

CF OPERATING PROCEDURE  
NO. 170-19

STATE OF FLORIDA  
DEPARTMENT OF  
CHILDREN AND FAMILIES  
TALLAHASSEE, July 24, 2023

Child and Family Well-Being

INTERSTATE COMPACT ON THE PLACEMENT OF CHILDREN

This operating procedure outlines the processes and procedures for placing children across state lines in accordance with the Interstate Compact on the Placement of Children (ICPC). The Compact is statutory law in all 50 States, the District of Columbia, and the U.S. Virgin Islands to provide protection and services to children placed across state lines. The Compact establishes uniform guidelines and procedures intended to safeguard the best interests of each child.

BY DIRECTION OF THE SECRETARY

*(Signed original copy on file)*

JESS THARPE  
Assistant Secretary for  
Child and Family Well-Being

SUMMARY OF REVISED, ADDED, OR DELETED MATERIAL

Consolidates CFOP 175-54 and CFOP 175-55 into a single, new CFOP in the 170 (Child and Family Well-Being) series with updates to include: removing the paper-based procedures and adding the required use of technology and electronic ICPC case processing; requiring the use of the National Electronic Interstate Compact Enterprise (NEICE) for compliance with the Family First Prevention Services Act; standardizing the processes and procedures for incoming and outgoing ICPC cases; and aligning with current ICPC Regulations, including updated ICPC forms and new user guide checklists.

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This operating procedure supersedes CFOP 175-54 dated October 10, 1997, and CFOP 175-55, dated October 10, 1997.

OPR: Office of Child and Family Well-Being

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## Chapter 1

## GENERAL INFORMATION

1-1. Purpose. This operating procedure outlines the processes and procedures for placing children across state lines in accordance with the Interstate Compact on the Placement of Children (ICPC). The Compact is statutory law in all 50 States, the District of Columbia, and the U.S. Virgin Islands to provide protection and services to children placed across state lines. The Compact establishes uniform guideline and procedures intended to safeguard the best interests of each child.

1-2. Authority.

- a. Sections [409.401](#), [409.402](#), [409.403](#), [409.404](#), and [409.405](#), Florida Statutes (F.S.).
- b. Safe and Timely Interstate Placement of Foster Children Act of 2006 (Public Law 109-239).
- c. Family First Prevention Services Act of 2018 (Public Law 115-123).
- d. Association of Administrators of the Interstate Compact on the Placement of Children.

(1) Articles: [https://aphsa.org/AAICPC/AAICPC/text\\_icpc.aspx](https://aphsa.org/AAICPC/AAICPC/text_icpc.aspx)

(2) Regulations: [https://aphsa.org/OE/AAICPC/ICPC\\_Regulations.aspx](https://aphsa.org/OE/AAICPC/ICPC_Regulations.aspx)

1-3. Overview.

a. The ICPC is a compact between all 50 states, the District of Columbia, and the U.S. Virgin Islands. It is a uniform law that establishes procedures for the placement of children across state lines when children are in the custody of a state or county, being placed for private/independent adoption, or under certain circumstances, being placed by a parent or guardian in a residential treatment facility.

b. The overarching purpose of the ICPC is for each child requiring out-of-state placement to receive the maximum opportunity to be in a suitable environment with persons/facility staff having appropriate qualifications and abilities to provide a desirable degree of care. States cooperate with each other to promote appropriate jurisdictional arrangements for the care of children. All parties are bound by the articles and regulations of the ICPC, which define placement types and procedures to be followed.

1-4. Administering the Compact.

a. Central Office. The Florida ICPC Central Office is located within the Department of Children and Families (Department) Office of Child and Family Well-Being. This office administers the Compact and serves as the central clearing point for all incoming and outgoing ICPC referrals. Please contact the FL ICPC Central Office for assistance with any questions on the ICPC Articles and/or Regulations. The FL ICPC Central Office contact information can be found at the [FL ICPC website](#).

(1) The FL ICPC Office divides caseloads among staff by state. This allows each staff member to build a rapport with their counterparts and gain a better understanding of the state laws and regulations of their assigned states. By doing so, staff are better equipped to answer state specific information, and help resolve complicated issues. The FL ICPC Central Office contact information and state assignments can be found at the [FL ICPC website](#).

(2) Each of our Community Based Care Lead Agency (CBC) partners identifies a lead ICPC liaison so that there is a single point-of-contact for both the CBC and ICPC office. The ICPC

liaison will communicate with the local child welfare professionals to assign and receive ICPC requests to or from the FL ICPC Central Office. This streamlines communication and increases the efficiency of the ICPC process.

b. ICPC Electronic Case Processing. Florida utilizes the National Electronic Interstate Compact Enterprise (NEICE) to send and receive all ICPC documents and correspondence to and from other Compact members including our in-state CBC lead agency partners. See Chapter 2 for additional information on the NEICE.

c. ICPC Articles and Regulations. The ICPC establishes uniform legal and administrative procedures governing the interstate placement of children and is statutory law in all fifty-two member jurisdictions and a binding contract between member jurisdictions.

d. Compact Applicability. In general, the ICPC applies to the following types of interstate placements:

(1) Placement preliminary to adoption.

(2) Placements into foster care, including foster homes, group homes, residential treatment facilities, and institutions.

(3) Placement with parents and relatives/nonrelatives when a parent or relative is not making the placement as defined in [Article VIII \(a\) "Limitations"](#).

e. Compact Exemptions. Placements made without ICPC protection:

(1) Placements made in medical or psychiatric hospitals, institutions for the mentally ill, boarding schools, or any institution primarily educational in nature.

(2) Visits are defined in [Regulation 9](#), Definition of a Visit, as: A stay or proposed stay of longer than 30 days is considered a placement or proposed placement. A stay of longer duration may be considered a visit if it begins and ends within the period of a child's vacation from school as ascertained from the academic calendar of the school. A visit may not be extended or renewed in a manner which causes or will cause it to exceed 30 days or the school vacation period. If a stay does not from the outset have an express terminal date, or if its duration is not clear from the circumstances, it shall be considered a placement or proposed placement and not a visit.

NOTE: A request for a home study or supervision made by the person or agency which sends or proposes to send a child on a visit and that is pending at the time that the visit is proposed will establish a rebuttable presumption that the intent of the stay or proposed stay is not a visit. Sending a child on a visit while a home study is pending may jeopardize the Receiving State's placement decision. Please contact the FL ICPC office prior to sending a child on a visit to seek permission from the Receiving State if there is a pending home study. This does not apply to [Regulation 7](#) (Expedited Placement Decision) Priority Requests as visits are not allowed while a [Regulation 7](#) home study is pending.

f. Interstate Commission for Juveniles (ICJ). When a child for whom the Department has placement and care responsibility has been adjudicated "delinquent" and placed on probation or parole, the child's out-of-state placement shall be made in accordance with the provisions of **both** the Interstate Compact on Juveniles (ICJ) and ICPC. See [ICPC /ICJ MOU](#) regarding best practice when child is under concurrent jurisdictions of dependency and delinquency. Contact information for the Florida ICJ office can be found at <https://www.juvenilecompact.org/south/florida>.

g. Extended Foster Care (EFC) and Independent Living (IL). While not specifically addressed in the Compact, states will often provide the same services that are provided to these young adults within

their state. FL ICPC Central Office encourages contact be made in advance of placement to determine what services and supervision are provided by the specified Receiving State.

(1) Placed Prior to Entering EFC/IL. For a youth that is already placed in an approved ICPC licensed foster placement out-of-state; a dialogue between the two state offices should be started well in advance of the child reaching age of majority and aging out of care. Efforts should be made to inform all parties of the plans for the youth prior to reaching age of majority. In cases where EFC/IL is planned a new ICPC Request will be needed. The process should mimic the outline provided in Chapter 3 for a Regulation 2 (Public Court Jurisdiction Cases: Placements for Public Adoption or Foster Care in Family Settings and/or with Parents, Relatives), Foster Request.

