaiian/Other Pacific Islander <input type="checkbox"/> Black or African American <input type="checkbox"/> White	
Sex:	Date of Birth:	Title IV-E Determination: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Pending	
Name of Mother:		Name of Father:	
Name of Agency or Person Responsible for Planning for Child:			Phone:
Address:			
Name of Agency or Person Financially Responsible for Child:			Phone:
Address:			

Section II: PLACEMENT INFORMATION

- Enter the full name, address, and telephone number of the person(s) or facility with whom the sending agency proposes to place the child. The social security number is optional.

SECTION II – PLACEMENT INFORMATION	
Name of Person(s) or Facility Child is to be placed with:	SoG Sec # (optional):
	SoG Sec # (optional):
Address:	Phone:

- Place an “X” in the box, which designates one of the following **Types of Care Requested**:
 - **Foster Care Home**: A foster family home is a facility providing care and guidance for a child or children not related to the caretaker for regular 24 hour care, or a certified kinship care home.
 - **Group Home Care**: A resource which is licensed or approved as a group home and which provides substitute care for a fee.
 - **Child Caring Institution**: A group care facility which is licensed or approved to provide custodial care to a larger number of children than a foster home or group home.
 - **Residential Treatment Center**: A group care facility which provides a specific treatment program outside the realm of a medical hospital, psychiatric hospital or institution.
 - **Institutional Care (Article VI), Adjudicated Delinquent**: A group care facility for adjudicated delinquent whose proposed placement is according to Article VI of the ICPC.
 - **Parent(s)**: Legal parent(s).
 - **Relative (not parent)**: Specify relationship, such as maternal aunt, paternal grandparents, brother, etc.
 - **Other**: Specify what type of care **not already listed** (e.g., Independent Living Arrangement-an older teenager who is still under the jurisdiction of an agency or court but is capable of independent living).
 - **Adoption**: Refers to both agency and private/independent adoptive placement prior to finalization; this may refer to an initial placement with a family where adoption is the intention, or it may refer to the movement of an adoptive family from State A to State B following placement. Indicate if a **federally funded adoption subsidy (Title IV-E)** or a **state funded subsidy (non IV-E subsidy)** is applicable; mark in which state the adoption is to be finalized.

Type of Care Requested:		<input type="checkbox"/> Parent	<input type="checkbox"/> ADOPTION
<input type="checkbox"/> Foster Family Home	<input type="checkbox"/> Residential Treatment Center	<input type="checkbox"/> Relative (Not Parent)	<input type="checkbox"/> IV-E Subsidy
<input type="checkbox"/> Group Home Care	<input type="checkbox"/> Institutional Care-Article VI, Adjudicated Delinquent	Relationship:	<input type="checkbox"/> Non IV-E Subsidy
<input type="checkbox"/> Child Caring Institution		<input type="checkbox"/> Other:	To Be Finalized In:
			<input type="checkbox"/> Sending State
			<input type="checkbox"/> Receiving State

- Place an “X” in the box, which designates one of the following kinds of **Legal Status**:
 - **Sending Agency Custody/Guardianship**: Child is in the full legal custody or guardianship of a public agency.
 - **Parent/Relative Custody/Guardianship**: Child is not under the jurisdiction of either an agency or the court, but is the full legal responsibility of parent or relative.
 - **Court Jurisdiction Only**: Child is not the legal responsibility of an agency; the court has full responsibility.
 - **Protective Supervision**: A legal status created by court order under which the child is permitted to remain in the child’s home or is placed with a relative or other suitable person and the court, the department of human services or another agency designated by the court provides supervision and assistance.
 - **Parental Rights Terminated-Right to Place for Adoption**: The sending agency has accepted a voluntary relinquishment of parent rights and/or has completed court action terminating

parental rights and now holds complete jurisdiction over the child with the right to place for adoption.

- **Unaccompanied Refugee Minor:** This form is not used to report the initial placement into the United States but to request placement and services in a second state after a U.S. agency or court has been granted full legal responsibility (custody/guardianship).
- **Other:** Legal status is not otherwise listed.

Current Legal Status of Child:	
<input type="checkbox"/> Sending Agency Custody/Guardianship	<input type="checkbox"/> Protective Supervision
<input type="checkbox"/> Parent/Relative Custody/Guardianship	<input type="checkbox"/> Parental Rights Terminated-Right to Place for Adoption
<input type="checkbox"/> Court Jurisdiction Only	<input type="checkbox"/> Unaccompanied Refugee Minor
	<input type="checkbox"/> Other:

Section III: SERVICES REQUESTED

- **Initial Report Requested:** Mark the box for the appropriate type of home study needed based on the type of care indicated in Section II.

Initial Report Requested (if applicable):
<input type="checkbox"/> Parent Home Study
<input type="checkbox"/> Relative Home Study
<input type="checkbox"/> Adoptive Home Study
<input type="checkbox"/> Foster Home Study

- **Supervisory Services Requested:** Place an "X" in one of the following boxes to indicate how supervisory services are to be conducted:
 - **Request Receiving State to Arrange Supervision:** Mark this box if the sending agency cannot supervise.
 - **Another Agency Agreed to Supervise:** Mark this box if the sending agency already has received the formal agreement of a pre-determined supervisory agency.
 - **Sending Agency to Supervise:** Mark this box if it is logistically feasible (NE/IA Border Agreement) or the receiving state has granted the sending agency permission (which may or may not include licensure) to provide services in its state. Some states require workers to be licensed to practice social work.

Supervisory Services Requested:
<input type="checkbox"/> Request Receiving State to Arrange Supervision
<input type="checkbox"/> Another Agency Agreed to Supervise
<input type="checkbox"/> Sending Agency to Supervise

- **Supervisory Reports Requested:** To be completed even though placement may not be a certainty at this time. Indicate how frequently you wish to receive progress reports; the most common is **Quarterly**. Use **Other** when you wish to receive reports in a less usual timeframe, such as monthly.

Supervisory Reports Requested:
<input type="checkbox"/> Quarterly
<input type="checkbox"/> Semi-Annually
<input type="checkbox"/> Upon Request
<input type="checkbox"/> Other:

- **Name and Address of Supervising Agency in Receiving State:** Name and address of the supervising agency in the receiving state.

