 <p>Department of Children & Family Services <i>Building a Stronger Louisiana</i></p>	Division/Section	Child Welfare
	Chapter No./Name	11 – Interstate Compact on the Placement of Children
	Part No./Name	11 – Procedure and Process
	Section No./Name	Procedure and Process
	Document No./Name	11-230 Procedures for Working with ICPC as the Sending State
	Effective Date	February 19, 2024

I. STATEMENT OF POLICY

The Department of Children and Family Services (DCFS) recognizes that circumstances occur which makes interstate placement of children necessary. In order to promote efficiency in processing placement requests, the Department shall establish procedures for staff when working with ICPC as the sending state.

II. PROCEDURES

A. ICPC HOME STUDY REQUESTS

The local office staff shall:

- Create a home study request using the Send Case Wizard in the National Electronic Interstate Compact Enterprise (NEICE); login to: www.NIECE.swe.la.gov/MCMSUIApp/
- Create the ICPC Form [100-A](#);
- Complete and sign (using an electronic signature);
- Complete Initial Home Study Request Packet, Part 1; this includes the cover letter and all applicable documents: current custody order, regulation (case manager statement), current social summary (AFF), current case plan and financial medical plan (for each child).
- Complete Initial Home Study Request Packet, Part 2: psychological/psychiatric evaluations, birth certificate, social security card, school records (IEP), medical information (98-F), immunization record, IV-E documentation (FAST IV), proof of paternity when placed with a paternal relative (this applies for Georgian, Alabama and Texas).
- Scan and upload the home study request packets to the ICPC Coordinator.

The ICPC Coordinator shall:

- Receive, review and sign electronically the 100-A.
- Transmit the request and supporting documents to the receiving state's ICPC Coordinator.

The local office staff can submit questions and concerns regarding the home study request process to the State Office ICPC staff. The email address is DCFS.ICPC@la.gov.

1. The Louisiana ICPC office takes administrative action on cases in the order in which they are received. In the event of a child-related emergency, the interstate office will reassign priority to the case.
2. The ICPC office will review and process **complete** home study requests within three (3) work days of receiving the requests from the local agency. Refer to [11-225](#).



Division/Section	Child Welfare
Chapter No./Name	11 – Interstate Compact on the Placement of Children
Part No./Name	11 – Procedure and Process
Section No./Name	Procedure and Process
Document No./Name	11-230 Procedures for Working with ICPC as the Sending State
Effective Date	February 19, 2024

- The case worker requesting the home study will be contacted if additional information is needed. The case worker has seven (7) work days to submit the requested information and/or contact the ICPC office. If no response is received, the request will be returned to the local agency.

B. EXTENDED FOSTER CARE (EFC) YOUTH (AGE 18-21), LOUISIANA AS THE SENDING STATE

Providing services/supervision to an EFC Youth age 18 or older up to a maximum age of 21 varies from state to state. * The agency is unable to serve young adults participating in EFC who live outside of the state of Louisiana, unless approved through the ICPC (refer to Chapter 6, Section 6-2240).

The local office is advised to check with the receiving state prior to submission of a referral packet to Louisiana ICPC. If the receiving state will accept the referral packet for an EFC age youth, the local worker is required to create and upload a referral packet in NEICE to Louisiana ICPC to include:

- The [100A](#) (request for supervision), minimum of monthly caseworker visitation with quarterly reports
- Cover letter explaining the current situation, services requested, current address and contact information
- Education/Vocational Plan
- Financial/Medical plan
- Voluntary Services and Support Agreement with the youth
- Case Plan and Youth Transition Plan

If the specific placement type is not listed on the 100A for the EFC youth, indicate “Other” and state the placement type (e.g., Extended Foster Care, Living Independently: apartment, dorm or other school housing, Transitional Living or Host Home). **NOTE:** Placement in a residential facility for young adults in EFC should be rare and for short periods of time defined by acute treatment need (refer to Chapter 6, Sections 6-2220 A.2 and 6-555). **

Upon receipt of a complete referral packet, Louisiana ICPC will forward the request to the receiving state for acceptance and approval. Once approved, the signed [100A](#) will be returned to the local office. If the approved placement is to be utilized, the case worker must create a [100-B](#) in NEICE, for the receiving state to be notified to begin the monthly supervision. All supervision reports shall be submitted via NEICE and forwarded to the local Louisiana office.

If a receiving state will not accept a request to provide supervision services to a Louisiana EFC youth, the local Louisiana office (sending state) will be responsible for ensuring monthly supervision services are provided to the youth residing in another state.