(2) Placed After Entering EFC/IL. For a youth in EFC/IL that wishes to move to another state, an ICPC may be needed if the Receiving State offers EFC services. A new ICPC Request should be initiated, and the process should mimic the outline provided in Chapter 3 for a Regulation 2 Foster Request.

(3) Requirements. For a youth being placed in another state for EFC, the receiving state must also have an EFC program or similar program in that state. While in the EFC program in another state, the young adult must meet Florida's Program eligibility for EFC that is outlined below.

(a) A Supervised Living Arrangement Agreement (SLAA) referenced in paragraph 2-6h of CFOP [170-17](#) must be completed prior to the young adult receiving financial assistance from Florida.

1. If the young adult decides to leave the approved living arrangement while out-of-state, a new supervised living arrangement should be identified and a new SLAA completed within 30 days from leaving the previous living arrangement to remain program eligible.

2. Dialogue between the receiving and sending states shall determine if a new ICPC is needed.

(b) A qualified activity pursuant to s. [39.6251](#), F.S., must be identified for EFC eligibility.

(c) A Shared Living Plan (SLP) must be completed with the young adult, caregiver, and case management organization and attached with the SLAA. (CFOP 170-17, [Chapter 2](#) outlines the requirements for an SLP.)

(d) If the documents are not obtained prior to the young adult turning 18, the sending state (FL) has 30 days to obtain all documents. If not successful, the young adult will not be eligible for EFC and should be transitioned into the Aftercare Services Program pursuant to Rule [65C-42.003](#), Florida Administrative Code (F.A.C.) until such documents can be obtained. The young adult shall remain in Aftercare services until the ICPC has been completed or the young adult is no longer willing to remain in the program.

(e) A list of states and services can be located at the ICPC website, EFC & IL website, and CFOP [170-17](#).

h. Human Trafficking of Children and Youth. Any ICPC that includes a child that has been identified as a victim of human trafficking as defined by CFOP [170-14](#) should list any additional requirements or recommendations to help ensure child safety.

(1) When Florida is the Sending State. If a child has been identified as a victim of human trafficking, this information should be clearly indicated on the ICPC cover letter. Any available

supporting documentation, Child Placement Agreement, etc. should also be included. The cover letter should identify any special requests for supervision or services needed to support the placement. If the Receiving State is unable to provide any of the specialized services requested, contracting with a local private case management agency may be needed. A list of available agencies may be requested from the Receiving State ICPC office.

(2) When Florida is the Receiving State. Any ICPC request received for a child that has been identified as a victim of human trafficking should be assigned by the lead CBC ICPC liaison to child welfare professionals that have completed the specialized Human Trafficking training; see CFOP 170-14, [Chapter 7](#).

(a) The completed home study should include in the narrative or in the form of a cover letter the following information:

1. An assessment of the proposed caregiver's ability to manage any identified behaviors outlined in the ICPC request.

2. Verification of any specialized education and/or information provided.

3. Any other reasonable special assessment as requested in the ICPC request.

4. Any conditions for placement or recommendations for specialized services should be clearly documented, to include availability in the area. If additional services are recommended to support the placement, guidance on how to obtain and the availability of those services should be included.

(b) Every effort should be made to expedite the home study and placement recommendation.

i. Requesting Home Studies and Services from Foreign Countries. International placement requests may be referred to International Social Services (ISS) as foreign countries are not members of the Compact. For more information, please see the [ISS-USA website](#).

j. Forms. The following forms and outlines are used to assist child welfare professionals with completing ICPC specific requirements:

(1) Checklist for preparing an initial ICPC request packet.

(a) Form CF-FSP [5286](#). Provides a list of all required documentation, instructions and reminders, and shall be used for foster, adoption, parent, and relative home study requests under Regulations 1 (Conversion of Intrastate Placement into Interstate Placement; Relocation of Family Units), 2, and 7.

(b) Form CF-FSP [5368](#). Provides a list of all required documentation, instructions and reminders, and shall be used for placement in Residential Treatment Centers under Regulation 4 (Residential Placement).

(2) ICPC 100A and 100A Instructions (form CF [794](#), available in DCF Forms). **Note:** *If possible, the CBC ICPC liaison should use the digital form in NEICE.*

(3) ICPC 100B and 100B Instructions (form CF [795](#), available in DCF Forms). **Note:** *If possible, the CBC ICPC liaison should use the digital form in NEICE.*

(4) Cover Letter. A cover letter must be prepared on agency letterhead and accompany all new ICPC requests (specific requirements outlined in forms CF-FSP [5286](#) and CF-FSP [5368](#)). All cover letters accompanying ICPC correspondence and/or documents shall include at minimum:

(a) The name and date of birth of each child.

(b) The name and contact information of the placement resource.

(c) Requests submitted by CBCs must include the following statement in the body of the letter: *"This request for child welfare services is being made pursuant to our contract with the Florida Department of Children and Families."*

(d) The body of the letter should clearly explain the issue or purpose of the letter, and include any questions, responses, requests, updates, etc.

(e) Name, signature, and contact information of the assigned child welfare professional and supervisor assigned to the case.

(5) Financial-Medical Plan (form CF [791](#), available in DCF Forms).

(6) Signed Statement of Sending Agency Case Manager:

(a) For Regulation 2 ICPC requests, form CF-FSP [5363](#), available in DCF Forms.

(b) For Regulation 7 (Expedited) ICPC requests, form CF-FSP [5364](#), available in DCF Forms.

(7) Sending State Priority Home Study Request (ICPC 101) (Regulation 7 requests only), form CF [798](#), available in DCF Forms.

(8) ICPC Order of Compliance with Regulation 2, form CF-FSP [5280](#); Motion for Order of Compliance, form CF-FSP [5275](#) (both forms available in DCF Forms).

(9) ICPC Order of Compliance and for Expedited Placement Decision Pursuant to Regulation 7, form CF-FSP [5276](#); Motion for Order of Compliance, form CF-FSP [5277](#) (both forms available in DCF Forms).

(10) ICPC Order of Compliance with Regulation 1, form CF-FSP [5362](#); Motion for Order of Compliance, form CF-FSP [5361](#) (both available in DCF Forms).

(11) ICPC Receiving State Priority Home Study (ICPC-102), form CF [792](#) (available in DCF Forms), Optional form for Regulation 7 Expedited Home Study.

(12) ICPC Quarterly Supervision Report Outline (Appendix A to this operating procedure). Recommended outline for use when submitting quarterly supervision reports.

(13) ICPC Title IV-E Safety Requirements Letter (Appendix B to this operating procedure). The document is used to provide satisfactory documentation of background screening as required by Title IV-E.

k. Direct communication between local agencies. Local child welfare professional in Sending State to local child welfare professional in Receiving State (local to local) communication while the home study is still pending completion is not permitted by some states. Florida ICPC permits local to local communication, as long as the other state permits this exchange. Once the home study has been completed and child(ren) have been placed, it is recommended that the exchange between

local-to-local child welfare professionals is necessary for prompt and appropriate notification of the child's well-being. By encouraging direct contact between the two child welfare professionals and their respective supervisors early in the ICPC process, it will promote the free flow of updated or new information about the child or placement resource, and thereby assist in the successful completion of the home study in a timely manner. Likewise, the local child welfare professionals are encouraged to send documents to one another directly **but** must ensure copies of those same documents are sent to their designated ICPC liaison for processing by the state ICPC Central Office. Child welfare professionals are reminded that only documents properly processed and received through both the sending and receiving Interstate offices are official ICPC documents. Receipt of a home study, new request, concurrence, or any documentation outside of proper ICPC channels would be considered out of compliance and ineligible to present to the court.