Name and Address of Supervising Agency in Receiving State:
--

- **Enclosed:** Indicate which items are enclosed:
 - **Child's Social History:** Should accompany the majority of referrals.
 - **Home Study of Placement Resource:** Mark if you already have an approved home study or the child is re-locating with foster parents and the foster home study is enclosed.
 - **Court Order:** All applicable court documents should be enclosed.
 - **ICWA Enclosure:** Obtain a letter from the child's Tribe showing that the child is a member or is eligible for membership.
 - **Financial/Medical Plan:** Attach the plan of how the proposed placement will be funded and how the child/children's medical needs will be covered.
 - **IV-E Eligibility Documentation:** Attach a copy of the determination of IV-E eligibility.
 - **Other Enclosures:** Indicates other pertinent materials, such as psychological evaluations, permanency plan, medical reports and school reports; it is not necessary to itemize them on the form.

Enclosed: <input type="checkbox"/> Child's Social History	<input type="checkbox"/> Court Order	<input type="checkbox"/> Financial/Medical Plan	<input type="checkbox"/> Other Enclosures
<input type="checkbox"/> Home Study of Placement Resource	<input type="checkbox"/> ICWA Enclosure	<input type="checkbox"/> IV-E Eligibility Documentation	

- **Signature of Sending Agency or Person:** The form should be signed and dated by the person who is completing the form. The ICPC-100A must be signed and dated by ICPC authorities in the sending state.

Signature of Sending Agency or Person:	Date:
--	-------

- **Signature of Sending State Compact Administrator, Deputy or Alternate:** The ICPC-100A must be signed and dated by ICPC authorities (at Central Office) in the sending state.

Signature of Sending State Compact Administrator, Deputy or Alternate:	Date:
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Section IV: ACTION BY RECEIVING STATE PURSUANT TO ARTICLE III (d) of ICPC

- This section is completed by ICPC authorities in the receiving state.

SECTION IV – ACTION BY RECEIVING STATE PURSUANT TO ARTICLE III(d) of ICPC	
<input type="checkbox"/> Placement may be made	<input type="checkbox"/> Placement shall not be made
Remarks:	
Signature of Receiving State Compact Administrator, Deputy or Alternate:	Date: //

APPENDIX D

ICPC 100B FORM

**INTERSTATE COMPACT ON THE PLACEMENT OF CHILDREN
REPORT ON CHILD'S PLACEMENT STATUS**

TO:	FROM:
SECTION I – IDENTIFYING INFORMATION	
Child's Name:	Birthdate:
Mother's Name:	Father's Name:
SECTION II – PLACEMENT STATUS	
<input type="checkbox"/> Initial Placement of Child in Receiving State	Date Child Placed in Receiving State: / /
Name of Placement Resource:	
Address:	
Type of Care:	
<input type="checkbox"/> Placement Change	Effective Date of Change: / /
Name of Placement Resource:	
Address:	
Type of Care:	
SECTION III – COMPACT PLACEMENT TERMINATION	
<input type="checkbox"/> Adoption Finalized: <input type="checkbox"/> In Sending State <input type="checkbox"/> In Receiving State <input type="checkbox"/> Court Order Attached	
<input type="checkbox"/> Child Reached Majority/Legally Emancipated	
<input type="checkbox"/> Legal Custody Returned to Parent(s):	<input type="checkbox"/> Court Order Attached
<input type="checkbox"/> Legal Custody Given to Relative:	<input type="checkbox"/> Court Order Attached
Name:	Relationship:
<input type="checkbox"/> Treatment Completed	
<input type="checkbox"/> Sending State's Jurisdiction Terminated with the Concurrence of the Receiving State	
<input type="checkbox"/> Unilateral Termination	
<input type="checkbox"/> Child Returned to Sending State	
<input type="checkbox"/> Child Has Moved to Another State	
<input type="checkbox"/> Proposed Placement Request Withdrawn	
Name of Placement Resource:	
<input type="checkbox"/> Approved Resource Will Not Be Used for Placement	
Name of Placement Resource:	
<input type="checkbox"/> Other (Specify):	
Date of Termination: / /	
SECTION IV – SIGNATURES	
Person/Agency Supplying Information:	Date: / /
Compact Administrator, Deputy or Alternate:	Date: / /

INSTRUCTIONS FOR COMPLETING FORM ICPC-100B: INTERSTATE COMPACT REPORT ON CHILD'S PLACEMENT STATUS

Form ICPC-100B is used to:

- 1) Confirm that an approved placement has been made;
- 2) Withdraw a request prior to the home study;
- 3) Indicate that an approved resource will not be used;
- 4) Report a change in the placement resource and/or type of care;
- 5) Report a change of address;
- 6) Close an ICPC case.



SPECIFIC INSTRUCTIONS

- Complete **one form per child or per sibling** if the action applies to siblings at the same time.
- In the first two blocks, enter the state who is submitting the reported information (FROM) and the state to whom the form is being forwarded (TO).

TO:	FROM:
-----	-------

Section I: IDENTIFYING INFORMATION

- Enter the **full legal name and birthdate** of the child concerning whom this placement information is being reported.
- Enter the **legal names of the legal mother and the legal father** as on the ICPC-100A.

SECTION I – IDENTIFYING INFORMATION	
Child's Name:	Birthdate:
Mother's Name:	Father's Name:

Section II: PLACEMENT STATUS

- To confirm the **Initial Placement**, indicate the **resource's name and address**, and the **exact date** the child was placed in the receiving state. For **Type of Care**, enter the same information that is marked for that item on form ICPC-100A (Foster Family Care, Adoption, etc.); with relative placements, **specify the relationship**.
- If some aspect of the placement changes while the child remains in the receiving state, mark the **Placement Change** box and indicate the **exact effective date** of the change.
- If the **Name** (e.g., mother remarries) or **Address** (original placement resource moves) changes, mark and complete only those items which are applicable.

SECTION II – PLACEMENT STATUS	
<input type="checkbox"/> Initial Placement of Child in Receiving State	Date Child Placed in Receiving State:
Name of Placement Resource:	
Address:	
Type of Care:	
<input type="checkbox"/> Placement Change	Effective Date of Change:
Name of Placement Resource:	
Address:	
Type of Care:	

Section III: COMPACT TERMINATION

- **Adoption Finalized:** If an ICPC adoptive placement has been finalized, mark that box and the appropriate box for the state in which finalization occurred, Sending or Receiving. **Attach the final adoption decree to the 100B.**

SECTION III – COMPACT PLACEMENT TERMINATION			
<input type="checkbox"/> Adoption Finalized:	<input type="checkbox"/> In Sending State	<input type="checkbox"/> In Receiving State	<input type="checkbox"/> Court Order Attached

- **Child Reached Majority/Legally Emancipated:** Mark this box if the child has reached majority age and has simultaneously ceased to be the responsibility of the sending agency, or if the child has become emancipated through such legal action as marriage or court decision.

