



NC DEPARTMENT OF
HEALTH AND HUMAN SERVICES

Division of Social Services

**Interstate Compact on the Placement of Children
Practice Guide**

North Carolina Interstate Compact on the Placement of Children
Practice Guide

Interstate Services Contact:

Althea Swinson, Deputy Compact Administrator
Division of Social Services, NC Department of Health and Human Services
820 S. Boylan Avenue
2406 Mail Service Center
Raleigh, NC 27699-2406
Althea.Swinson@dhhs.nc.gov

Table of Contents

1. Introduction	4
2. What is the Interstate Compact on the Placement of Children (ICPC)?	4
3. What is the Purpose of ICPC?.....	5
4. When does ICPC Apply and When Does It Not Apply?	5
5. How Do You Complete an ICPC Request?	6
6. How Long Do You Have to Complete a Home Study?.....	7
7. When Can I Place a Child?	7
8. What Happens When Placement is Denied?	8
9. What Happens After the Placement is Made?	8
10. What are the Requirements and the Caseworker's Role for ICPC Supervision?.....	9
11. How to Request the Return of a Child to the Sending State?	10
12. What are the Visitation Requirements?	10
13. Can a Child Placed with an Approved Family Relocate to Another State?.....	11
14. How to Obtain a Faster Placement Decision?	11
15. When is it Necessary to Submit an ICPC Request for a Residential Facility?	12
16. Basic Steps to Complete an ICPC Request.....	13
17. ICPC Checklists.....	16
18. NC ICPC Forms.....	20
19. References.....	20

1. Introduction

North Carolina General States § 7B-3800 establishes North Carolina as a member of the Interstate Compact on the Placement of Children (ICPC) which regulates the interstate movement of children. This guide provides a comprehensive overview and description of how ICPC is applied in child welfare public agency placements. It outlines the necessary steps to secure safe and timely placements for children and youth across state lines.

2. What is the Interstate Compact on the Placement of Children?

The Interstate Compact on the Placement of Children is a legislative agreement among all 50 states, Washington, D.C., and the U.S. Virgin Islands. This Compact agreement ensures the safe movement and placement of children between states when they are under the custody of a state. The ICPC establishes procedures to ensure that children and youth are placed with families that are safe, suitable, and capable of providing care. It also serves to organize a unified system of communication between agencies, states, and relevant individuals in the United States, promoting efficient placement and clarifying state responsibilities.

The Association of Administrators of the Interstate Compact on Placement of Children (AAICPC) is the governing body of the ICPC composed of member states. It coordinates ICPC activities within states and issues rules and regulations. The ICPC consists of 10 articles that outline the purpose of the ICPC, provide relevant definitions, specify conditions for placement, and define the roles of sending and receiving states. Additionally, it includes 12 regulations formulated to clarify and formalize certain definitions and processes. The articles and regulations listed below are identical in all member states.

ICPC Articles:

Article I:	Purpose and Policy
Article II:	Definitions
Article III:	Conditions for Placement
Article IV:	Penalty for Illegal Placement
Article V:	Retention of Jurisdiction

Common Definitions:

From ICPC Regulation No. 03

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

Sending agency: a party state, officer or employee thereof; a subdivision of a party state, or officer or employee thereof; a court of a party state; a person, corporation, association, charitable agency or other entity having legal authority over a child who sends, brings, or causes to be sent or brought any child to another party state.

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.

Placement: the arrangement for the care of a child in a [home of a relative or unrelated individual], in a boarding home or in a child-caring agency or institution but does not include any institution caring for the mentally ill, mentally defective or epileptic, or any institution primarily educational in character, and any hospital or other medical facility.

Article VI:	Institutional Care of Delinquent Children
Article VII:	Compact Administrator
Article VIII:	Limitations
Article IX:	Enactment and Withdrawal
Article X:	Construction and Severability

ICPC Regulations:

Regulation 1:	Conversion of Intrastate Placement into Interstate Placement: Relocation of Family Units
Regulation 2:	Public Court Jurisdiction Cases: Placements for Public Adoption or Foster Care in Family Settings and/or with Parents, Relatives
Regulation 3:	Definitions
Regulation 4:	Residential Placement
Regulation 5:	Central State Compact Office
Regulation 6:	Permission to Place: Time Limitation, Reapplication
Regulation 7:	Expedited Placement Decision
Regulation 8:	Change of Placement Purpose
Regulation 9:	Definition of a Visit
Regulation 10:	Guardians
Regulation 11:	Responsibility of States to Supervise Children
Regulation 12:	Private/Independent Adoptions

ICPC articles and regulations are defined in NC Division of Health and Human Services, Division of Social Services Interstate/Intercountry Services for Children which is located at <https://policies.ncdhhs.gov/wp-content/uploads/icpc.pdf>.