1-5. Placement Disruptions. When the Receiving State Compact Administrator determines that, after an approval and placement of the child, the placement no longer meets the individual needs of the child, including the child's safety, permanency, health, well-being, and mental, emotional, and physical development, the Receiving State Compact Administrator may request the Sending State Compact Administrator to arrange for the immediate return of the child or make alternative placements as provided in Article V (a) of the ICPC. The Receiving State's request for removal may be withdrawn if the Sending State arranges services to resolve the reason for the requested removal and the receiving and Sending State Compact Administrators mutually agree to the plan. If no agreement is reached, the Sending State shall expedite return of the child to the Sending State within five business days from the date notice was received.

a. Florida Children Placed in Other States.

(1) When requested by the other state's ICPC office, the Florida sending/local agency shall make immediate arrangements for the removal and transportation of the child placed in the other state back to Florida within five business days. When possible, the Florida sending/local agency will work with the supervising agency in the other state to plan and coordinate travel arrangements.

(2) Any refusal or failure to retrieve the child within the designated timeframe will be in violation of the Compact.

(3) Florida remains responsible for the child and may incur costs associated with the disruption, to include but not limited to the shelter, respite, and/or board payment while the child remains in the Receiving State.

(4) The CBC shall immediately submit a copy of the ICPC [100B](#) to the FL ICPC Central Office upon the child's return to Florida. The FL ICPC Central Office will forward the closing ICPC [100B](#) document to the Receiving State for ICPC case closure.

b. Out-of-State Children Placed in Florida.

(1) When the Florida supervising agency has requested removal through the FL ICPC Central Office because the Florida placement is believed to be contrary to the best interest of the child, the Sending State should make arrangements to return the child within five business days. When possible, the Florida supervising agency will work with the Sending State local agency to plan and coordinate travel arrangements.

(2) Any refusal or failure to retrieve the child within the designated timeframe will be in violation of the Compact.

(3) Emergency shelter may be needed during the time it takes for the Sending State to retrieve the child if there is concern for the safety and well-being of the child.



(4) The Florida CBC shall notify FL ICPC Central Office by NEICE Message and Email for expediting notice to the Sending State. Any written correspondence or documentation for the disruption should be uploaded in NEICE.

(5) The FL ICPC Central Office will promptly forward the notice of disruption to the Sending State. The notification must include the request for the child's return within five business days, travel arrangements, and the closing ICPC [100B](#) form. Once the ICPC [100B](#) form confirming the return of the child to the Sending State is received, the FL ICPC Central Office will forward the confirmation to the CBC and close the case.

## Chapter 2

### NATIONAL ELECTRONIC INTERSTATE COMPACT ENTERPRISE (NEICE)

2-1. Overview. The National Electronic Interstate Compact Enterprise (NEICE) is a web-based system that allows participating states to swiftly and securely share records and exchange information. The NEICE has improved the efficiency of the ICPC process by modernizing a historically slow paper-based system. Florida joined NEICE as one of the initial pilot states in 2015.

2-2. Purpose. The purpose of this chapter is to set forth expectations and procedures for local CBCs in compliance with the FL ICPC Central Office requirement for electronic submission of all requests for placements through the ICPC, using NEICE.

NOTE: The use of an electronic interstate case-processing system shall not apply to any federally recognized tribes in Florida.

2-3. General Requirements. Use of the NEICE system is required for processing all ICPC cases to or from other Compact members.

a. All local CBCs shall submit ICPC requests via NEICE. This requirement applies to all cases covered under ICPC Regulations 1, 2, 4, and 7, involving children under the jurisdiction of the dependency court for abuse, neglect, or abandonment due to an action taken by a local child protective investigator or CBC agency. In these cases, the court has the authority to determine supervision, custody, and placement of the child, or has delegated that authority to the Department or CBC agency.

b. Each agency is required to have at least two active NEICE users, including a designated CBC ICPC liaison. The CBC ICPC liaison for each agency will be responsible for submitting and receiving all ICPC correspondence through the NEICE system.

c. Exceptions to this requirement are for private, independent, or non-public agency adoptions, or for parents seeking residential placement of their children. In these situations, FL ICPC Central Office will continue to transmit ICPC cases to other Compact members via the NEICE system. FL ICPC Central Office will act as the FL Sending Agency in NEICE and will disseminate accordingly so that all case action is captured in the NEICE system.

2-4. Required Action.

a. The FL ICPC Central Office will initiate contact with each identified CBC ICPC liaison to ensure proper NEICE access is provided to the primary and backup liaisons. New users requiring access to NEICE may contact the FL ICPC Central Office, Compact Administrator, or Deputy Compact Administrator for information on how to create an account.

b. Prior to gaining access to NEICE, designated users must complete certain requirements necessary to address appropriate system usage, security, and confidentiality. All individuals designated to access NEICE in any capacity must complete these steps before initially accessing NEICE. FL ICPC Central Office will authorize access to a potential user only after verification that all steps have been completed. It is preferable that the steps be completed in the sequence listed below; however, the local CBCs may use their discretion to determine the most expedited process for completion of steps below. Employees of the local CBCs seeking access to NEICE must do the following:

(1) Complete the self-guided NEICE E-Learning training provided by the Tetrus Corporation and the American Public Human Services Association (APHSA). The FL ICPC Central Office will arrange access for the local CBC employees to access E-Learning through APHSA. Upon completion of E-Learning, users will have the opportunity to practice the acquired skills in a NEICE test environment. Use of the test environment is highly recommended to become familiar with the system; and,

(2) Submit a copy of their current DCF Security Awareness Certificate to the ICPC Central Office, Compact Administrator, or Deputy Compact Administrator.

c. It is critical that only individuals designated to work in NEICE have access to the system and only access NEICE upon a need-to-know basis. Compliance with applicable confidentiality standards is mandatory and must be strictly enforced. Therefore, the FL ICPC Central Office must be immediately notified if an approved user is no longer working in NEICE due to a change in duties, employment, or for any other reason.

d. For more information regarding NEICE including FAQs, Job Aids, eLearning courses, videos, and guides, please see the [NEICE Support Portal](#).

### Chapter 3

#### ICPC REQUESTS FOR REGULATIONS 1, 2, AND 7 WHEN FLORIDA IS THE SENDING STATE

3-1. Purpose. The purpose of this chapter is to provide an overview of the ICPC Process and Agency Responsibilities at each stage of an ICPC from the point of view of Florida as the Sending Agency for Regulation 1, 2, and 7 cases. Before submitting an ICPC request, please make certain that you understand all the responsibilities and requirements when invoking the Compact by requesting a home study in another state. All requests are submitted via the web based NEICE system as detailed in Chapter 2. In general, the information in Chapter 4 can be used as a reference for the process that occurs in the Receiving State.

#### 3-2. Initial Request.

a. When preparing the interstate request, the child welfare professional should determine which one of the following ICPC regulations applies.

(1) [Regulation 1, Relocation of Intact Family Unit](#). A Florida intrastate placement family relocating to another state with a child for whom the Department has placement and care responsibility and has not yet achieved permanency. See form CF-FSP [5286](#) (available in DCF Forms) for specific requirements and details.

(2) [Regulation 2, Placements for Public Adoption, Foster Care, Relative or Parent](#). See form CF-FSP [5286](#) (available in DCF Forms) for specific requirements and details.

(3) Regulation 4, Residential Placement. Applies to cases involving children who are being placed into residential facilities whether under the jurisdiction of a court for delinquency, dependency; and/or being placed by parent or guardian with no court involvement. See Chapter 5 of this operating procedure for information on how to submit a Regulation 4 request. See form CF-FSP 5368 (available in DCF Forms) for specific requirements and details.

(4) Regulation 7, Expedited Placement Decision. Provides expedited placement decisions for requests with a specified relative or parent. See form CF-FSP 5286 (available in DCF Forms) for specific requirements and details.

