

BUTLER COUNTY CHILDREN SERVICES

POLICY NO.: 4.34	SUBJECT: Requesting an Interstate Compact on the Placement of Children
OAC 5101:2-52-04,	EFFECTIVE DATE: 10/16
	REVISION DATE:

PURPOSE: To provide guidelines for request of home assessments which have been identified as Interstate Compact on the Placement of Children.

POLICY: BCCS shall request home assessments for the possible placement of children who are in the custody and/or jurisdiction of BCCS when the caregiver resides outside of the state of Ohio. All home assessments will be assessed for safety and the appropriateness of placement utilizing the procedures outlined below.

PROCEDURE:

1. Assigned caseworker will enter all required information into SACWIS. Information is entered into the family case under ICPC screens. (Child Info and Request Info.) Information includes:
 - (a) Open a request in the ICPC tab for each individual child (you are able to enter one then copy it to the siblings).
 - (b) Home assessment request type
 - (c) Sending/receiving agent
 - (d) Agency responsible for planning
 - (e) Name, address and phone number of potential placement resource
 - (f) Provider type
 - (g) Child's legal status

2. Assigned caseworker will submit a home assessment referral packet that includes the following information to ICPC Administrator and/or ICPC alternate:
 - (a) Cover letter signed by caseworker and supervisor
 - (b) Child summary for each child
 - All available social, medical, developmental, psychological and educational information.
 - Family history on biological parents.
 - Reason for placement in other state.
 - (c) Copy of each child's birth certificate, social security card
 - (d) Copy of immunization record for each child
 - (e) All court orders related to the case for each child

- If the child is in the custody of the agency, no additional court order regarding the home assessment is needed.
 - If the child is not in agency custody, there is a specific court order needed from Juvenile Court.
- (f) Family Case Plan
 - (g) Case manager statement signed by caseworker
 - (h) For paternal relatives, for proof of paternity one of the following is needed:
 - Birth certificate with father listed
 - DNA testing
 - Court order citing the legal father
3. The ICPC Administrator and/or ICPC alternate will process the referral packet and also include the following:
- (a) Financial form generated from SACWIS (signed by the ICPC Administrator and/or ICPC alternate)
 - (b) IV-E documentation
 - (c) JFS01661/100A form generated from SACWIS (signed by the ICPC Administrator and/or ICPC alternate.
 - (d) Transmittal letter generated from SACWIS
4. An original plus two copies of the completed home assessment referral packet will be mailed by the ICPC alternate via UPS to the receiving state.
5. A final copy of the completed packet will be sent to scanning by the ICPC alternate.

EXPEDITED HOMESTUDIES

BCCS may request the court order an expedited ICPC home assessment if certain criteria are met. Both of the following conditions must apply for an expedited request:

1. The proposed placement resource is a relative in one of the following categories:
 - (a) Parent
 - (b) Step-parent
 - (c) Grandparent
 - (d) Adult sibling
 - (e) Aunt/Uncle
 - (f) Legal guardian

2. One of the following conditions apply:
 - (a) Unexpected dependency – sudden incarceration or incapacitation or death of the child’s parent or guardian
 - (b) The child (the agency is seeking to place) is 4 years of age or younger. If part of a sibling group, at least one of the children must meet the age requirement.
 - (c) The court finds any child in a sibling group has substantial relationship with the proposed placement resource. Substantial relationship means the placement resource has a familial or mentoring role with the child, has spent more than

cursory time with the child and/or has established more than a minimal bond with the child.

(d) The child is in an emergency placement.

To secure the required expedited court order, the assigned case worker must supply the court with the following:

- A statement, signed by the potential placement resource, stating the agency has had a conversation with them, and the agency and the potential placement resource agree the potential placement resources meets the minimum requirements as required under Section 1 and 2 of Expedited Homestudies. The statement can be a case manager statement signed by the potential placement resource and the agency.
- BCCS 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 Section 1 and 2 of Expedited Homestudies, ICPC 100-A and ICPC Form 101.
- The court will then issue a specific Regulation 7 court order regarding the home assessment. The assigned caseworker will submit a home assessment referral packet and the expedited court order to the ICPC Administrator and/or ICPC alternate.

10-21-16
APPROVAL DATE:


William Morrison, Executive Director