3. What is the Purpose of ICPC?

The ICPC guarantees that children receive a consistent level of protection and advantages, regardless of the state they are relocating to or coming from. It ensures that the agency responsible for placing a child out-of-state continues to hold legal and financial accountability for that child after the placement is made. This directly benefits children by removing any doubt about who is responsible for their welfare and meeting their needs after they are placed. The ICPC also safeguards the interests of states by confirming that they are not obligated to shoulder the legal and financial burden of caring for children placed within their borders from other states.

4. When Does ICPC Apply and When Does it Not Apply?

The ICPC applies when a child who is in the custody of one state's child welfare system is being placed into foster care, kinship care, or adoptive placement in another state. Here are the key instances when the ICPC is applicable:

- Foster Care Placements: When a child in foster care is placed with foster parents in another state.
- Adoption Placements: When a child is placed for adoption with adoptive parents in another state, whether through a public agency, private agency, or independent

adoption.

- Parent or Relative Placements: When a child is placed with a parent or relative in another state, provided that the child is under the jurisdiction of the court or a public agency.
- Residential Treatment: When a child is placed in a residential treatment facility or institution in another state.

There are certain placements where the ICPC does not apply:

- Placements made by the parent, stepparent, grandparent, adult brother or sister, adult uncle or aunt, or the guardian sending or bringing the child into the receiving state and leaving the child with any such relative or non-agency guardian in the receiving state.
- Visits: Short-term visits, usually defined as less than 30 days, do not require ICPC approval.
- Any child placed in a facility solely for the purpose of education
- Any child placed in a medical facility solely for the purpose of acute medical care.

Regarding parent placements:

- When a child who is not under the custody of a public child welfare agency goes to live with a parent in another state.
- When a court or public agency seeks to place the child with a parent from whom they were not removed, and there is no evidence of parental unfitness, the child will not remain in the custody of the agency/state.
- Placements made by the parents sending or bringing the child into the receiving state and leaving the child with any such relative or non-agency guardian in the receiving state.

5. How Do You Complete an ICPC Request?

To initiate an ICPC placement request, the caseworker in the sending state, where the child is located, creates a packet called the request packet. The request packet includes the child's social, medical, and educational history, as well as the status of the court case related to the child. It also includes information about the prospective placement resource being considered for placement in the receiving state. This informs the receiving state about who they should evaluate for potential placement.

Once the caseworker of the sending agency creates the request packet, it is sent to the central ICPC office in the sending state. The ICPC central office reviews the packet request to ensure it is complete and complies with ICPC articles and regulations. Additional information may be requested to comply with state laws. Once approved, the central ICPC office transmits the request packet to the ICPC central office of the receiving state.

When the request packet arrives at the central office of the receiving state, the office also reviews it. If everything is in order, the office sends it to the local social services agency in the community where the prospective placement resource resides. The local agency completes a home study and background screening to assess the safety and suitability of the home for the child. The Safe and Timely Interstate Placement of Foster Children Act of 2006 indicates that the Safe and Timely Interstate Home Study Report must be completed within sixty (60) days of receiving the home study request.

The completed home study is sent from the local agency to the central ICPC office in the receiving state. The placement request is then approved or denied based on the recommendation of the home study report. The completed home study is also sent to the central office in the sending state for review. Finally, the caseworker in the sending state receives a copy of the completed home study and documentation of the receiving state's decision to approve or deny the placement request.

If the receiving state approves the placement request, the child can be placed with the prospective placement resource. After placement, the receiving state takes responsibility for supervising the child in the new home, while the sending state retains financial responsibility and court jurisdiction. The agency in the receiving state prepares and reviews progress reports on the required monthly supervision, which are then forwarded to the ICPC offices in the receiving and sending states and subsequently to the sending agency.

