

BUTLER COUNTY CHILDREN SERVICES

POLICY NO.: 4.35	SUBJECT: Receiving a Request for an Interstate Compact on the Placement of Children
OAC 5101:2-52-06	EFFECTIVE DATE: 12/16
	REVISION DATE:

PURPOSE: To provide guidelines for requests of home assessments received from an out of state PCSA, which have been identified as Interstate Compact on the Placement of Children.

POLICY: BCCS shall complete home assessments for the possible placement of children who are in the custody and/or jurisdiction of another state when the caregiver resides in the state of Ohio when requested through the Interstate Compact on the Placement of Children process. All home assessments will be assessed for safety and the appropriateness of placement utilizing the procedures outlined below:

PROCEDURE:

1. Upon receipt of a request to complete an Interstate Compact on the Placement of Children, the ICPC Administrator and or ICPC Alternate shall verify that the following documents are included in the packet/request:
 - (a) A signed JFS 01661/100A form
 - (b) Child summary
 - All available social, medical, developmental, psychological, and educational information.
 - Family history on biological parents
 - Reason for placement in other state.
 - (c) Copy of child's birth certificate, social security card
 - (d) Copy of immunization record
 - (e) All court orders related to the case
 - (f) Family case plan
 - (g) Signed case manager statement
 - (h) For paternal relatives, proof of paternity
 - Birth certificate with father listed
 - DNA testing
 - Court order citing the legal father
2. The ICPC homestudy/home assessment will be forwarded to the Screening department and a case will be opened
 - If a case already exists, the CRP shall be changed to the oldest child's last name.

- If a case needs to be created, the oldest child will be listed as the CRP
 - The case will be opened as a FINS/ICPC intake.
3. The ICPC Administrator/ ICPC Alternate will assign the case to a home study specialist.
 4. The home study specialist will complete the home assessment in accordance with the administrative rule governing the placement resource being considered.
 - (a) Foster home (5101:2-7 of the OAC)
 - (b) Adoptive home (5101:2-48-12 of the OAC)
 - (c) Kinship home (5101:2-42-18 of the OAC)
 - (d) Parent home (no OAC requirement)
 5. The home study specialist will complete the home assessment narrative within 60 calendar days of the request for a Regulation 2 (kinship/parent assessments).
 6. The home study specialist will complete a Regulation 7 expedited requests within 20 business days. Expedited requests can apply to kinship and parent home assessments. Expedited requests do not apply to foster or adoptive home assessments.
 7. In regards to foster/adoptive home studies, the ICPC Administrator/ ICPC Alternate will complete the following:
 - (a) Contact family within 3 days of receiving the home study request.
 - Upon initial contact, briefly explain home study process
 - (b) Mail letter to the family
 - Enclose foster care application
 - Give a deadline of two weeks for application to be returned
 - If application is not returned timely
 1. Make one phone call to remind applicant/inquiry about status
 2. If not successful, deny the request and close the case
 - If application is returned timely
 1. Assign Foster Care/Adoption Homestudy Specialist.
 2. The Foster Care/Adoption Homestudy Specialist will complete the home assessment narrative within 60 calendar days of receipt of the Foster Care Homestudy Application.
 8. The home study specialist will submit the completed home study/home assessment, including placement recommendation to the ICPC Administrator/ICPC Alternate, who will then forward the completed home study to the sending state with the JFS01661/100A form.
 9. If the ICPC homestudy/home assessment cannot be completed and a recommendation made within 60 calendar days, or 20 business days for expedited requests, the home study specialist will document in writing the reason for the delay and the ICPC Administrator/ICPC Alternate will send the written notice of the delay to the compact or deputy compact administrator of the

sending state prior to the expiration of the sixty (60) day or twenty (20) day period. Upon receipt of the final information, the home study specialist will submit the completed home study, including placement recommendation, to the ICPC Administrator or ICPC Alternate, who will then forward the completed home study to the sending state with the JFS01661/100A form.

12-21-16

APPROVAL DATE:



William Morrison, Executive Director