NOTE: The full text of the ICPC Regulations can be found at [https://aphsa.org/OE/AAICPC/ICPC\\_Regulations.aspx](https://aphsa.org/OE/AAICPC/ICPC_Regulations.aspx)

b. Placement types that may be utilized under the Compact include:

- (1) Home of parents.
- (2) Home of relatives or fictive kin (where allowed).
- (3) Foster family homes.
- (4) Adoptive homes; and,
- (5) Residential treatment center placement.

NOTE: A separate ICPC request is needed for each placement type. This is true even if the home study provided by the Receiving State indicates approval for multiple placement types. In most cases, the Receiving State only needs to complete a simple update to provide the approved ICPC 100A form for the new placement type.

c. Request Packet Contents. Specific documents must be included in each ICPC request. The child welfare professionals shall use form CF-FSP 5286 (available in DCF Forms) when preparing ICPC packets for children for whom the Department has placement and care responsibility. Form CF-FSP 5286 shall be used for foster, adoption, parent, and relative home study requests under Regulations 1, 2, and 7, and accompany all required documentation.

d. Submitting an ICPC Request to ICPC Central Office.

(1) Whenever a child welfare professional requests a study of a proposed placement for a child for whom the Department has placement and care responsibility, the requested materials should be reviewed by the child welfare professional's supervisor or designated CBC ICPC liaison prior to submitting them to the FL ICPC Central Office in NEICE. This review is to ensure the accuracy, completeness, and appropriateness of the request. Supervisor approval may also be indicated by signing the cover letter.

(2) The following steps outline the process for submitting an ICPC Request to the FL ICPC Central Office in NEICE.

(a) Using the information provided in paragraphs 3-1 and 3-2a, b and c above, the child welfare professional will compile a request packet and provide the packet to the CBC ICPC Liaison for processing in NEICE.

(b) The CBC ICPC liaison or child welfare professional/supervisor will ensure the request is accurate, complete, and appropriate. The packet should be combined into one PDF file (if possible), and in the same order as listed on the corresponding checklist.

(c) The CBC ICPC liaison will create the child(ren) and placement resource (with other caregivers and household members) in NEICE. A child or placement resource shall not be duplicated if they already exist in NEICE. If information has changed, it may be updated in the system.

(d) The CBC ICPC liaison will create or upload the ICPC 100A form for each child. NOTE: An ICPC 100B may also be needed if the child is already placed.

(e) The CBC ICPC liaison will upload the prepared request packet into NEICE using the naming convention of "INITIAL HOME STUDY REQUEST PACKET PART01." If a single file is too large to upload then add "PART02" and, if needed, "PART03," to accommodate the documents.

(f) The CBC ICPC liaison will then submit a "message" in NEICE to the FL ICPC Central Office to notify them of the new request. The "message" should provide information as to what is being requested. Any case specific requests or information should also be included.

NOTE: FL ICPC Central Office will not receive an alert of the new ICPC request or uploaded document unless a "message" is sent in the case.

(g) Upon review of the request by the FL ICPC Central Office, the request will be forwarded to the Receiving State, or a "message" will be sent back to the CBC ICPC liaison with instructions to make corrections and/or provide additional information.

(h) The CBC ICPC liaison or child welfare professional/supervisor will be responsible for completing the received instructions and/or providing the requested information.

(i) The CBC ICPC liaison will then repeat the steps in paragraphs 3-2d(2)(e)-(f) with the additional and/or corrected documents uploaded in NEICE as "Additional Information," and submit another "message" to alert the FL ICPC Central Office that the additional and/or corrected documents have been uploaded.

(3) Following receipt of a complete packet, the FL ICPC Central Office will forward the ICPC Request in NEICE (if possible) to the Receiving State, who will assign the completion of the home study to their local office/entity per the Receiving State's requirements.

### 3-3. Status Requests or General ICPC Related Questions.

a. Whenever the Florida Sending Agency has a question or is in need of a status on a pending home study, supervision, etc. on an open ICPC case in the Receiving State, a request may be made through ICPC channels.

(1) The following are examples of common status requests for an open ICPC case.

(a) Pending home study.

(b) Pending supervision assignment, and/or quarterly report.

(c) Pending Medicaid.

(d) Pending recommendation on concurrence to close the case.

NOTE: Please provide a specific reason for the status request if possible. The Receiving State ICPC may need to escalate the request if an update is needed for an upcoming court date, or if the Proposed Caregiver has not been contacted by the Receiving State Receiving Agency.

(2) The following are examples of common questions for an open ICPC case.

(a) Receiving State's foster rates.

(b) Contact information for the Receiving State's child welfare professional assigned to the case.

b. The following steps outline the process for submitting a question or an ICPC Status Request to the FL ICPC Central Office in NEICE

(1) The CBC ICPC liaison will submit the question, update, or request for a status by sending a "message" to the FL ICPC Central Office within the corresponding NEICE case by:

(a) Uploading a cover letter as "Report – Home Study Status" document type (or other available option as deemed appropriate by the CBC ICPC liaison), and submitting a "message" in NEICE to alert the FL ICPC Central Office of the request; or,

(b) Sending a detailed request in the text of the "message" in NEICE.

(2) Upon review of the request by the FL ICPC Central Office, the request will be forwarded to the Receiving State, or a "message" will be sent back to the CBC ICPC liaison with instructions to make corrections and/or provide additional information.

(3) The CBC ICPC liaison or child welfare professional/supervisor will be responsible for completing the received instructions and/or providing the requested information.

(4) The CBC ICPC liaison will then repeat the step-in paragraph 3-3b (1) above with the additional and/or corrected documents uploaded in NEICE as "Report – Home Study Status" document type (or other available option as deemed appropriate by the CBC ICPC liaison) and submit another "message" to alert the FL ICPC Central Office that the additional and/or corrected documents has been uploaded.

c. Following receipt of a general question or request for a status, the FL ICPC Central Office will forward the request in NEICE (if possible) to the Receiving State.

#### 3-4. Placement.

a. Whenever the Florida Sending Agency makes placement with an Approved Placement Resource, an ICPC 100B Placement should be provided to the FL ICPC Central Office. The Florida Sending Agency **shall not** make placement until the ICPC 100A form signed by the Receiving State ICPC and the Completed Home Study is reviewed and provided by the FL ICPC Central Office. See paragraph 3-5 of this operating procedure for case closure if the placement will not be used.

NOTE: ICPC approval expires after six months. The ICPC 100B Placement must be received prior to expiration to avoid case closure by the Receiving State ICPC.

b. The following steps outline the process for submitting an ICPC 100B Placement to the FL ICPC Central Office in NEICE.

(1) The CBC ICPC liaison will notify the FL ICPC Central Office that placement has been made by sending a “message” in the NEICE case and completing the 100B-Placement by:

(a) The CBC ICPC liaison or child welfare professional/supervisor will complete the ICPC 100B (form CF [795](#), available in DCF Forms) following the instructions in the form for Placement; or,

(b) The CBC ICPC liaison can create the ICPC 100B Placement from within the case using the NEICE Automated Tool. See Chapter 2 of this operating procedure for NEICE Resources.

NOTE: A cover letter may also be provided along with the ICPC 100B Placement to document any special requests or information. If provided, the CBC ICPC liaison should upload the cover letter in NEICE as “Placement” and submit with the ICPC 100B.

(2) Upon review of the request by the FL ICPC Central Office, the request will be forwarded to the Receiving State, or a “message” will be sent back to the CBC ICPC liaison with instructions to make corrections and/or provide additional information.

(3) The CBC ICPC liaison or child welfare professional/supervisor will be responsible for completing the received instructions and/or providing the requested information.