6. How Long Do You Have to Complete a Home Study?

As previously stated, Public Law 109-239 Safe and Timely Interstate Placement of Foster Children Act of 2006 requires the receiving state to complete and send the home study within 60 calendar days on findings that address the suitability to which placement in the home would meet the needs of the child.

The home study may, or may not, include a decision approving or denying permission to place the child. A preliminary home study report is required within 60 calendar days when a placement decision is pending.

Most delays in completing ICPC placement requests are when the receiving state requires all relatives to be licensed as a foster home. The ICPC office cannot approve an unlicensed relative placement request until the family has met licensing requirements. To complete a foster care request, states often need additional time. When parts of the home study such as foster or adoption training requirements, the preliminary home study shall reference such items by noting these barriers and including an anticipated date of completion. The ICPC allows an additional 120 days to accommodate licensure or other receiving state requirements applicable to foster or adoption home study requests.

7. When Can I Place a Child?

You can proceed with the placement process once you have received and reviewed the home study report for an approved ICPC request. Placement can be made in accordance with an approved placement under Article III(d) of the ICPC. The permission to place a child is documented and authorized on the NCDSS 1837: ICPC 100A Interstate Compact on the Placement of Children Request form.

The approval for a parent, relative, foster, or adoption request is valid for six months from the date of the signature of approval by the ICPC office of the receiving state. If the placement approval has expired, the sending agency can reapply by submitting a new ICPC placement request to their state's ICPC office. In the case of a foster care request, the receiving state should not require a new license for the placement resource if the current license remains valid and needs to be

reconsidered for placement.

If the ICPC placement approval has expired, a new request packet is required before a placement can be made. Upon reapplication, the receiving state will assess the current needs of the child from the initial approval to ensure that the placement is still in the best interest of the child.

8. What Happens when Placement is Denied?

If your placement request has been denied and you have evidence that could potentially alter this decision, you can consider requesting a reconsideration. As the sending agency, you may submit a request to your state's ICPC office for the reconsideration of the denial of the ICPC placement. This request must be made within 90 days from the date the denial of placement is signed by the receiving state, as indicated on the form (NCDSS 1837) ICPC 100A Interstate Compact on the Placement of Children Request.

Reconsideration of an ICPC denial can be done with or without a new home study. The state ICPC office has two options when reviewing a reconsideration request.

- Request reconsideration without a new home study: Present evidence and any documentation that clarifies, corrects, or resolves the factors that led to the denial. Based on a review of the evidence presented, the receiving state ICPC office may choose to overturn the denial.
- Request a new home study to re-examine the reasons for the original denial: Submit a new ICPC request for a home study if the reason for the denial has been rectified, such as by moving to a new residence with adequate bedrooms. Based on a review of the evidence, the receiving state ICPC office may decide to proceed with a re-examination of the home study.

The receiving state ICPC office is not obligated to initiate the new home study request. If they believe that the reason for the denial has been resolved, they may agree to a new home study request for reconsideration. As the sending agency, you must provide detailed findings and clear evidence in your request for reconsideration.

The receiving state ICPC office has 60 days from the formal request date to reconsider the denial. After 90 days, there is nothing stopping the sending state from requesting a new home study.

9. What Happens When Placement is Made?

Once the placement has been successfully completed, it becomes the responsibility of the receiving state to provide supervision for the placement. Supervision is necessary in the following circumstances:

- The sending agency is a public child placing agency.
- The agency that conducted the home study for the placement in the receiving state is a public child placing agency.

- The child's placement is not in a residential treatment center or a group home.

Supervision must commence at the time of the child's placement, and the sending state must inform the receiving state of the placement date. However, if the receiving state learns through other means that the child has been placed in the approved resource home, supervision may begin before receiving official notification.

10. What are the Requirements and the Caseworker's Role for Supervision?

The purpose of supervision is to ensure the continuous safety and well-being of the child and to collect relevant information for written reports to the sending agency in the sending state. Supervision should consist of monthly face-to-face visits with the child, commencing no later than 30 days from the placement date or when the receiving state was informed of the placement. The required form for notification of the placement is the NCDSS 1838:100B Interstate Compact Report on Child's Placement Status.