<input type="checkbox"/> Child Reached Majority/Legally Emancipated

- **Legal Custody Returned to Parent(s):** This box should be marked when the child's legal custody/guardianship is returned to the parent with the concurrence of the receiving state. Attach the court order transferring custody to the parent(s) to the 100B.

<input type="checkbox"/> Legal Custody Returned to Parent(s):	<input type="checkbox"/> Court Order Attached
---	---

- **Legal Custody Given to Relative:** This box should be marked when the child's legal custody and/or guardianship is awarded to relatives (other than parents) with the concurrence of the receiving state. Attach the court order transferring custody to the relative to the 100B.

<input type="checkbox"/> Legal Custody Given to Relative:	<input type="checkbox"/> Court Order Attached
Name:	Relationship:

- **Treatment Completed:** Mark this item when the placement resource has been providing a specific treatment oriented service, that service has been completed, and the child is, therefore, being discharged from the facility (e.g., Residential Treatment Center).

<input type="checkbox"/> Treatment Completed
--

- **Sending State's Jurisdiction Terminated with the Concurrence of the Receiving State:** This item is marked when the jurisdiction of the sending state has ended for some reason other than the transfer of custody to parents or relatives with the concurrence of the receiving state's supervising agency and/or court.

<input type="checkbox"/> Sending State's Jurisdiction Terminated with the Concurrence of the Receiving State
--

- **Unilateral Termination:** This box is marked when the interstate agreement has been terminated unilaterally, whether by the sending or receiving state. A unilateral termination is one which one state terminates the interstate placement agreement without the concurrence of the receiving state.

<input type="checkbox"/> Unilateral Termination

- **Child Returned to Sending State:** Mark this box when the child returns to the state he/she was placed from. This may be due to a disruption in placement.

<input type="checkbox"/> Child Returned to Sending State
--

- **Child Moved to Another State:** Mark this box when the child moves to a state other than the sending state.

<input type="checkbox"/> Child Has Moved to Another State

- **Proposed Placement Request Withdrawn:** If you have submitted form ICPC-100A to request placement approval and have decided not to explore that resource further, mark this box, list the Name of the Proposed Resource, and date of your decision to terminate the Compact. This box should be marked only when no action has yet been taken on Form-100A (meaning approval/denial).

<input type="checkbox"/> Proposed Placement Request Withdrawn
Name of Placement Resource:

- **Approved Resource Will Not Be Used For Placement:** This box should be marked when you have received an approved ICPC-100A, but have decided not to place the child with that resource. List the name of the Approved Placement and date of your decision to terminate the Compact.

<input type="checkbox"/> Approved Resource Will Not Be Used for Placement
Name of Placement Resource:

- **Other Reason:** Please mark and specify if the reason for Compact Termination is not listed above; for example, the entire family moved to another state (new address should be indicated under Placement Change), the death of a child, the child ran away and his/her whereabouts are unknown.

<input type="checkbox"/> Other (Specify):

- **Date of Termination:** Indicate the exact date of the activity, which terminated the Compact Agreement.

Date of Termination: //

Section IV: SIGNATURES

- Please have a **designated person sign**, under Person/Agency Supplying Information, identify his/her agency, and **date the signature**.
- The second block should be signed and dated by the Compact Administrator, Deputy, or Alternate of the corresponding ICPC office.

SECTION IV – SIGNATURES	
Person/Agency Supplying Information:	Date: //
Compact Administrator, Deputy or Alternate:	Date: //

APPENDIX E

COVER LETTERS

COVER LETTER INSTRUCTIONS

FOR RELATIVE, PARENT, KINSHIP, ADOPTIVE, OR FOSTER CARE REQUESTS

The example cover letter is a guide on what information is needed in each category of the cover letter. The cover letter's purpose is to be a brief summary of the entire ICPC packet and should only be a maximum of two pages long.

The cover letter is a required document in the ICPC packet for a relative, parent, kinship, adoptive, or foster care request.

COVER LETTER INSTRUCTIONS

FOR RESIDENTIAL FACILITY, TREATMENT CENTER, OR GROUP HOME REQUESTS

The example cover letter is a guide on what information is needed in each category of the cover letter. The cover letter's purpose is to be a brief summary of the entire ICPC packet and should only be a maximum of two pages long.

The cover letter is a required document in the ICPC packet for a residential facility, treatment center, or group home request.

Example of Cover Letter

For Relative, Parent, Kinship, Adoptive, and Foster Care Requests

Date:

To Whom It May Concern

Re: Child's Name

The following is a request for an ICPC to be opened regarding the above named child. Outlined below is information concerning this ICPC request.

Nebraska will maintain jurisdiction of this case and continue to be responsible for the child until the child is adopted, placed in a guardianship, or concurrence is reached between the sending and receiving state for the termination of court jurisdiction.

Case History (Please make this 1-2 paragraphs maximum.)

- *Brief summary on the child, age, adjudication(s), why the child was brought to the attention of DHHS, current placement of child.*
- *Address the child's behaviors and any medical issues and treatment.*
- *Provide background information on the parents.*
- *Include the permanency objective for the child and the role the placement resource has in this objective.*

Placement Resource

- *Brief summary on the placement resource, relationship with the child, current/past involvement with the child, and interest in providing a placement.*

Title IV-E Eligibility Verification

- *Explanation of the current status of the child's Title IV-E eligibility under the Federal Social Security Act.*
- *Statement that Title IV-E documentation is provided in the request.*

Financial/Medical Plan

- *Describe proposed method for financial support of the child and provision of medical services.*
- *If child is denied Medicaid in receiving state, DHHS will be responsible for medical costs.*

Social Security Card and Birth Certificate

- *Verify if documents are included in request.*
- *If document(s) are not available, provide a statement that document(s) have been ordered and will be submitted.*

Signature

Title

Printed Name



Division of Children and Family Services

State of Nebraska
Dave Heineman, Governor

Date:

To Whom It May Concern

Re:

The following is a request for an ICPC to be opened regarding the above named child. Outlined below is information concerning this ICPC request.

Nebraska will maintain jurisdiction of this case and continue to be responsible for the child until the child is adopted, placed in a guardianship, or concurrence is reached between the sending and receiving state for the termination of court jurisdiction.

Case History

Placement Resource

Title IV-E Eligibility Verification

Financial/Medical Plan

Social Security Card and Birth Certificate

Signature:

Title:

Printed Name:

Example of Cover Letter
For Residential Facility, Residential Treatment Center, or Group Home Requests

Date:

To Whom It May Concern

Re: Child's Name

The following is a request for an ICPC to be opened regarding the above named child. Outlined below is information concerning this ICPC request.

Nebraska Department of Health and Human Services will be responsible for returning the child to Nebraska if the child should disrupt his/her placement, or a request is made for his/her removal or return to Nebraska.