Division/Section	Child Welfare
Chapter No./Name	11 – Interstate Compact on the Placement of Children
Part No./Name	11 – Procedure and Process
Section No./Name	Procedure and Process
Document No./Name	11-230 Procedures for Working with ICPC as the Sending State
Effective Date	February 19, 2024

C. PARENTAL PLACEMENTS FOR HAWAII, * NEW YORK, TEXAS AND WASHINGTON**

The states of Washington (State Court of Appeals decision), *** New York (State Court of Appeals) and Hawaii (Agency decree) have concluded that ICPC does not apply when considering placement with non-offending parents. Therefore, requests for home studies and other services for non-offending parents will not be accepted by these states. The state of Texas will not accept a home study request on a non-offending parent, unless it is court ordered.

Louisiana DCFS staff may choose to contact the local agencies in these states directly to request a courtesy walk through and child abuse clearance. The agencies in these states may provide assistance but are not obligated to provide services. If Louisiana DCFS decides to place with the non-offending parent, no supervision of the placement will be provided. The Louisiana local office will be responsible for providing monthly supervision services to the child(ren).

D. LISTING OF THE CHILDREN

Placement decisions are made on an individual basis; therefore, only one child should be listed on the ICPC [100A](#). If more than one placement resource is being requested for a particular child, a [100A](#) is needed on that child for each resource that a home study is requested. Placement resources in different localities may be explored simultaneously, but each separate resource requires its own request through NEICE.

E. MATERIAL RETAINED IN ICPC UNIT

Prior to October 2020, the Louisiana ICPC Unit retained a reference copy of all the completed material submitted from the local offices, and forwarded two copies to the receiving state’s ICPC Unit.

Effective October 2020, completed home study request and applicable documents are created, uploaded and maintained within the NEICE Modular Case Management System (MCMS). The documents are transmitted to the ICPC Coordinator in the identified receiving state. Upon receiving a final placement decision from the receiving state, the case documents, history, communication notes, final decision and progress reports are maintained within the MCMS.

If at any point, the local office wish to cancel its pending request for a home study, the case worker will need to create a [100-B](#) in NEICE, notifying the ICPC Unit in State Office at once. The ICPC Unit will notify the receiving state that the referral has been cancelled.



Division/Section	Child Welfare
Chapter No./Name	11 – Interstate Compact on the Placement of Children
Part No./Name	11 – Procedure and Process
Section No./Name	Procedure and Process
Document No./Name	11-230 Procedures for Working with ICPC as the Sending State
Effective Date	February 19, 2024

F. RESTRICTIONS ON CONTACT OF INTERSTATE COMPACT ADMINISTRATORS

Interstate Compact Administrators in other states shall not be contacted in writing, by phone or e-mail by Louisiana local office staff. However, local to local agency communication is permissible and encouraged, thru NEICE. Any agreements reached by the local agencies should be confirmed in writing, as documented through ICPC via NEICE. At no time, should documentation be sent outside of the Compact Office. All documentation shall be submitted to the Compact Office and the documents will then be forwarded to the designated staff.

G. RECOMMENDATIONS

The local offices in the receiving state will conduct a home study and make a recommendation for approval or denial of the proposed placement of the child. The report will be submitted electronically to the receiving state level ICPC Coordinator.

H. PLACEMENT DECISION

The receiving state ICPC office will review the material and render a formal decision on the ICPC forms to approve or disapprove the proposed placement. Decisions concerning approval or disapproval of placement must emanate from the Deputy Compact Administrator in the receiving state. Local agency recommendations by themselves are not valid or official. The Louisiana ICPC office will process the ICPC Form 100A and home study, electronically in NEICE, and submit to the sending state Compact Office within three (3) work days.

I. NEGATIVE DECISIONS

If the decision is negative, the child cannot be sent to the receiving state. (Local agencies, however, may request reconsideration of the denial decision or may wish to resubmit the placement request at a later date if circumstances in the previously proposed placement resource warrant a reassessment).

J. POSITIVE DECISIONS

If approval for placement is given, the Form ICPC [100B](#) shall be created in NEICE by the * local ** sending agency to the Sending State ICPC office showing the actual date the child was placed.

This notification by the sending state to the receiving state that placement has been made will activate the provision of services in the receiving state.

The receiving state ICPC-[100A](#) approval expires six months from the date the [100A](#) was signed by receiving state Compact office. If the approved placement resource is not utilized within six months and the local office still want to utilize the placement; the DCFS worker should contact their compact office to see if an extension can be granted.