The majority of visits should occur in the child's home and must be carried out by the caseworker in the receiving state. The designated caseworker must complete a written supervision report at least every 90 days after receiving the ICPC 100B form. These reports should be sent to the state ICPC office in the sending state, which will review and forward them to the state ICPC office in the receiving state. NC county agencies can utilize the DSS 5295: Monthly Permanency Planning Contact Record to document monthly supervision for the ICPC placement supervision report.

At minimum, the supervision report must include:

- Date and location of each face-to-face contact.
- Summary of the child's current circumstances, including their safety and well-being.
- Summary of the child's academic performance and relevant education documents if attending school.
- Summary of the child's current health status, including mental health, appointments, providers seen, and pertinent records.
- Assessment of the current placement and caretakers, including home condition, caretaker's commitment, family situation, and any changes.
- Description of any unmet needs and recommendations for addressing them.
- Recommendation regarding the continuation of the placement, return of legal custody, adoption, or legal guardianship.

If significant issues are identified during a visit or at any point during the placement:

- Promptly notify your state ICPC office in writing.
- Respond to any reports of abuse or neglect as if it were any other child in the receiving state.
- Determine if the child needs to be removed from their home for safety reasons and place them in a suitable setting in the receiving state if necessary.
- Promptly notify the sending agency's case worker (legal guardian).
- The receiving state must promptly inform the sending state if the child is moved to another home or substitute care facility.
- Notify the state ICPC office as soon as possible of any reports of child abuse or

neglect, regardless of substantiation.

Supervision continues until the ICPC placement request is terminated and the ICPC 100B form is provided by the state ICPC office.

As the sending agency, your responsibility includes case planning for any child placed in a receiving state under Article III(d) of the ICPC. Additionally, you are accountable for ensuring the child's ongoing safety and well-being and addressing any unmet needs that are not being addressed through alternative methods. The sending state child welfare worker, receiving state, or the contracted caseworker must conduct visits every six (6) months for children placed in out-of-state foster care placements in accordance with Section 475. 42 U.S.C. 675 of the Social Security Act.

The sending agency is responsible for promptly returning the child to their state if requested by the receiving state. They must also take timely action to handle any financial burdens incurred by the receiving state due to the placement.

11. How to Request the Return of a Child to the Sending State?

As the supervising agency, it is your responsibility to evaluate whether the current placement continues to meet the child's safety, permanency, health, well-being, and mental, emotional, and physical development. If it is determined that the placement no longer meets the child's individual needs, the ICPC office in the receiving state can initiate a request for the child's return as soon as possible.

The request to return the child must be made within five (5) working days from the date of the notice for removal, unless the sending and receiving state ICPC offices agree on a different timeframe.

According to Article V(a) of the ICPC, an alternative placement within the receiving state can also be requested, but the sending agency must retain jurisdiction. Before the placement is made, the receiving state must approve the alternative placement resource.

The request for removal from the receiving state can be withdrawn if the sending state arranges services to resolve the reason for the requested removal, and the Compact Administrators of both states agree to the plan.

12. What are the Visitations Requirements?

Agencies do not need to request permission for a child to have a visit across state lines. A visit is not considered a placement under the ICPC. Visits and placements are differentiated based on purpose, duration, and the intention of the agency. The ICPC defines a visit as a short-duration experience that provides the child with a social or cultural experience. This can include activities such as staying in a camp or with a friend or relative who does not have legal responsibility for childcare.

A visit must have a specific start and end date and must not exceed 30 days. If it surpasses 30 days, it is considered a placement and the ICPC applies. It is not allowed for a child to visit every 29 days, returning to the sending state for one day, and then going back to the receiving state for another 29 days on a recurring schedule. Visits that bypass ICPC policy are considered placement violations.

Visits of longer duration than 30 days may be acceptable if they fall within the child's vacation period from school.

Visits are not supervised by the receiving state.

Before sending a child for a visit while there is a pending ICPC placement request, please contact the ICPC state office for guidance. Visits may establish a rebuttable presumption.

13. Can a Child Placed with an Approved Family Relocate to Another State?

ICPC allows a child to remain with an approved family if they choose to relocate. The purpose of Regulation 1 Relocation of Family Unit is to ensure that a safe and stable placement made by a sending agency in the sending state will continue if the child is relocated to the receiving state.