(4) The CBC ICPC liaison will then repeat the step in paragraph 3-4b (1) above with the additional and/or corrected documents uploaded in NEICE as “Placement,” and submit another “message” to alert the FL ICPC Central Office that the additional and/or corrected documents has been uploaded.

c. The Florida Sending Agency’s responsibilities while a child is placed in another state includes but is not limited to the following:

(1) Retain jurisdiction and custody of the child until the Receiving State agency and Receiving State ICPC both agree (grants concurrence) and recommend case closure. Typically, six months of post placement supervision is needed before a state will provide concurrence. This is outlined in ICPC Article V, which is incorporated into s. [409.401](#), F.S.

(2) Track the placement, including child’s adjustment, financial and medical care, and well-being.

(3) Maintain financial and medical responsibility throughout the entire ICPC placement, regardless of placement type.

(4) If placement disrupts, the Florida Sending Agency must return the child to Florida within five business days of receiving a written request to do so. See paragraph 1-5 of this operating procedure for more information.

(5) After receiving six months of progress notes showing a stable placement, the Florida Sending Agency may then go through the FL ICPC Central Office to request concurrence (agreement) from the Receiving State to transfer custody, grant guardianship, or finalize adoption.

NOTE: Please contact the FL ICPC Central Office if no response has been received from the Receiving State after multiple attempts.

(6) Upon receiving concurrence from the Receiving State, the Florida Sending Agency may then ask the court to transfer custody, grant guardianship, or finalize adoption.

### 3-5. Case Closure.

a. Whenever the Florida Sending Agency closes a case, an ICPC 100B Closure should be provided to FL ICPC Central Office. The Florida Sending Agency **shall not close** the case until both Receiving State Agency and Receiving State ICPC agree and recommend case closure. Retention of jurisdiction is outlined in ICPC Article V, which is incorporated into s. [409.401](#), F.S. See paragraph 3-3 of this operating procedure for more information on how to request concurrence.

b. Case Closure occurs upon one of the following events:

(1) For cases where placement has occurred in the Receiving State, closure would occur upon one of the following events:

- (a) Adoption is finalized.
- (b) Child is discharged (with concurrence of Receiving State).
- (c) Child reaches age of majority; or,
- (d) Child returns to FL.

(2) For cases where placement has not occurred in the Receiving State, closure would occur upon one of the following events:

- (a) Expiration of Approval, six months from the date the ICPC 100A form was signed by the Receiving State ICPC.
- (b) Florida Sending Agency no longer intends to utilize the placement.
- (c) Child reaches age of majority; or,
- (d) Withdrawal of the ICPC request prior to completion of the home study.

c. The following steps outline the process for submitting an ICPC 100B Closure to the FL ICPC Central Office in NEICE.

(1) The CBC ICPC liaison will notify FL ICPC Central Office that the Florida Sending Agency has closed their case by sending a “message” in the NEICE case and completing the ICPC 100B Closure by:

- (a) The CBC ICPC liaison or child welfare professional/supervisor will complete the ICPC 100B (form CF [795](#), available in DCF Forms) following the instructions in the form for Closure; or,
- (b) The CBC ICPC liaison can create the ICPC 100B Closure from within the case using the NEICE Automated Tool. See Chapter 2 of this operating procedure for NEICE Resources.

NOTE: A cover letter and/or court order may also be provided along with the ICPC 100B Closure for additional documentation. If provided, the CBC ICPC liaison should upload the cover letter and/or court order in NEICE as “Case Closure” and submit with the ICPC 100B.

(2) Upon review of the request by the FL ICPC Central Office, the notice will be forwarded to the Receiving State, or a “message” will be sent back to the CBC ICPC liaison with instructions to make corrections and/or provide additional information.

(3) The CBC ICPC liaison or child welfare professional/supervisor will be responsible for completing the received instructions and/or providing the requested information.

(4) The CBC ICPC liaison will then repeat the step paragraph 3-5c (1) with the additional and/or corrected documents uploaded in NEICE as “Case Closure,” and submit another “message” to alert the FL ICPC Central Office that the additional and/or corrected documents has been uploaded.

d. Following receipt of the Case Closure documentation, the FL ICPC Central Office will forward the information in NEICE (if possible) to the Receiving State and close the ICPC case.

e. Upon receipt of the case closure documentation by the Receiving State ICPC, the case will be closed in the Receiving State and supervision will be terminated.

## Chapter 4

### ICPC REQUESTS FOR REGULATIONS 1, 2, AND 7 WHEN FLORIDA IS THE RECEIVING STATE

4-1. Purpose. The purpose of this chapter is to provide an overview of the ICPC process and agency responsibilities at each stage of an ICPC from the point of view of Florida as the Receiving Agency for Regulation 1, 2, and 7 cases. All requests are submitted via the web based NEICE system as detailed in Chapter 2 of this operating procedure. In general, the information in Chapter 3 can be used as a reference for the process that occurs in the Sending State.

#### 4-2. Home Study Response.

a. Upon receipt of a home study request from the Sending State ICPC, FL ICPC Central Office reviews the request and, if complete, sends a request to the corresponding local CBC (FL Receiving Agency) where the proposed placement resource resides, via NEICE requesting a home study.

b. The CBC ICPC liaison should review the case and assign to an appropriate child welfare professional to complete the requested placement type home study. The CBC ICPC liaison should provide all documents from NEICE and communicate any specific requirements or deadlines to the assigned child welfare professional. The CBC ICPC liaison should submit a “message” in NEICE to the FL ICPC Central Office confirming assignment and providing the assigned child welfare professional’s contact information for forwarding to the Sending State.

c. Florida Receiving Agency must note the following when conducting ICPC studies:

(1) The home study should be specific to the child(ren) named on the request’s ICPC 100A(s). The home study must address the placement resource’s understanding of and ability to meet the health, educational, and developmental needs of the child(ren) proposed to be placed.

(2) The home assessor must use the mandatory home study templates issued by the Department for relative, foster, and adoptive placements. See CFOP 170-1, [Chapter 5](#). A request for a parent home study should be completed per CFOP 170-7, [Chapter 5](#). For Regulation 7 (Expedited), the ICPC Receiving State Priority Home Study (ICPC 102) (form CF [792](#), available in DCF Forms) may be used to meet the expedited timeframe requirement.



(3) The viability of the Financial-Medical Plan must be addressed. The plan is always provided by the Sending State in the Initial Request Packet. The home assessor should review the plan with the resource and assess viability. If the plan is not viable, but an alternate option is available, please detail the resources available, and confirm eligibility. Children placed from out-of-state do not always qualify for the same services and/or benefits as children from Florida.

(4) Clearances. The completed home study should include details showing that all required background checks have been completed on all appropriate individuals in the home. Please see CFOP 170-1, [Chapter 6](#).

NOTE: Best practice is to include a cover letter with the completed home study to provide any additional details, and/or the above information, and/or any conditions or concerns, and a clear placement recommendation. See paragraph 1-4 of this operating procedure for more information on cover letters.

d. The Florida Receiving Agency must submit a home study, via NEICE, within the following established timeframes:

(1) Regulation 7 Requests. Within 15 business days of receipt from the FL ICPC Central Office.

(2) Foster or adopt. Preliminary Assessment must be submitted within 60 calendar days, completed study shall be submitted upon completion of training and/or licensure, but may not exceed 180 calendar days of receipt from the FL ICPC Central Office.

NOTE: A Preliminary Assessment report shall address the extent to which placement in the home would meet the needs of the child. In the event the parts of the home study involving the education and training of the placement resource remain incomplete, the report shall reference such items by including a prospective date of completion.

(3) Regulation 2 for Relative/Parent. Should be submitted as quickly as possible, but not more than 60 calendar days of receipt from the FL ICPC Central Office.

(4) The Florida Receiving Agency must provide a Status Report if home study cannot be completed timely. The Status Report should address the following: what steps have been taken in conducting home study and what is still pending; reason for any delay; attempts to contact; has resource been compliant with process; estimated completion date; and barriers to completion. Please note if the resource has been given any deadlines so that the FL ICPC Central Office can advise the Sending State ICPC to encourage the resource to comply.

e. The following steps outline the process for submitting a completed home study to the FL ICPC Central Office in NEICE.