Facility

- *Statement identifying the facility and that the child has been accepted by the facility.*

Case History (Please make this 1-2 paragraphs maximum.)

- *Brief summary on the child, age, adjudication(s), behaviors, why the child was brought to the attention of DHHS, and current placement of child.*
- *Statement on why the placement is being requested.*
- *Identify the permanency objective.*

Title IV-E Eligibility Verification

- *Explanation of the current status of the child's Title IV-E eligibility under the Federal Social Security Act.*
- *Statement that Title IV-E documentation is provided in the request.*

Financial/Medical Plan

- *Describe proposed method of payment for the cost of placement in the facility.*
- *Include who will be financially responsible for the child.*
- *Identify who will be financially responsible for medical coverage.*

Signature

Title

Printed Name

Date:

To Whom It May Concern

Re:

The following is a request for an ICPC to be opened regarding the above named child. Outlined below is information concerning this ICPC request.

Nebraska Department of Health and Human Services will be responsible for returning the child to Nebraska if the child should disrupt his/her placement, or a request is made for his/her removal or return to Nebraska.

Facility

Case History

Title IV-E Eligibility Verification

Financial/Medical Plan

Signature:

Title:

Printed Name:

APPENDIX F

STATEMENT OF CASE MANAGER

STATEMENT OF CASE MANAGER INSTRUCTIONS

The Statement of Case Manager is a required document in the ICPC packet for a relative, parent, kinship, adoptive, or foster care request. This statement ensures that the local agency has been in contact with the potential placement and has confirmed s/he is interested in being a resource for the child and is willing to cooperate with the ICPC process.

Name of Child(ren) and DOB: Identify the child/children involved in the referral by full name (as noted on the child's birth certificate), and date of birth (as listed on the child's birth certificate).

Name/Address/Telephone of the Proposed Resource: Provide the name(s) of the proposed resource(s) in this referral, and his/her date(s) of birth. Provide the physical and mailing address(es) and any contact telephone numbers. Optional: SSN. Include the same information for all other adults living in the home.

The Proposed Placement Resource:

- Confirms s/he is interested in being a placement for the child/children and is willing to cooperate with the ICPC process. Also confirms that the child welfare worker has disclosed information on each child's needs and the services s/he will require.
- Confirms and identifies all other adults in the home.
- Confirms and identifies the number of bedrooms, adults and children in the home.
- Acknowledges preliminary discussion regarding financial/medical support available to feed, clothe, and care for the child/children if placed as well as provision of child care and school tuition if applicable.
- Acknowledges discussion regarding potential public and private resources available for such child/children as documented on the ICPC Financial/Medical Plan form.
- Acknowledges that a criminal records and child abuse history check will be completed on any person residing in the home as required to be screened under the law of the receiving state and that to the best of his/her knowledge, no one residing in the home has a criminal history or child abuse history that would prohibit the placement.

Signature: Signature and date of child welfare worker is required, along with Title, Address, Telephone Number and Email Address.



Nebraska Department of Health and Human Services

Statement of Case Manager on Proposed Placement Resource

Name of Child(ren) and DOB: / /
/ /
/ /
/ /
/ /

Proposed Placement Resource: (full legal name(s) and relationship with the child(ren))

Pursuant to the requirements of Regulation 2, Section 5(d) of the Interstate Compact on the Placement of Children (ICPC), In the interest of ,

I, , certify that the following information is true:

- 1. I have communicated directly with the potential placement resource, I have disclosed information on each child's needs and the services he/she will require.
2. The potential placement resource is interested in being a placement resource for the child and is willing to cooperate with the ICPC process.
3. The name, correct address, available telephone number or other contact information, date of birth, and social security number of the placement resource is as follows:

Name of Placement Resource:
Address of Placement Resource:
City/State/Zip Code:
Telephone Number/Contact Information:
Date of Birth:
Social Security Number:

- 4. The name, relationship, correct address, available telephone number or other contact information, date of birth, and social security number of all other adults in the home are as follows:

Name of Other Adult and Relationship:
Mailing Address of Placement Resource:
Physical Address of Placement Resource:
City/State/Zip Code:
Telephone number/Contact Information:
Date of Birth:
Social Security Number:

Name of Other Adult and Relationship:
Mailing Address of Placement Resource:
Physical Address of Placement Resource:
City/State/Zip Code:
Telephone number/Contact Information:
Date of Birth:
Social Security Number:

5. The number and type of rooms in the proposed residence is sufficient to accommodate the child is as follows:

Number of Bedrooms:
Number of Adults Residing in the Home:
Number of Children Residing in the Home, including child to be placed:

6. _____ acknowledges that he/she has sufficient financial resources or will access financial resources to feed, clothe, and care for the child, including child care. If financial resources are needed, the placement resource has been explained the established financial plan.
7. _____ acknowledges that a criminal records and child abuse history check will be completed for any persons residing in the home required to be screened under the law of the receiving state.

Additional Information:

Date:

Signature

Title:

Printed Name:

Address:

City, State, Zip Code:

Telephone Number:

Fax Number:

Email:

APPENDIX G

ICPC FINANCIAL AND MEDICAL PLAN

ICPC FINANCIAL AND MEDICAL PLAN INSTRUCTIONS

The Financial/Medical Plan form documents Title IV-E eligibility, the established financial and medical plan and the proposed method of financial support of the child. The form verifies that the plan has been discussed with the potential placement resource and is a required document in the ICPC packet.

Identifying Information: This section identifies the child, the child's date of birth, the date the form is filled out by the child welfare worker, the proposed placement's name and address, whether the placement is a maternal or paternal relative (if applicable), the relationship of the placement with the child, and the type of placement the ICPC is requesting.

Part I – Financial Plan: This section identifies how the child's shelter, food, clothing, and related maintenance needs will be met in the receiving state.

- **Section I:** Identifies whether the child is IV-E eligible or not. If the child is not IV-E eligible, then a box needs to be checked as to why this is the case. The IV-E verification screen from N-FOCUS must be included with this form. The reason as to why the child is not IV-E eligible can be found on the IV-E verification screen.
- **Section II:** Only mark a financial option in the row that corresponds with the type of placement that was checked under "Identifying Information" at the top of this form.

Part II – Medical Plan: This section identifies how the child's medical coverage needs will be met in the receiving state. Please check all of the medical options that apply to this case.