Within five (5) business days of the child's relocation to the receiving state, the sending agency must submit the ICPC request packet. The packet request must include the 100B form for child placement status to ensure uninterrupted placement supervision. The packet request also indicates the family's intention to comply with the requirements of the receiving state and for both states to comply with all applicable state and federal laws, rules, and regulations.

If the child is temporarily relocating with an approved placement resource for 90 days or less in the receiving state, approval by the receiving state is not required. The sending and receiving state can agree on the necessary actions to take if an ICPC packet request is processed.

Supervision by the receiving state is not necessary for a temporary relocation. The sending state is required to maintain monthly placement supervision as per section 422(b)(17) of the Social Security Act 422 U.S.C. 622. If the receiving state agrees, courtesy supervision may be provided with the receipt of the 100B form.

If the placement exceeds 90 days, full compliance with the ICPC is necessary.

14. How to Obtain a Faster Placement Decision?

There are specific situations where a request for expedited ICPC placement can be made in the receiving state. ICPC Regulation 7 allows agencies to request an expedited decision for placement when the child will be placed with a parent, stepparent, grandparent, adult uncle or aunt, adult brother or sister, or the child's guardian. An expedited request must be completed within 20 business days of receipt by the receiving state ICPC office. Expedited requests help prioritize the safety of children and minimize potential trauma caused by interim or multiple placements. If an expedited request is denied, it emphasizes the urgency for the sending state to explore other placement options.

The criteria for requesting expedited placement are as follows:

- Unexpected dependency due to the sudden death or recent incarceration, incapacitation,

or death of a parent or guardian. (Incapacitation refers to a parent or guardian's inability to care for a child due to medical, mental, or physical conditions.)

- The child to be placed is four years of age or younger, including any older siblings to be placed together.
- The court finds that any child in a sibling group to be placed has a significant relationship with the proposed placement resource. (A significant relationship means the proposed placement has a familial or mentoring role, has spent meaningful time with the child, and has formed a strong bond with the child.)
- The child is currently in an emergency placement.

With an expedited request, the sending agency can request provisional placement from the receiving state, which must be provided within 7 calendar days. If approved, provisional placement continues until the final approval or denial of the placement by the receiving state. If the receiving state requires the child to be returned to the sending state, the provisional placement is terminated.

If provisional approval is given for placement with a parent who is not the child's removal, the court in the sending state may direct its agency to request concurrence from both the sending and receiving state ICPC offices. This allows the sending agency to place the child with the parent and relinquish jurisdiction over the child after final approval is granted. If concurrence is not given, the sending agency retains jurisdiction over the child as outlined in Article V of the ICPC.

A provisional denial means that the provisional placement was not approved, and a placement decision is pending the completion of the required comprehensive home study process. The timeline for completion is not interrupted, and the 20 business days for compliance remain.

Regulation 7 for expedited placement decisions does not apply if the child has already been placed in violation of the ICPC or if the request requires foster care or adoption.

15. When is it Necessary to Submit an ICPC Request for a Residential Facility?

A residential facility, also known as a residential treatment center or group home, is defined by ICPC as a facility that offers 24-hour supervised care beyond what is required for the assessment or treatment of an acute condition. Prior to placing a child in a residential treatment facility in another state, approval from ICPC is required. The ICPC packet request must be submitted to the state ICPC office before the child is placed in the facility. The guidelines for requesting residential placements are outlined in Regulation 4.

Regulation 4 ensures the protection and safety of children placed in residential facilities. The sending state's ICPC office keeps a record of all children placed through the ICPC process. The receiving state's ICPC office is obligated to inform the sending state's ICPC office about any significant changes in the status of the residential facility that may jeopardize the child's safety or go against their best interests.

The receiving state must provide a final approval or denial of the residential request as soon as possible, but no later than three business days after receiving the complete request.

In certain emergency situations, it may be necessary to place a child in a residential facility on short notice. In such cases, the sending and receiving state offices can mutually agree to expedite the authorization of emergency placement within one business day of receiving the ICPC packet request.

Sending agency is responsible for face-to-face monthly visits with the child placed in a residential facility.

