

ICPC Procedures

Outgoing ICPC Request Procedure

1. Click ICPC/ICAMA link on left side of Case Overview page.
2. Select name of child to be placed from drop-down box.
3. Click "Add ICPC/ICAMA Information"
4. Select the type as ICPC from the drop-down box.
5. Fill in all fields on the CHILD INFO tab. Adoption information can be left blank if the request is not for an adoptive placement.
6. Click APPLY
7. Click on the REQUEST INFO tab
8. Fill in any applicable information and dates in the ICPC section.
9. For STATUS, you will usually be using "In Progress".
10. Fill in the REQUESTED SERVICES information and the name of the Supervising Agency in the receiving state and click SAVE.
11. The 100 A (JFS 1661) and JFS 2424 "ICPC Placement Financial Information Form" may be generated from the REPORTS link. However, they must be printed out and signed.
12. At a minimum, send the following items to the receiving state's ICPC office:
 - 3 copies of 100A
 - 2 copies of the JFS 2424
 - 2 copies of a child summary
 - 2 copies of a cover letter
 - 2 copies of court entry showing current legal status
 - 2 copies of a case plan
 - 2 copies of the JFS 1616 "Social & Medical History"(For adoptive requests only)

Incoming ICPC Request Procedure:

1. ICPC requests from other states are referred to the county's designated "Assistant Deputy Compact Administrator (or ICPC Contact)". The request should be accompanied with the necessary documentation and paperwork per Interstate Compact procedures. The ICPC request is entered as a FINS—ICPC Intake and is screened in.
2. The intake is then linked to a case by linking to an existing case or by creating a new case. If creating a new case, the CRP (Case Reference Person) will be the child's (or oldest child's) name. If the intake is linked to an existing case, the county worker may change the case CRP to the child's (or oldest child's) name.
3. Only one intake is screened in to open the case; this covers home study requests, supervision requests, and/or both.
4. The county ICPC contact then decides whether it is a home study or supervision request, assigns the case to the appropriate supervisor with the role of supervisor, and distributes the paperwork to the assigned agency employee.

Do not assign anyone the role of "ICPC Supervisor".
5. When the county workers and supervisors complete their work, they will close the case via the usual case closure procedures once the case is able to be closed.
6. For home study requests, the case should remain open until:
 - The receiving county (who completed the home study) denies the placement,
 - The sending state withdraws their request,
 - The family who was the subject of the home study, receives custody of the child(ren) **AND** the sending state terminates their jurisdiction.

Link for Compact Administrator or Deputy Compact Administrator for other states

- click on State Information http://icpc.aphsa.org/Home/home_news.asp