

Tips through ICPC process from Beginning to End

Starting an ICPC:

- 1) Before contacting the caregiver check out the ICPC states pages <http://icpcstatepages.org/>
 - a. This website will have information on what degree of relationship required to be relative
 - b. If relatives must be licensed
 - c. What financial/medical plans can be used in their state
- 2) Contact the caregiver
 - a. Make sure to have you statement of case manager document present when calling the caregiver as all questions must be asked
 - b. Let them know if they have to go through licensing process if they are okay with that
 - c. Ask them if they will take financial/medical responsibility of the child if the state doesn't have TANF
- 3) Make legal request for ICPC order of compliance
 - a. **Always try to get a Reg 7 ICPC order of compliance when case meets requirements**
 - i. Most likely scenarios are when any child is sibling group is 4 and under and meets relationship requirement
 - ii. Or substantial relationship which means more than cursory time with child, this requirement is up to interpretation
- 4) Start putting the ICPC packet together-Begin before the ICPC order of compliance comes in
 - a. 100A
 - i. Always sign and date at bottom
 - ii. Always ask for monthly supervision (not 25 days)
 - iii. Sending agency means child is in foster care, Protective supervision means child is placed with relative/non-relative/parent
 - iv. If child is Title IV-E check yes, if child is not Title IV-E check no
 - v. Always put Eckerd Community Alternatives in partnership with (your CMO agency) for agency financially responsible and also planning for the child. But put your CMO agency phone number and address
 - b. 101 form (**only for REG 7**)
 - i. Make sure all 4 parts in assessment of child is filled out. If nothing to put, type in non
 - ii. Always have both CM and CMS sign and date the bottom
 - c. Cover Letter
 - i. First paragraph should always start with sentence "this request for child welfare services is being made pursuant to out contract with the Florida Department of Children and Families."
 - ii. Always end cover letter with asking for monthly supervision if placement is made
 - iii. **If Reg 7 must include names, DOB, and SS# for every adult in the home**
 - iv. Explain circumstances that brought the child into care
 - v. Must include within cover letter if child has any special medical/behavioral/psychological needs. If none, please state child has no special medical/behavioral/psychological needs.
 - vi. If the child is on any psychotropic medications please write what medications child is on
 - vii. If child has an IEP, please put that in cover letter

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- viii. If you do not have an approved case plan at this time, please put sentence that “we do not have an approved case plan at this time but will send upon receipt”
 - ix. If you do not have the birth certificate(s) of the child(ren) please put a sentence “we do not have the birth certificate at this time but will send upon receipt”
 - x. If the child is not Title IV-E please put sentence in cover letter that “child is not Title IV-E but the caregiver will be applying for Medicaid, and if they are not approved then our agency will be responsible for any medical expenditures during placement if placement is made
- d. Financial/med plan
- i. Always use the fin/med plan cheat sheet
 - ii. If you check SSI please make sure child is SSI not SSA, they are different
 - iii. Make sure state has TANF before choosing TANF option
- e. Rest of the ICPC packet
- i. The social summary must be within last 6 months (PDS, JRSSR, CBHA, or complete your own social summary)
 - ii. The court order must be within the last 6 months showing legal status of child preferably shelter/adjudication/or most recent JR order
 - iii. Statement of case manager document needs to be signed and dated
 - iv. ICPC Reg orders of compliance- make sure the judge’s signature and date is legible. **If Reg 7 make sure ICPC packet is sent ASAP to ICPC specialist as these orders must be sent to state office within 3 business days of judge’s signature or it expires.**
 - v. Proof of IV-E eligibility also known as NOCA document is obtained by contacting ELMO. This document must always be in packet.
 - vi. Proof of paternity-When requesting HS on paternal relative or father, must have proof either by birth certificate, DNA test, order establishing paternity, or child support documentation.
 - vii. Birth certificate- if you don’t have it please note in cover letter as noted in cover letter section above
 - viii. Case plan must be signed and dated within the last calendar year
 - ix. If child has special medical/behavioral/psychological needs please include supporting documentation
 - x. If child has an IEP, please include
 - xi. If child is taking psychotropic medications please include the order signed by judge or consent signed by parent(s)
- 5) Send the ICPC packet to c13_icpc@eckerd.org but if it’s a Reg 7 then send to cgray@eckerd.org with subject line of “ICPC REG 7 request- Please process”
- a. If the packet is missing any documentation/information I will kick the ICPC back, please provide the changes within 2 weeks or the ICPC will be closed out and you will need to send a new packet
 - b. Once the packet is correct I will upload to our state office and notify you when this is done
- 6) Once the packet is sent from our state office to the receiving state’s state office I will notify you. In order to find out who is assigned in the receiving state to get updates, if they don’t contact you directly, is by keeping in contact with potential caregiver and getting the contact info from them as they rarely send assignments info through ICPC channels

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- a. If they are not contacted within 30 days (15 days for Reg 7 ICPC) from date request was sent from our state office to other state then notify ICPC specialist through email/phone call and an ICPC status request letter will be sent through ICPC channels
 - b. If the completed HS is not received at the 60 day mark from when the ICPC was sent to receiving state ICPC specialist tries to send a status request letter automatically to find out the status to assist primary CM/CMS. And 30 days thereafter until the completed HS is received
 - c. I will send the completed HS to primary CM/CMS upon receipt from state office
- 7) Placement if child in receiving state
- a. Child cannot be placed until we receive the completed HS through ICPC channels with 100A signed off by compact administrator as approved
 - i. Sometime the worker will send the completed HS directly to you, but it is not officially approved until the receiving state compact administrator signs off on it as they have the power to deny a HS that was approved at local level
 - b. Must provide placement packet to include the ICPC transmittal, 100B, cover letter, and order showing placement
 - i. If placement was ordered but for some reason you have not been provided the order yet, please put a sentence in cover letter that placement was ordered by judge on (date) but has not been received yet, but will be sent upon receipt
 - c. I will upload the placement packet to our state office
 - d. If placement is to a foster placement then you will need to complete the ICPC foster board payment form and provide the completed form along with documents requested to Rebecca Rojas in Kids Direct so foster board payment can begin right away
 - e. Receiving state is only required to see the child once a month, not every 25 days, per ICPC regulations and if they choose only has to notify us of the visits through quarterly reports required to be sent through ICPC channels. Hopefully they are okay with having direct communication through phone/email about visits, but some states will only communicate these visits through quarterly progress reports
- 8) Termination of the case
- a. Must receive concurrence from receiving state to close case
 - i. If you try to reach out to them twice and they do not respond with concurrence or then we can move forward with assumption that they concur, but must try to ask them formally twice before
 - b. Please provide 100B and court order when a case is closed so it can be closed out in ICPC state office