16. Basic Steps to Complete an ICPC Request.

The steps for submitting an ICPC request may vary slightly depending on the specific requirements of the sending and receiving states involved. However, here are some common steps involved in the process:

- Begin by identifying the need: Determine whether an ICPC request is necessary for placing a child in another state. This is applicable when a child is in foster care or when they are being placed with a relative in a different state.
- Contact and assess the interest and commitment of the prospective family.
- Inform the family that a home study will be requested through the ICPC and provide them with an estimated timeline. For example, the home study may take 60 days after the receipt of the ICPC packet request, or 3-6 months if a foster home license is required.
- Complete the ICPC request packet. Ensure that all required documents for each state are included in the ICPC packet by reviewing the ICPC state pages at www.icpcstatepages.org or by communicating with your assigned ICPC consultant.
- Fill out the necessary ICPC request packet, including information about the child, the prospective placement resource, the reason for the placement, and any relevant background information.
- Obtain the required documentation. Gather supporting documents such as the child's birth certificate, medical records, legal documents, and any other relevant information needed for the ICPC request.
- Submit the ICPC request. Send the completed ICPC request packet and supporting documentation to the NC ICPC office for review and approval.

- Wait for approval. The sending state ICPC office will review the request and may contact the receiving state ICPC office for coordination. Approval from both states is necessary before proceeding with the placement.
- Coordinate the placement. Collaborate with the sending and receiving state agencies to arrange the child's placement, making sure that all necessary arrangements are made for their care and well-being.
- Follow up and monitor the placement. Stay in contact with both the sending and receiving state agencies to ensure a smooth placement process and to ensure that the child's needs are being met.

If the placement is approved:

- Review the approval documents and determine if the placement will proceed.
- Notify the prospective family of the placement decision.
- Discuss with the family how they will meet the individual child's needs. Review and ensure that the family has been provided with full disclosure of the child's social, medical, psychological, and educational history, as well as their level of contact with former foster family, birth parents, and siblings. Additionally, assess the child's permanency needs.
- Review available resources/supports such as IV-E or State funded Adoption Assistance, foster care payments, TANF, SSI, Medicaid, and private insurance with the family.
- If applicable, arrange pre-placement visits, either in-person, via teleconference, or through video conferencing.
- Ensure that all necessary special medical, educational, and psychological services are in place.
- Place the child with the family.
- Submit the completed DSS 1838 ICPC Form 100B to the NC DSS ICPC office to notify the receiving state of the child's placement and to initiate supervision services.
- Follow up with the supervising agency as needed to ensure the continuity of any required services.
- Send the DSS 1838 ICPC Form 100B and a copy of the final court order or adoption decree to notify the receiving state of any changes in placement and to close the case.

If placement has been denied, the case will be closed as the child cannot be placed.

It is crucial to adhere to the specific guidelines and procedures outlined in the NC DSS child welfare manual when making a request for the placement of a child under the Interstate Compact for the Placement of Children.

Please note that not all steps mentioned in the Guide are applicable to every situation in every state. If you are uncertain, it is advisable to consult with your NC ICPC Consultant.

17.

ICPC Checklist Regulation 2 (Parent, Relative, Adoption, Foster Care)

I. Required documentation:

☐ **DSS 1837 ICPC Form 100A**

- a) Form 100A to request an interstate placement.
- b) Fill out the ICPC Form 100A in its entirety including all required signatures.
- c) Use the DSS 1837I Instructions for completing the 100A form.

☐ **Signed Court Order**

- a) Must indicate who has custody and placement authority
- b) Most current dated within six months, no older than 12 months.

☐ **DSS 1841 Regulation 2 Statement of Interest**

☐ **Proof of IV-E eligibility (if applicable)**

☐ **DSS 5251 ICPC Financial-Medical Plan**

- a) Identify financial plan- Kinship payment, foster care board payment, or other child benefit
- b) Medical-is the child IV-E eligible or not; non-IV-E may require agency to cover medical costs.

☐ **Child Case Summary:**

Current custodial and social history, chronology of court involvement, social dynamic, psychological and medical summary and description of each child

☐ **DSS 5240 Family Services Agreement/Case Plan**

☐ **Current medical records**

☐ **School record/information (IEP, grades, etc.)**

☐ **Copy of birth certificate**

☐ **Copy of Social Security card**

☐ **A copy of the termination of parental rights order (if applicable)**

☐ **Copy of family's current family/home study (if available) or license (if available)**

☐ **Psychological reports (if applicable)**

II. Cover letter to include:

- ☐ Your contact information: name, address, phone, fax, email
- ☐ Prospective resource family and relationship to child
- ☐ Desired case supervision (i.e., frequency of visits, etc.)
- ☐ Brief background of child to highlight any special needs: medical, psychological, educational, etc.