(1) The child welfare professional shall provide the completed home study (as detailed above) to the CBC ICPC liaison for processing in NEICE.

(2) The CBC ICPC liaison or child welfare professional/supervisor will ensure the completed home study is accurate, complete, and appropriate.

(3) The CBC ICPC liaison will upload the completed home study into the corresponding NEICE case as "Completed Home Study." If a single file is too large to upload (exceeds 30MB) then add "Additional Information" to accommodate the documents.

NOTE: A Preliminary Assessment or Status Report should be uploaded as “Preliminary Assessment” or “Report – Home Study Status” as noted above if submitted prior to the completed home study.

(4) The CBC ICPC liaison will then submit a “message” in NEICE to the ICPC Central Office to notify them of the uploaded home study. The “message” should provide information as to what has been uploaded and the placement recommendation. Any unusual requests or information should also be included.

NOTE: The FL ICPC Central Office will not receive an alert of the new ICPC request or uploaded document unless a “message” is sent in the case.

(5) Upon receipt and review by the FL ICPC Central Office, the Completed Home Study, Preliminary Assessment, or Status Report will be forwarded to the Receiving State, or a “message” will be sent back to the CBC ICPC liaison with instructions to make corrections and/or provide additional information.

(6) The CBC ICPC liaison or child welfare professional/supervisor will be responsible for completing the received instructions and/or providing the requested information.

(7) The CBC ICPC liaison will then repeat the steps in paragraphs 4-2e (3)-(4) above with the additional and/or corrected documents uploaded in NEICE as “Additional Information,” and submit another “message” to alert the FL ICPC Central Office that the additional and/or corrected documents has been uploaded.

(8) Following receipt of a complete packet, the FL ICPC Central Office will forward the ICPC Request in NEICE (if possible) to the Receiving State, who will assign completion of the home study to their local office/entity per the Receiving State’s requirements.

#### 4-3. Status Requests or General ICPC Related Questions.

a. Whenever the Florida Sending Agency has a Status Report and/or question about a received ICPC home study request, a Status Report or general question may be sent through ICPC channels.

b. The following steps outline the process for submitting a question or an ICPC Status Report to the FL ICPC Central Office in NEICE

(1) The CBC ICPC liaison will submit the Status Report and/or question by sending a “message” to the FL ICPC Central Office within the corresponding NEICE case by:

(a) Uploading a cover letter as “Report – Home Study Status” document type (or other available option as deemed appropriate by the CBC ICPC liaison), and submitting a “message” in NEICE to alert the FL ICPC Central Office of the uploaded document; or,

(b) Sending a detailed request in the text of the “message” in NEICE.

(2) Upon review of the documents by the FL ICPC Central Office, the information will be forwarded to the Receiving State, or a “message” will be sent back to the CBC ICPC liaison with instructions to make corrections and/or provide additional information.

(3) The CBC ICPC liaison or child welfare professional/supervisor will be responsible for completing the received instructions and/or providing the requested information.

(4) The CBC ICPC liaison will then repeat the step in paragraph 4-3b (1) with the additional and/or corrected documents uploaded in NEICE as “Report – Home Study Status” document

“message” to alert the FL ICPC Central Office that the additional and/or corrected documents has been uploaded.

c. Following receipt of a Status Report and/or question, the FL ICPC Central Office will forward the request in NEICE (if possible) to the Receiving State.

#### 4-4. Completing Supervision and Reports.

a. Whenever the Sending State makes placement with an Approved Placement Resource, an ICPC 100B Placement should be provided to the FL ICPC Central Office.

b. Upon receipt of the ICPC 100B Placement from the FL ICPC Central Office, the CBC ICPC liaison must immediately assign the case for supervision. The first supervisory visit must occur within 30 days from the date that the ICPC 100B Placement is received by the FL ICPC Central Office. The CBC ICPC liaison should submit a “message” in NEICE to FL ICPC Central Office confirming assignment and providing the assigned child welfare professional’s contact information for forwarding to the Sending State.

NOTE: Upon knowledge of placement, even without the ICPC 100B, the Florida Receiving Agency should assign supervision and alert the FL ICPC Central Office that placement has occurred. The FL ICPC Central Office will then follow up with the Sending State ICPC to obtain the ICPC 100B Placement.

c. The child welfare professional must complete monthly supervision of the placement as required in Rule [65C-30.007](#), F.A.C.

NOTE: While the Compact requires a supervisory home visit at least once per month, the Florida child welfare professional must follow the same supervision guidelines as they would for a child under Florida jurisdiction (i.e., once every 30 calendar days versus once per calendar month).

d. The Florida Receiving Agency must submit a Quarterly Supervision Report and may include any supervision notes to the FL ICPC Central Office on a quarterly basis via NEICE. The report and/or notes must include dates of home visits. Please see the attached Quarterly Supervision Report Outline (Appendix A to this operating procedure) for additional information.

NOTE: The Florida Receiving Agency may opt to correspond directly with the Sending Agency, but this is not required. Note that only documents processed through ICPC channels are considered official. Please ensure any shared documents are processed appropriately through ICPC channels. Requirements for supervisory reports are detailed in ICPC Regulation 11 (Responsibility of States to Supervise Children).

e. The Florida Receiving Agency must immediately notify the FL ICPC Central Office and Sending Agency of any serious issues that may jeopardize placement, or if placement is no longer appropriate and child must be returned to Sending State.

NOTE: The Florida Receiving Agency is encouraged to communicate directly with the Sending State Sending Agency on any urgent child safety issues. Please ensure that the FL ICPC Central Office is notified for forwarding an official request to return the child to the Sending State.

f. The Florida Receiving Agency must continue supervision until form ICPC 100B Closure is received from the FL ICPC Central Office.

NOTE: A recommendation for case closure should have been sent prior to receiving the ICPC 100B Closure.

g. The following steps outline the process for submitting a Quarterly Supervision Report Outline (Appendix A to this operating procedure) to the FL ICPC Central Office in NEICE:

(1) The child welfare professional assigned to supervise the placement should submit a Quarterly Supervision Report to the CBC ICPC liaison for forwarding to the FL ICPC Central Office. The Quarterly Supervision Report should be submitted approximately 90 calendar days from notification of placement, and approximately every 90 calendar days thereafter.

(2) The CBC ICPC liaison will upload the Quarterly Supervision Report into the corresponding NEICE case as "Supervision Report." case using the NEICE Automated Tool. See Chapter 2 of this operating procedure for NEICE Resources.

(3) The CBC ICPC liaison will then submit a "message" in NEICE to the ICPC Central Office to notify them of the uploaded report.

NOTE: The "message" should provide information as to what is included. Any recommendations regarding the placement should also be included.

(4) Upon review of the Quarterly Supervision Report by the FL ICPC Central Office, the report will be forwarded to the Receiving State, or a "message" will be sent back to the CBC ICPC liaison with instructions to make corrections and/or provide additional information.

(5) The CBC ICPC liaison or child welfare professional/supervisor will be responsible for completing the received instructions and/or providing the requested information.

(6) The CBC ICPC liaison will then repeat the steps in paragraphs 4-4g (2)-(3) with the additional and/or corrected documents uploaded in NEICE as "Supervision Report," and submit another "message" to alert the FL ICPC Central Office that the additional and/or corrected documents has been uploaded.