****Please note that Nebraska is ultimately financially and medically responsible for a child placed out of state until jurisdiction is terminated. Jurisdiction cannot be terminated until concurrence is received from both states.****



Nebraska Department of Health and Human Services

ICPC Financial and Medical Plan

**** Please complete this form for each child. ****

Identifying Information: (MUST BE COMPLETED)

Child's Name:		Date of Birth:	Today's Date:
Placement Resource Name:		Placement Resource's Address:	
Child will be placed with: <input type="checkbox"/> Maternal Relative <input type="checkbox"/> Paternal Relative <input type="checkbox"/> N/A		Relationship: <input type="checkbox"/> Parent <input type="checkbox"/> Grandparent <input type="checkbox"/> Cousin <input type="checkbox"/> Aunt/Uncle <input type="checkbox"/> Sibling <input type="checkbox"/> Other:	
Type of Placement:	<input type="checkbox"/> Relative <input type="checkbox"/> Foster Care <input type="checkbox"/> Parent <input type="checkbox"/> Kinship/Child Specific <input type="checkbox"/> Adoptive <input type="checkbox"/> Residential/Group Home/Institution		

Part I – Financial Plan

Description of how the child's shelter, food, clothing, and related maintenance needs will be met in the receiving state.

SECTION I	
The child is IV-E Eligible: <u>(Attach copy of IV-E Eligibility screen from NFOCUS)</u> If no, then Title IV-E is not applicable because:	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Child receives SSI <input type="checkbox"/> Residing with or to be placed with parent <input type="checkbox"/> Other:
SECTION II (MARK ONLY ONE BOX FOR THE TYPE OF PLACEMENT USED AS MARKED ABOVE)	
Relative Placement:	<input type="checkbox"/> Relative is expected to apply for Temporary Assistance for Needy Families (TANF) benefits. **TANF is not available in all states.** <input type="checkbox"/> Relative is willing and able to provide for this child without additional assistance. <input type="checkbox"/> Nebraska will provide a monthly maintenance payment. (Child may be SSI eligible.)
Foster Care Placement:	<input type="checkbox"/> Nebraska will provide foster care payments once placement resource is licensed/certified as a foster parent in the receiving state. <i>(Receiving state must provide proof of licensure.)</i> <input type="checkbox"/> Child is SSI eligible. Nebraska will provide a monthly maintenance payment.
Parent Placement:	<input type="checkbox"/> Parent is expected to provide/support this child financially and medically. The parent may qualify for benefits in their residence state. (ie. ADC, Food Stamps, etc.)
Kinship/Child Specific Placement:	<input type="checkbox"/> Placement will apply for Temporary Assistance for Needy Families (TANF) benefits. **TANF is not available in all states.** <input type="checkbox"/> Nebraska will provide a monthly maintenance payment. (Child may be SSI eligible.)
Adoptive Placement:	<input type="checkbox"/> Resource is expected to support this child. <input type="checkbox"/> Resource is expected to apply for assistance in the receiving state through Temporary Assistance for Needy Families (TANF) benefits. **TANF is not available in all states.** <input type="checkbox"/> Resource is entitled to receive maintenance payments from Nebraska. Nebraska will pay maintenance payments until adoption is finalized. (Child may be SSI eligible.) <input type="checkbox"/> An adoption subsidy is planned and the amount will be determined prior to the date of finalization.
Residential/Group Home/Institutional:	<input type="checkbox"/> Letter of Agreement for room and board. <input type="checkbox"/> Child is IV-E eligible, and the placement is IV-E claimable (licensed).

Part II – Medical Plan

Description of how the child's medical coverage needs will be met in the receiving state.

Check all that apply:

- This child is Title IV-E eligible and proposed placement resource will be Title IV-E claimable (licensed foster home or facility). – **NE worker needs to contact IMFC worker to initiate transfer of Title IV-E to receiving state at the time of placement of child.**
- This child is Title IV-E eligible, but placement is not licensed. Placement must apply for medical coverage.
- This child is Medicaid eligible as a recipient of SSI. The placement will need to apply for Medicaid on behalf of the child.
- This child is **NOT** Title IV-E eligible. The sending agency is financially responsible and will provide reimbursement for medical costs incurred with prior administrative approval.
- This child will be in an approved relative home (not licensed), and the relative may apply for Temporary Assistance for Needy Families (TANF) medical benefits. ****TANF is not available in all states.****
- This placement resource has agreed to provide for and meet the medical needs of the child.
- This placement is with a parent. The parent is financially responsible for meeting the medical needs of the child.
- This placement is with a facility. Medical will be covered through a Letter of Entitlement.

EMERGENCY:

After hours and weekend emergency authorization to give medical treatment to the child can be obtained by a physician or hospital by calling:

Contact Person (if known):

Phone Number:

Nebraska shall continue to have financial responsibility for support and maintenance of this child during the period of placement. In the event that a disruption occurs, Nebraska will arrange and pay for transportation back to the state of Nebraska. This financial/medical plan will remain in effect for the duration of the child's placement in the receiving state or until termination of the placement is approved, consistent with the provisions of the Interstate Compact for the Placement of Children.

I HEREBY VERIFY THAT THIS PLAN AND ALL AVAILABLE OPTIONS HAVE BEEN DISCUSSED WITH AND AGREED TO BY THE PROSPECTIVE CARE GIVERS.

Worker's Name:	Title:	
Phone Number:	Email Address:	
Worker's Signature:		Date:

Supervisor's Name:	
Supervisor's Signature:	Date:

HOW TO PRINT OFF THE IV-E ELIGIBILITY SCREEN FROM NFOCUS

1. Go to the CFS Program case for the child(ren) in NFOCUS.
2. Click on the Eligibility Summary button at the top.

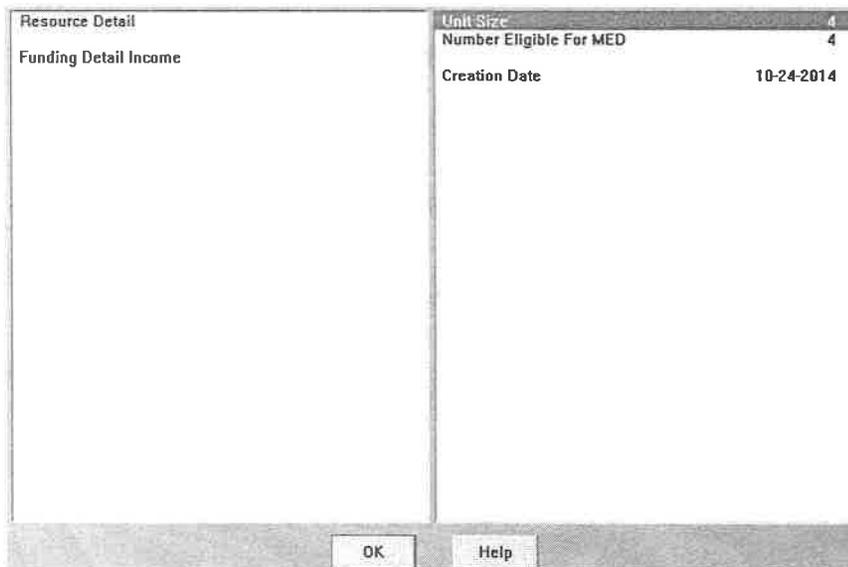


3. This will bring up the "NFOCUS – List Benefit Summary" Screen. Double click on the line that is the CFS case.

	CFS	COURT	ACTIVE	
PASS REGU Y		11-01-2014		10-24-2014
PASS RECA Y		10-01-2014	10-31-2014	10-24-2014
P&SS REGII Y		10-01-2014	10-31-2014	09-11-2014

And then double click on the most recent case.