III. Submit the ICPC packet to NC ICPC

Best Practice Tip:

1. In case no response is received, follow up within 1 week to verify if the packet is complete and/or if any further information is required.
2. Monitor the status of your request after 30 days and subsequently every 2 weeks until receipt of approval or denial for placement.

ICPC Checklist Regulation 7 Expedited Request (Parent, Relative)

I. Required documentation:

☐ **DSS 1837 ICPC Form 100A**

- a) Form 100A to request an interstate placement.
- b) Fill out the ICPC Form 100A in its entirety including all required signatures.
- c) Use the DSS 1837I Instructions for completing the 100A form.

☐ **DSS1839 Order of Compliance**

- a) Must be submitted to NC ICPC within 5 business days of the judge signature.
- b) Cannot be submitted for states that require relatives to be licensed

☐ **Signed Court Order**

- c) Must indicate who has custody and placement authority
- d) Most current dated within six months, no older than 12 months.

☐ **DSS 5252 Regulation 7 Priority Request and Statement of Interest**

☐ **Proof of IV-E eligibility (if applicable)**

☐ **DSS 5251 ICPC Financial-Medical Plan**

- c) Identify financial plan- Kinship payment, foster care board payment, or other child benefit
- d) Medical-is the child IV-E eligible or not; non-IV-E may require agency to cover medical costs.

☐ **Child Case Summary:**

Current custodial and social history, chronology of court involvement, social dynamic, psychological and medical summary and description of each child

☐ **DSS 5240 Family Services Agreement/Case Plan**

☐ **Current medical records**

☐ **School record/information (IEP, grades, etc.)**

☐ **Copy of birth certificate**

☐ **Copy of Social Security card**

☐ **A copy of the termination of parental rights order (if applicable)**

☐ **Copy of family's current family/home study (if available) or license (if available)**

☐ **Psychological reports (if applicable)**

II. Cover letter to include:

- ☐ Your contact information: name, address, phone, fax, email
- ☐ Prospective resource family and relationship to child
- ☐ Desired case supervision (i.e., frequency of visits, etc.)
- ☐ Brief background of child to highlight any special needs: medical, psychological, educational, etc.

III. Submit the ICPC packet to NC ICPC

Best Practice Tip:

1. Prepare the ICPC request packet prior to receipt of the DSS-1839 Order of Compliance.
2. Submit the ICPC request packet upon receipt or no later than 5 business days of the DSS-1839 Order of Compliance .

ICPC Checklist

Regulation 1 Intact Family/Conversion to Interstate

I. Required documentation:

- ☐ **DSS 1837 ICPC Form 100A**
 - d) Form 100A to request an interstate placement.
 - e) Fill out the ICPC Form 100A in its entirety including all required signatures.
 - f) Use the DSS 1837I Instructions for completing the 100A form.
- ☐ **Signed Court Order**
 - e) Must indicate who has custody and placement authority
 - f) Most current dated within six months, no older than 12 months.
- ☐ **Proof of IV-E eligibility (if applicable)**
- ☐ **DSS 5251 ICPC Financial-Medical Plan**
 - a) Identify financial plan- Kinship payment, foster care board payment, or other child benefit
 - b) Medical-is the child IV-E eligible or not; non-IV-E may require agency to cover medical costs.
- ☐ **Child Case Summary:**

Current custodial and social history, chronology of court involvement, social dynamic, psychological and medical summary and description of each child
- ☐ **DSS 5240 Family Services Agreement/Case Plan**
- ☐ **DSS 5295 (previous six months of supervision reports)**
- ☐ **Copy of family's current or approved family/home study or license**
 - a) Include verification of background clearances
 - b) Any foster parent training records
- ☐ **Current medical records**
- ☐ **School record/information (IEP, grades, etc.)**
- ☐ **Copy of birth certificate**
- ☐ **Copy of Social Security card**
- ☐ **A copy of the termination of parental rights order (if applicable)**
- ☐ **Psychological reports (if applicable)**

IV. Cover letter to include:

- ☐ Your contact information: name, address, phone, fax, email
- ☐ Resource family and relationship to child
- ☐ Date family relocated to the receiving state
- ☐ Desired case supervision (i.e., frequency of visits, etc.)
- ☐ Brief background of child to highlight any special needs: medical, psychological, educational, etc.