#### 4-5. Case Closure Recommendations.

a. Whenever the Sending State closes an ICPC case, an ICPC 100B Closure should be provided to the FL ICPC Central Office. However, prior to case closure of a child placed in Florida through an approved ICPC, the Sending State should request a recommendation on case closure.

b. Upon receipt of a request to close the case, the Florida Receiving Agency shall provide a written recommendation as to their recommendation for or against termination of jurisdiction and/or supervision per the child(ren)'s permanency plan. The recommendation may be provided in the form of a cover letter, or on a Quarterly Supervision Report. Please see the attached Quarterly Supervision Report Outline (Appendix A to this operating procedure) for additional information

c. The child welfare professional will provide the cover letter or Quarterly Supervision Report to the CBC ICPC liaison.

d. The CBC ICPC liaison will review the recommendation and upload into the corresponding NEICE case.

e. The CBC ICPC liaison will then submit a "message" in NEICE to the FL ICPC Central Office to notify them of the uploaded report.

f. Upon review of the Quarterly Supervision Report by the FL ICPC Central Office, the report will be forwarded to the Receiving State, or a "message" will be sent back to the CBC ICPC liaison with instructions to make corrections and/or provide additional information.

g. The CBC ICPC liaison or child welfare professional/supervisor will be responsible for completing the received instructions and/or providing the requested information.

h. The CBC ICPC liaison will then repeat the steps in paragraphs 4-5b-e with the additional and/or corrected documents uploaded in NEICE as "Supervision Report," and submit another "message" to alert the FL ICPC Central Office that the additional and/or corrected documents has been uploaded.

i. The FL ICPC Central Office will review the recommendation and, if agrees, will concur with the FL Receiving Agency's recommendation. The recommendation will be forwarded to the Sending State ICPC requesting the ICPC 100B Closure to close the case once permanency is achieved.

## Chapter 5

### ICPC REQUESTS FOR REGULATION 4 WHEN FLORIDA IS THE SENDING STATE

#### 5-1. Purpose.

a. The purpose of this chapter is to provide an overview of the ICPC process and agency responsibilities at each stage of an ICPC from the point of view of Florida as the Sending Agency for a Regulation 4, Residential Treatment Center, request. All requests are submitted via the web based NEICE system as detailed in Chapter 2 of this operating procedure. In general, there will be no public agency involvement in the Receiving State outside of the Receiving State ICPC office for Regulation 4 requests.

b. A [Regulation 4](#) Residential Placement applies to cases involving children who are being placed into residential facilities whether under the jurisdiction of a court for delinquency, abuse, neglect, dependency; and/or being placed by parent or guardian with no court involvement.

NOTE: The Receiving State makes the determination as to whether or not an out-of-state facility is subject to [Regulation 4](#). It may be necessary to contact the FL ICPC Central Office so that we may reach out to the Receiving State to determine if compliance with Regulation 4 would be applicable to a particular facility.

#### 5-2. Initial Request.

a. Whenever a child welfare professional requests approval for placement for a child for whom the Department has placement and care responsibility in an out-of-state Residential Treatment Center, the requested materials should be reviewed by the child welfare professional's supervisor or designated CBC ICPC liaison prior to submitting them to the FL ICPC Central Office in NEICE. This review is to ensure the accuracy, completeness, and appropriateness of the request. Supervisor approval may also be indicated by signing the cover letter.

b. Request Packet Contents. Specific documents must be included in each ICPC request. The FL ICPC Central Office has developed checklists to assist child welfare professionals in preparing ICPC packets for children for whom the Department has placement and care responsibility:

(1) [CF-FSP-5368](#). Shall be used for placement in a Residential Treatment Center under Regulation 4.

(a) Provides a list of all required documentation.

(b) Includes instructions and reminders.

(c) Replaces the existing Residential Request Checklists.

(2) The CBC must comply with the requirements of CFOP 170-11, [Chapter 5](#), paragraph 5-12, and shall provide documentation of compliance with this chapter as part of its request to the FL ICPC Central Office. The FL ICPC Central Office will not process the request without this information.

c. Submitting an ICPC Request to the ICPC Central Office.

(1) Whenever a child welfare professional requests a study of a proposed placement for a child for whom the Department has placement and care responsibility, the requested materials should be reviewed by the child welfare professional's supervisor or designated CBC ICPC liaison prior to submitting them to the FL ICPC Central Office in NEICE. This review is to ensure the accuracy, completeness, and appropriateness of the request. Supervisor approval may also be indicated by signing the cover letter.

(2) The following steps outline the process for submitting an ICPC Request to the FL ICPC Central Office in NEICE:

(a) Using the checklist identified in paragraph 5-2b above, the child welfare professional will compile a request packet and provide to the CBC ICPC liaison for processing in NEICE.

(b) The CBC ICPC liaison or child welfare professional/supervisor will ensure the request is accurate, complete, and appropriate. The packet should be combined into one PDF file (if possible), and in the same order as listed on the corresponding checklist.

(c) The CBC ICPC liaison will create the child(ren) and proposed Residential Treatment Facility in NEICE. NOTE: Do not duplicate a child or placement resource if they are already in NEICE. If information has changed, it may need to be updated in the system. Please contact the FL ICPC Central Office if you need assistance.

(d) The CBC ICPC liaison will create the case using the child(ren) and placement resource.

(e) The CBC ICPC liaison will create or upload the ICPC 100A form for each child. NOTE: An ICPC 100B may also be needed if the child is already placed.

(f) The CBC ICPC liaison will upload the prepared request packet into NEICE as "Residential Treatment Center." If a single file is too large to upload (exceeds 30MB), then add "Additional Information" and, if needed, "Additional Information" again to accommodate the documents.

(g) The CBC ICPC liaison will then submit a "message" in NEICE to the FL ICPC Central Office to notify them of the new request. NOTE: The "message" should provide information as to what is requested. Any unusual requests or information should also be included.

NOTE: FL ICPC Central Office will not receive an alert of the new ICPC request or uploaded document unless a "message" is sent in the case.

(h) Upon review of the request by the FL ICPC Central Office, the request will be forwarded to the Receiving State, or a "message" will be sent back to the CBC ICPC liaison with instructions to make corrections and/or provide additional information.

(i) The CBC ICPC liaison or child welfare professional/supervisor will be responsible for completing the received instructions and/or providing the requested information.

(j) The CBC ICPC liaison will then repeat the steps in paragraphs 5-2c(2)(f)-(g) with the additional and/or corrected documents uploaded in NEICE as “Additional Information,” and submit another “message” to alert the FL ICPC Central Office that the additional and/or corrected documents have been uploaded.

(3) Following receipt of a complete packet, the FL ICPC Central Office will forward the ICPC Request in NEICE (if possible) to the Receiving State, who will review the request and return the signed ICPC 100A indicating approved or denied to the FL ICPC Central Office and identified RTC.

### 5-3. Placement.

a. Whenever the Florida Sending Agency makes placement in an out-of-state Residential Treatment Center on an approved ICPC, an ICPC 100B Placement should be provided to the FL ICPC Central Office. See paragraph 5-4 of this operating procedure for case closure if the placement will not be used.

NOTE: ICPC Approval for Regulation 4, Residential Treatment Center, requests expire after one month. The ICPC 100B Placement must be received prior to expiration to avoid case closure by the Receiving State ICPC.

b. The following steps outline the process for submitting an ICPC 100B Placement to the FL ICPC Central Office in NEICE:

(1) The CBC ICPC liaison will notify the FL ICPC Central Office that placement has been made by sending a “message” in the NEICE case and completing the ICPC 100B Placement within five business days of placement by:

(a) The CBC ICPC liaison or child welfare professional/supervisor will complete the ICPC 100B (form CF [795](#), available in DCF Forms) following the instructions in the form for Placement; or,

(b) The CBC ICPC liaison can create the ICPC 100B Placement from within the case using the NEICE Automated Tool. See Chapter 2 of this operating procedure for NEICE Resources.

NOTE: A cover letter may also be provided along with the ICPC 100B Placement to document any special requests or information. If provided, the CBC ICPC liaison should upload the cover letter in NEICE as “Placement” and submit with the ICPC 100B.