Division/Section	Child Welfare
Chapter No./Name	11 – Interstate Compact on the Placement of Children
Part No./Name	11 – Procedure and Process
Section No./Name	Procedure and Process
Document No./Name	11-230 Procedures for Working with ICPC as the Sending State
Effective Date	February 19, 2024

If a determination is made not to utilize an approved placement resource, the DCFS worker shall submit the ICPC Form [100B](#) to the sending state ICPC office providing reasons for the decision not to place. Regardless of the receipt of a favorable home study, the local office need not place a child out of state if overall case planning indicates the placement should not be utilized.

*** K. PLACEMENT STATUS**

The ICPC Form 100B shall also be created by the local staff to report:

- 1) Change of address for the approved placement resource;
- 2) Change in the placement resource or type of care (e.g., from foster care to adoption); or
- 3) Request for service termination (case closure).

When a placement type requires a change from an approved relative to a foster home, the below steps shall be completed by the local worker and State Office ICPC.

- 1) The local worker will create and upload a 100A (referral) for a foster home study.
- 2) The referral will go through the ICPC approval process.
- 3) Upon approval, the ICPC Coordinator will attach the 100A in NEICE and forward approved documents to the local worker.
- 4) The local worker, after receiving approved 100A, shall create a 100B, check placement change box, show date of placement change from “relative” to “foster home”, sign and upload document to NEICE file.
- 5) ICPC staff will review, sign, and attach 100B; the initial (relative) approval will be closed.

When there is a change of purpose in an existing placement, (from an approved “foster home” to an “adoptive home”), this request is to be created by the assigned adoption worker. The same steps as outlined above are to be followed.

NOTE: There should not be more than two pending referrals for the same child, unless the referrals are for different prospective resources.

L. SUPERVISION

After the child is placed, the receiving state is to provide face to face visits once per month, monitor the treatment plan, and submit quarterly progress reports as requested by the sending state.

M. ** PLACEMENT DISRUPTION

If the receiving state Compact Administrator determines that the placement no longer meets the individual needs of the child, including the child's safety, permanency, health, well-being, mental, emotional, and physical development, then DCFS must arrange for the return of the child as soon as possible or propose an alternative placement in the receiving state. The



Division/Section	Child Welfare
Chapter No./Name	11 – Interstate Compact on the Placement of Children
Part No./Name	11 – Procedure and Process
Section No./Name	Procedure and Process
Document No./Name	11-230 Procedures for Working with ICPC as the Sending State
Effective Date	February 19, 2024

alternative placement resource must be approved by the receiving state before placement is made.

DCFS shall arrange for the return of the child within five (5) working days from the date of notice for removal unless otherwise agreed upon between the sending and receiving state ICPC offices.

The request for removal may be withdrawn if the sending state arranges services to resolve the issue and both Compact Administrators mutually agree to the plan.

*** N. RECOMMENDATION OF DISMISSAL**

Upon completion of six months of successful placement, the sending state may request approval from the receiving state to dismiss its court action. Approval for dismissal must be secured from the receiving state’s ICPC office prior to the dismissal of the petition. Refer to [11- 210](#).

1. If approval for dismissal is given by the receiving state’s ICPC Deputy Administrator, the sending agency may recommend to the court at its next hearing date that the petition be dismissed.

An ICPC [100B](#) form is then completed to reflect the dismissal date and is forwarded to the sending state ICPC office. The form, in turn, is forwarded to the receiving state ICPC office. At this point, the case becomes closed for Interstate Compact purposes. Subsequent developments concerning the child then become the responsibility of the receiving state.

2. If approval for dismissal is not given by the receiving state, the sending state is not to recommend dismissal to its court. Both states may wish to negotiate how long the case should remain open. In the meantime, the sending state remains responsible for continuing planning and responsible for meeting the financial needs of the child.


O. CLOSURE OF ICPC CASE

The local agency shall create the ICPC [Form 100B](#) and upload the court order, in NEICE notifying their compact office when there is no longer a need for ICPC involvement.

III. FORMS AND INSTRUCTIONS

These forms shall be created in NEICE.

ICPC [Form 100A](#) Interstate Compact Placement Request
 ICPC [Form 100B](#) Interstate Compact Report on **Child’s **** Placement Status

 Department of Children & Family Services <i>Building a Stronger Louisiana</i>	Division/Section	Child Welfare
	Chapter No./Name	11 – Interstate Compact on the Placement of Children
	Part No./Name	11 – Procedure and Process
	Section No./Name	Procedure and Process
	Document No./Name	11-230 Procedures for Working with ICPC as the Sending State
	Effective Date	February 19, 2024

IV. REFERENCES

Children’s Code Article [1610](#)

Children’s Code Article [1612](#)

Adoption and Safe Families Act of 1997—[P.L. 105-89](#)