V. Submit the ICPC packet to NC ICPC

Best Practice Tip:

1. Prepare the ICPC request packet prior to the family relocating.
2. Submit the ICPC request packet as soon as family relocates or no later than 5 business days.

ICPC Packet Checklist Regulation 4 Residential Request

I. Required documentation:

☐ **DSS 1837 ICPC Form 100A**

- a) Form 100A to request an interstate placement.
- b) Fill out the ICPC Form 100A in its entirety including all required signatures.
- c) Use the DSS 1837I Instructions for completing the 100A form.

☐ **Signed Court Order**

- a) Must indicate who has custody and placement authority
- b) Most current dated within six months, no older than 12 months.

☐ **Proof of IV-E eligibility (if applicable)**

☐ **DSS 5251 ICPC Financial-Medical Plan**

- a) Identify the financial plan for placement at the facility.
- b) Medical-is the child IV-E eligible or not; non-IV-E may require agency to cover medical costs.

☐ **Child Case Summary:**

Current custodial and social history, chronology of court involvement, social dynamic, psychological and medical summary and description of each child

☐ **DSS 5240 Family Services Agreement/Case Plan**

☐ **Letter of Acceptance**

-Must be dated within 30 days

☐ **Placement Disruption Agreement**

- a) Agreement to return the child to NC in the event of a placement disruption
- b) Facility's form or a letter on agency letterhead, signed by legal guardian

☐ **Current medical records**

☐ **School record/information (IEP, grades, etc.)**

☐ **Copy of birth certificate**

☐ **Copy of Social Security card**

☐ **A copy of the termination of parental rights order (if applicable)**

☐ **Psychological reports (if applicable)**

II. Cover letter to include:

- ☐ Your contact information: name, address, phone, fax, email
- ☐ Name of child and facility to be placed
- ☐ Date placement is needed

III. Submit the ICPC packet to NC ICPC

Best Practice Tip:

1. Assure any child specific court order for residential requests are obtained and included in the packet.
2. Notify NC ICPC to date placement is needed or if placement is needed the same day.

Best Practice Tips:

- After the ICPC request has been submitted, in case no response is received, follow up within 1 week to verify if the ICPC request is complete and/or if any further information is required.
- Monitor the status of your request after 30 days and subsequently every 2 weeks until receipt of approval or denial for placement.
- Maintain communication and keep the placement resource informed until the ICPC request has been completed.
- Follow up when supervision reports are missing.
- Request any required status reports for court updates 4 weeks prior.
- Request any needed documentation for foster home licensing renewal 90 days prior to the foster home license expiration.

18. NC ICPC Forms

- DSS-1837: Interstate Compact on the Placement of Children Request (ICPC 100A)
- DSS-1837I: Instructions for Completing Form ICPC-100A Interstate Compact on the Placement of Children Request
- DSS-1838: Interstate Compact Report on Child's Placement Status (ICPC 100B)
- DSS-1838I: Instructions for Completing Form ICPC-100B Interstate Compact Report on Child's Placement Status
- DSS-1841: Regulation # 2 Case Manager Statement of Interest
- DSS-1839: Regulation 7 Form Order for Expedited Placement Decision Pursuant to the ICPC
- DSS-5251: ICPC Financial-Medical Plan
- DSS-5252: ICPC Sending State Priority Home Study Request
- DSS-5253: Receiving State Priority Home Study Request
- DSS-5332: ICPC Supervision Report – 90 Days
- DSS-5331: ICPC Supervision Report – 30 Days

19. References

American Public Human Services Association. (n.d.). Association of Administrators of the Interstate Compact on the Placement of Children. Retrieved June 12, 2024, from <https://aphsa.org/AAICPC/default.aspx>.

Association of Administrators of the Interstate Compact on the Placement of Children (AAICPC). (n.d.). ICPC State Pages. Retrieved June 12, 2024, from <https://icpcstatepages.org/>

North Carolina Division of Health and Human Services - Division of Social Services. (2021). *Interstate/Intercountry Services for Children Policy Manual*. Retrieved from <https://policies.ncdhhs.gov/wp-content/uploads/cws-cn-05-2021a1.pdf>