4. This will bring up a screen that looks similar to this:



APPENDIX H

HOME STUDY INITIAL SIXTY DAY REPORT

HOME STUDY INITIAL SIXTY DAY REPORT INSTRUCTIONS

The receiving state is required to conduct a home study within sixty (60) calendar days of receiving the relative, parent, kinship, adoptive or foster care ICPC request. If a home study cannot be completed within the sixty (60) day time frame with a final placement decision, a Home Study Initial Sixty Day Report must be completed. The report will document the reason(s) for the delay and an anticipated completion date.

RE: Include both the name(s) of the child/children and the potential placement resource.

Safety and Suitability of the Home & Meeting the Needs of the Child(ren): Address the safety and suitability of the home thus far and whether the family will have the resources to meet the needs of the child/children that could potentially be placed with them. If a home visit has not yet been scheduled, indicate that in this section and the reasons why.

Barriers to Completion: List and explain all barriers to completion of the home study. Such barriers may include lack of cooperation from placement resource, delay in fingerprint results, lack of response from references, health forms not completed, etc. Provide an anticipated completion date.

Recommendation for Placement: Indicate if there are any recommendations that need to be completed before or after placement of the child/children.



Peg Barner & Marlea Weyers
301 Centennial Mall South, 3rd Floor
PO Box 95026
Lincoln, NE 68509-5026

RE:

Greetings:

This is a letter to inform your office and other interested parties of the status of this home study as referenced above.

Safety and Suitability of the Home & Meeting the Needs of the Child(ren)

Barriers to Completion

Recommendations for Placement

Sincerely,

APPENDIX I

ICPC SUPERVISION REPORT – 30 OR 90 DAYS

ICPC SUPERVISION REPORT INSTRUCTIONS

Supervision of the child and initial contact with the approved placement resource must begin within thirty (30) calendar days of receipt of the ICPC Form 100B documenting placement of the child.

The monthly supervision contacts are to be documented on the ICPC Supervision Report form and submitted every ninety (90) calendar days. A thirty (30) day report is completed for specific case circumstances.

At a minimum, supervision reports should include the following:

- Date and location of each face-to-face contact with the child since the last supervision report was completed.
- A summary of the child's current circumstances, including a statement regarding the on-going safety and well-being of the child.
- If the child is attending school, a summary of the child's academic performance along with copies of any available report cards, education-related evaluations or Individual Education Program (IEP) documents.
- A summary of the child's current physical and mental health status, the dates of any health-related appointments that have occurred since the last supervision report was completed, identity of any health providers seen, medications and copies of any available health-related evaluations, reports or other pertinent records.
- An assessment of the current placement and caretakers (e.g., physical condition of the home, caretakers commitment to child, current status of caretaker and family, any changes in family composition, health, financial situation, work, legal involvement, social relationships, child-care arrangements).
- A description of any unmet needs and any recommendations for meeting identified needs.
- If applicable, the supervising worker's recommendation regarding continuation of the placement, return of legal custody to a parent or parents with whom the child is residing and termination of the sending state's jurisdiction, finalization of adoption by the child's current caretakers or the granting of legal guardianship to the child's current caretakers.



Nebraska Department of Health and Human Services
ICPC Supervision Report - 30 Days

Date of Report: / /

Name of Child(ren):

Name of Caretaker(s):

Address of Placement:

Courtesy Caseworker : (Receiving State)

Phone Number: () -

Reporting Period:

Dates and locations of Face-to-Face Contact:

Discuss child(ren)'s current circumstances, addressing child(ren)'s safety in current placement and child(ren)'s well-being:

Child(ren)'s school performance, if applicable: (Attach copies of report card, IEP, evaluations, if applicable.)

Child(ren)'s health & medical status, including dates of medical and dental appointments and names of service providers, if applicable: (Attach records, evaluations, therapy reports if applicable)

Assess current placement and caretakers, e.g., (physical condition of the home, caretaker's commitment to child, current status of caretaker and family, any changes in family, composition, health, financial situation, work, legal involvement, social relationships; child care arrangements):

Permanency plan status: What progress has been made toward a permanency goal? Has the goal changed? Are there any recommendations?

List any unmet needs, and recommendations to meet those needs: (Sending State is responsible for case planning and for funding)

Recommendation:

- Continue placement.
Continue supervision.
Terminate supervision.

Receiving State concurs with:

- Continue with current permanency goal.
Return custody to parent, terminate jurisdiction.
Establish guardianship.
Finalize adoption.
Other (specify):

Caseworker's Signature: _____ Date: / /

Supervisor's Signature: _____ Date: / /

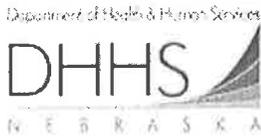
OFFICIAL INTERSTATE COMPACT OFFICE USE ONLY:

- The Receiving State Compact Administrator/Deputy Compact Administrator/ICPC Specialist concurs with this recommendation.
- The Receiving State Compact Administrator/Deputy Compact Administrator/ICPC Specialist **does not** concur with this recommendation.

/ /

Name

Date



Nebraska Department of Health and Human Services
ICPC Supervision Report - 90 Days

Date of Report: / /

Name of Child(ren):

Name of Caretaker(s):

Address of Placement:

Courtesy Caseworker : (Receiving State)

Phone Number: () -

Reporting Period:

Dates and locations of Face-to-Face Contact:

Discuss child(ren)'s current circumstances, addressing child(ren)'s safety in current placement and child(ren)'s well-being:

Child(ren)'s school performance, if applicable: (Attach copies of report card, IEP, evaluations, if applicable.)

Child(ren)'s health & medical status, including dates of medical and dental appointments and names of service providers, if applicable: (Attach records, evaluations, therapy reports if applicable)

Assess current placement and caretakers, e.g., (physical condition of the home, caretaker's commitment to child, current status of caretaker and family, any changes in family, composition, health, financial situation, work, legal involvement, social relationships; child care arrangements):

Permanency plan status: What progress has been made toward a permanency goal? Has the goal changed? Are there any recommendations?

List any unmet needs, and recommendations to meet those needs: (Sending State is responsible for case planning and for funding)

Recommendation:

- Continue placement.
Continue supervision.
Terminate supervision.

Receiving State concurs with:

- Continue with current permanency goal.
Return custody to parent, terminate jurisdiction.
Establish guardianship.
Finalize adoption.
Other (specify):

Caseworker's Signature: _____ Date: / /

Supervisor's Signature: _____ Date: / /

OFFICIAL INTERSTATE COMPACT OFFICE USE ONLY:

- The Receiving State Compact Administrator/Deputy Compact Administrator/ICPC Specialist concurs with this recommendation.
- The Receiving State Compact Administrator/Deputy Compact Administrator/ICPC Specialist **does not** concur with this recommendation.

 / /

Date

Name

APPENDIX J

ICPC 101 FORM – PRIORITY HOME STUDY REQUESTS

FORM 101 INSTRUCTIONS

Child's Information: Identify the child involved in the referral by full name (as noted on the child's birth certificate) and date of birth (as listed on the child's birth certificate). Enter the current age and ethnicity of the child. Enter the name of the mother of the child as found on the child's birth certificate. Enter the name of the father of the child as found on the child's birth certificate, or if one is not listed, the determined legal father of the child. If father is unknown, type "unknown".

Propose Placement Resource (Caretaker): This section relates to the person who will be providing care for the child(ren) if placement occurs. Due to the time constraints for completing the home study, it is essential that all identifying information about the **proposed placement resource** be included in the request for expedited home study. Complete all fields (name, date of birth, relationship to child, social security number, marital status, if living with someone, their name, address, telephone numbers, best time of day to contact resource, employer, may be contacted at place of employment, alternate contact name and address, and relationship of alternate contact to the proposed resource).

Assessment of Child(ren): This section relates to the child who will be placed with the proposed caretaker if placement is recommended and approved. It is essential that sufficient information be provided to the receiving state worker so that an adequate assessment can be completed that will take into account the needs of the child as well as the capacity of the proposed caretaker to provide appropriately for the child.

- **Case Plan Attached:** Select "yes" or "no". If a case plan has been completed, it must be attached to the referral.
- **Financial/Medical Plan Attached:** Select "yes" or "no".
- **Special Needs:** Enter a description of all special needs that require attention if the child is to be successfully placed with the placement resource. If this information is contained elsewhere in the referral packet, enter the location for the information. Special needs of the child include all medical, physical, emotional, behavioral, educational, and/or psychological areas of functioning.
- **Service Needs/Treatment Requirements:** Enter all service needs and/or treatment requirements that must be addressed to achieve and maintain an acceptable placement of the child with the proposed placement. For each service need/treatment requirement listed, include the method by which payment for provision will be obtained, if such information is not included elsewhere in the referral (i.e. case plan, financial/medical plan, etc.).
- **School Information:** If the child is not of school age, enter "N/A". Otherwise, enter: the name of the school, grade last attended, report which includes most recent grades (on separate sheet of paper); if special classroom attendance is necessary due to child being learning disabled or behaviorally disabled; copies of child's Individualized Education Plan (IEP), if applicable, recommendations of most recent teacher/counselor/principal regarding educational needs of child, if child is attending school, give reason(s) for non-attendance.
- **Other Required Pertinent Information Regarding Child and Family Will Follow:** Select "yes" or "no".

Sign off/Signatures: Signature/date of child welfare worker and supervisor. Include telephone numbers.

**ASSOCIATION OF ADMINISTRATORS OF THE INTERSTATE
COMPACT ON THE PLACEMENT OF CHILDREN**

**SENDING STATE
PRIORITY HOME STUDY REQUEST**

To be submitted by Social Worker with other required ICPC materials. Please fill out this form for each child.

Name of Child to be Placed:	DOB: / /	Age:	Ethnicity:
Mother's Name:	Father's Name:		

PROPOSED CARETAKER:

Name:	Marital Status: <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Separated <input type="checkbox"/> Divorced <input type="checkbox"/> Widowed <input type="checkbox"/> Living with		
Relationship to child:			
Address:			
Home Phone #: () -	Work Phone #: () -	Social Security #: - -	
Best Time of Day to Contact Caretaker:	Employer:		
Alternate Contact Name & Address:			

ASSESSMENT OF CHILD:

Case Plan Attached: <input type="checkbox"/> Yes <input type="checkbox"/> No	Financial/Medical Plan Attached: <input type="checkbox"/> Yes <input type="checkbox"/> No
Special Needs:	
Handicaps (Mental/Physical):	
Service Needs/Treatment Requirements:	
School Information:	
Other required pertinent information regarding the child and family will follow: <input type="checkbox"/> Yes <input type="checkbox"/> No	

Worker's Name: _____ Phone #: () -

Worker's Signature: _____ Date: _____

Supervisor's Signature: _____ Date: _____

Phone #: () -

APPENDIX K

REGULATION #7 FORM COURT ORDER FOR EXPEDITED PLACEMENT

IN THE COURT OF THE STATE OF NEBRASKA

IN RE: (CHILD'S NAME) (DOB)

REGULATION 7 FORM ORDER FOR EXPEDITED PLACEMENT DECISION PURSUANT TO THE ICPC

THIS CAUSE came on to be heard on before the court on the motion/petition of (party making request) seeking the entry of this order for compliance with Regulation 7 of the Interstate Compact on the Placement of Children (ICPC); and the court, hearing evidence and/or the parties being in agreement, does find as follows:

A. The name and date of birth of each child noted below on this date is as follows:

- (Name of child, date of birth)
- (Name of child, date of birth)
- (Name of child, date of birth)

B. This court has jurisdiction over each child noted pursuant to Articles II, III and V(a) of the ICPC to invoke the Compact for the purpose of requesting one or more home study assessments and expedited placement decisions on potential resource families living in one or more receiving states.

C. Pursuant to Article III(d) of the Compact, this court may only place, or authorize the department/agency to place, each child above in an approved placement in a receiving state, including a provisional placement as authorized by Regulation 7 of the ICPC, after receipt of written notification from the receiving state that the proposed placement does not appear to be contrary to the interests of the child.

D. If any child above is placed pursuant to paragraph C above, this court will retain Article V(a) jurisdiction over that child sufficient to determine all matters in relation to the custody, supervision, care and disposition of him/her, which it would have if the child had remained in this state; and this court will not terminate jurisdiction over said child or terminate the supervisory responsibility of the department/agency having custody of the child during the period of placement in the receiving state until the child is adopted, reaches the age of majority, becomes self-supporting, or is discharged with concurrence of the appropriate authority in the receiving state.

E. This court expressly finds that its jurisdiction over said child includes the power to effect or cause the return of the child to this state or its transfer to another location or custodian pursuant to law within five (5) business days of receipt of written notification from the receiving state Compact Administrator that placement authorization will not be approved or that previous placement approval has been withdrawn by the receiving state, and that the sending state has and will continue to have financial responsibility for support and maintenance of the child during the period of placement in the receiving state.

Further, this court order provides sufficient authority and direction for the sending agency to immediately return said child(ren) within five (5) working days of receipt of written notification from the receiving state Compact Administrator that placement authorization will not be approved, or that previous placement approval has been withdrawn by the receiving state for reasons determined by the receiving state.

F. If any child noted above is sent, or allowed to go, to a provisional placement in a receiving state, this court finds that any such placement must be in compliance with Regulation 7 of the ICPC of which this court takes judicial notice, including its purpose in defining and regulating a provisional placement under the Compact.

AND THE COURT having heard testimony and argument of counsel and any unrepresented parties and reviewed documents as permitted by law and Regulation 7 of the ICPC, the undersigned makes the following findings of fact by

- clear and convincing evidence
- a preponderance of the evidence

that paragraphs 5, 6, and 7 of Regulation 7 of the ICPC apply regarding each child noted above:

G. (relative's name) is the proposed placement resource in the receiving state of and is the

- a. Mother
- b. Father
- c. Stepparent
- g. Guardian
- d. Grandparent
- e. Adult brother or sister
- f. Adult uncle or aunt

of (child noted above); and

H. Each child noted above is under the jurisdiction of the court as a result of action taken by a child welfare agency.

I. The child referenced in A. meet(s) one or more of the following requirements pursuant to paragraph 5 of Regulation 7:

1. The court has the authority to determine custody and placement of each child or has delegated said authority to the child welfare agency, and each child is being considered for placement in another state with a parent, stepparent, grandparent, adult brother or sister, or adult aunt or uncle, or guardian of the child named in A, and the child in A above meets the following criteria:

- a. **unexpected dependency** due to sudden or recent incarceration, incapacitation or death of a parent or guardian; incapacitation means a parent or guardian is unable to care for a child due to an unexpected medical, mental or physical condition of a parent or guardian, or
- b. at least one of the children sought to be placed is four **years of age or younger**, including older siblings sought to be placed with the same proposed placement resource; or
- c. the court finds that _____ (child's name), is one of the **children in a sibling group sought to be placed and has a substantial relationship** with the proposed placement resource; substantial relationship means the proposed placement has spent more than cursory time with the child, is known to the child, and has established more than a minimal bond with the child; or
- d. the child(ren) is/are currently in an emergency placement.

J. The department/agency has provided the court with a signed statement(s) from the potential placement resource(s) or the assigned case manager in the sending state that following a conversation with the potential placement resource, the potential placement resource confirms/meets the minimum requirements as required under Paragraph 7a of Regulation 7.

K. The sending agency has completed and is prepared to send all required paperwork to the sending state ICPC office, including the statement from the prospective placement resource or the assigned case manager under Paragraph 7a of Regulation 7, ICPC 100A and ICPC Form 101.

IN CONSEQUENCE OF THE FOREGOING, IT IS, THEREFORE, ORDERED AND ADJUDGED AS FOLLOWS:

1. This court, having jurisdiction over the above referenced child(ren), invokes the use of the Interstate Compact on the Placement of Children and authorizes and directs this state's department/agency having custody of the child(ren) to be the sending agency in this/these matter(s) and directs it to complete, execute, and file all necessary forms and carry out and effectuate all obligations and responsibilities as the sending agency under the Compact.

2. The department/agency shall seek the following:

a. Approval for a provisional placement of each child noted above in the receiving state pending a more comprehensive home assessment of the potential placement resource by the receiving state and an expedited placement decision regarding final placement of the child(ren), or

b. A comprehensive home assessment of the potential placement resource in the receiving state and an expedited placement decision without a provisional placement of the subject child(ren), or

c. Approval for a provisional placement with a parent from whom the child was not removed and concurrence to relinquish jurisdiction upon final approval.

3. The transmission of any documentation or request for information in this case/these cases or decisions made shall be sent by overnight mail, FAX or as an attachment to an e-mail if approved by receiving state or such other equally expedient method as may in the future become available.

4. The court designates the following person to send copies of this and other orders needed to comply with Regulation 7 of the ICPC to the sending department/agency within two (2) business days of the entry of this and other orders entered in this case:

- a. name
- b. mailing address
- c. e-mail address
- d. telephone number
- e. FAX number

5. The person designated to receive communication regarding the progress of the ICPC process in this/these matter(s) is:

- a. name
- b. mailing address
- c. e-mail address

- d. telephone number
- e. FAX number

6. The sending department/agency shall transmit, within three (3) business days of receipt of this signed order, a completed Form 100A and 101 (Request for Placement), and if not already sent, all required documentation for compliance with Regulation 7 and any supporting documentation pursuant to ICPC Article III, to the sending state Compact Administrator.

7. Within a time not to exceed two (2) business days after receipt of a complete Regulation 7 request, the sending state Compact Administrator shall transmit the complete request for the assessment and for any provisional placement to the receiving state Compact Administrator. The request shall include a copy of this Order of Compliance. In the event the sending state Compact Administrator finds that the ICPC documentation received is substantially insufficient, he or she shall specify to the sending agency what additional information is needed and request such information from the sending agency.

8. When a provisional placement sought by the sending state is approved by the receiving state for the subject child(ren), the receiving state Compact Administrator shall immediately notify the sending state Compact Administrator of that fact in writing through expedited means. Said person designated shall then seek an early hearing by this court to determine if said placement is in the best interests of the child(ren).

The person designated to receive communication in Paragraph 4 above shall maintain contact with the sending state's Compact Administrator to assist this court in determining the status of the ICPC process and shall report in writing to the court, the parties, and their counsel regarding said status no later than 7 days prior to any scheduled court hearing and provide any updates closer to the hearing date as may come to his/her attention. The sending state's Compact Administrator shall cooperate with and work with the above designated person and provide him/her with information and assistance regarding the progress of the ICPC process for the cases of the subject child(ren).

9. This case/these cases is/are continued to _____ at _____ a.m./p.m. for further hearing on the status of the ICPC process to which the parties present and their counsel are recognized to appear.

ENTERED THIS _____ DAY OF _____, 20__.

Judge/Judicial Officer