(2) Upon review of the request by the FL ICPC Central Office, the request will be forwarded to the Receiving State, or a “message” will be sent back to the CBC ICPC liaison with instructions to make corrections and/or provide additional information.

(3) The CBC ICPC liaison or child welfare professional/supervisor will be responsible for completing the received instructions and/or providing the requested information.

(4) The CBC ICPC liaison will then repeat the step in paragraph 5-3b (1) with the additional and/or corrected documents uploaded in NEICE as “Placement,” and submit another “message” to alert the FL ICPC Central Office that the additional and/or corrected documents has been uploaded.

c. The Florida Sending Agency's responsibilities while a child is placed in another state includes but is not limited to the following:

(1) The Florida Sending Agency must retain jurisdiction and custody of the child while the child is in an out-of-state Residential Placement. This is outlined in ICPC Article V, which is incorporated into s. [409.401](#), F.S.

(2) Requirements set by CFOP [170-11](#).

(3) ICPC Regulation 4 does not include any provisions for supervision. A contract with a licensed clinical social worker or licensed child placing agency provider may be needed to complete face-to-face contact.

(4) The Florida Sending Agency must maintain ultimate financial and medical responsibility throughout the entire ICPC placement, regardless of placement type.

(5) If placement disrupts, the Florida Sending Agency must return child to Florida within five business days of receiving a written request to do so. See paragraph 1-5 of this operating procedure for more information.

#### 5-4. Case Closure.

a. Case closure should be submitted for Regulation 4, Residential Treatment Center, cases upon completion of treatment or return of child to the Sending State.

b. The following steps outline the process for submitting an ICPC 100B Closure in NEICE to the FL ICPC Central Office:

(1) The CBC ICPC liaison will notify the FL ICPC Central Office that the Florida Sending Agency has closed their case by sending a "message" in the NEICE case and completing the ICPC 100B Closure by:

(a) The CBC ICPC liaison or child welfare professional/supervisor will complete the ICPC 100B (form CF [795](#), available in DCF Forms) following the instructions in the form for Closure; or,

(b) The CBC ICPC liaison can create the ICPC 100B Closure from within the case using the NEICE Automated Tool. See Chapter 2 of this operating procedure for NEICE Resources.

NOTE: A cover letter and/or court order may also be provided along with the ICPC 100B Closure for additional documentation. If provided, the CBC ICPC liaison should upload the cover letter and/or court order in NEICE as "Case Closure" and submit with the ICPC 100B.

(2) Upon review of the request by the FL ICPC Central Office, the notice will be forwarded to the Receiving State, or a "message" will be sent back to the CBC ICPC liaison with instructions to make corrections and/or provide additional information.

(3) The CBC ICPC liaison or child welfare professional/supervisor will be responsible for completing the received instructions and/or providing the requested information.

(4) The CBC ICPC liaison will then repeat the step in paragraph 5-4b (1) with the additional and/or corrected documents uploaded in NEICE as "Case Closure," and submit another



“message” to alert the FL ICPC Central Office that the additional and/or corrected documents have been uploaded.

c. Following receipt of the Case Closure documentation, the FL ICPC Central Office will forward the information in NEICE (if possible) to the Receiving State and close the ICPC case.

d. Upon receipt of the Case Closure documentation by the Receiving State ICPC, the case will be closed in the Receiving State.

## ICPC Quarterly Supervision Report Outline

### ICPC Supervision 90 Day Report

Date of Report: mm/dd/yy

**Name of Child (ren):** [Enter name of child(ren)]

**Name of Caretaker(s):** [Enter name of caretaker(s)]

**Address of Placement:** [Enter full address of placement]

**Courtesy Caseworker:** [Enter name of Caseworker]    **Phone Number:** [Enter phone # of Caseworker]

**Receiving State:**                    **Email:** [Enter email of Caseworker]

**Reporting Period:** [Enter beginning date of report and ending date]

**Dates and Locations of Face-to-Face Contact:** [Enter mm/dd/yy and locations of all face-to-face contacts]

**Briefly discuss child(ren)'s current circumstances, addressing child(ren)'s safety in current placement and child(ren)'s well-being:** [Use clear concise language and be certain to include information on the safety and well-being of the child]

**Child(ren)'s school performance, if applicable (attach copies of report card, IEP, evaluations, if applicable):** [Enter school performance background information]

**Child(ren)'s health & medical status, including date of medical and dental appointments and names of service providers, if applicable (attach records, evaluations, therapy reports, if applicable):** [Enter health and medical background information]

**Assessment of current placement and caretakers (e.g., physical condition of the home, caretaker's commitment to child, current status of caretaker family, any changes in family composition, health, financial situation, work, legal involvement, social relationships, childcare arrangements):** [Enter background information of current placement and caretakers]

**Permanent plan status: What progress has been made toward a permanent goal? Has the goal changed? Are there any recommendations?** [Enter background information of the child's permanency plan]

**List any unmet needs, and recommendations to meet those needs:** (Sending State is responsible for case planning and for funding) [Enter any unmet needs and how those needs will be addressed]

**Recommendation:**

- Continue Placement
- Continue Supervision
- Terminate Supervision

**Comments:** [Enter comments on recommendation]

**Receiving State Concurs With:**

- Continue with current permanency goal.
- Return custody to parent, terminate jurisdiction.
- Establish guardianship.
- Finalize adoption.
- Other: [Specify any other permanency issues]

**Comments:** [Enter comments on recommendation]

Name

Date

**ICPC Title IV-E Safety Requirements Letter**  
(Use letterhead paper)

**To Whom It May Concern:**

RE: Foster, Adoption, and Childcare Institution Safety Requirements Request

The State of Florida respectfully requests background screening safety requirements for foster, adoptive and childcare institutions to include documentation that supports federal regulations regarding Criminal Record Checks (CRC). Additionally, packets shall include documentation that the placement meets the receiving state's standards for full licensure.

For compliance with Federal Title IV-E Eligibility On-Site Reviews, the documentation should clearly verify the following:

- (1) a CRC was completed that includes a fingerprint-based check of the National Crime Information Databases (NCID)*
- (2) the foster parent has not been convicted of any of the prohibited felonies listed in §§ 471(a)(20)(A)(i) and (ii) of the Act.*
- (3) the date the CRC was completed and the evidence reviewed.*
- (4) whom the CRC was completed by.*

Please complete the subsequent document for verification of background screening requirements. A request for a CRC without the results of the record search is not sufficient documentation of compliance with the safety requirement.

Respectfully Requested,

*Office of Child and Family Well-Being  
Department of Children and Families*

**Agency Completing Safety Requirement Checks**  
(Use letterhead paper)

Date: *[insert date]*

To: Florida Department of Children and Families  
Attn: ICPC  
2415 North Monroe Street, Suite 400  
Tallahassee, FL 32303-4190

From:

Re: *[Insert Resource Name]*

License/Certification Effective Date: \_\_\_\_\_ License/Certification Expiration Date: \_\_\_\_\_

Pursuant to Federal Law, the state is responsible for meeting federal regulations regarding criminal record checks (CRC) and child abuse and neglect record checks for prospective foster and adoptive parents and childcare institution staff.

- A) The national/FBI fingerprint-based checks of the National Crime Information Database (NCID) were completed and evidence was reviewed on *(month/day/year)* \_\_\_\_\_ by *(name, title, department)* \_\_\_\_\_ for the individual(s) below.
  
- B) The state fingerprint-based checks were completed, and evidence was reviewed on *(month/day/year)* \_\_\_\_\_ by *(name, title, department)* \_\_\_\_\_ for the individual(s) below.
  
- C) A search of the state’s child abuse and neglect registry or child welfare system of record was conducted on *(month/day/year)* \_\_\_\_\_ by *(name, title, department)* \_\_\_\_\_ for the individual(s) below.

Name	Date of Birth

There was no disqualifying information obtained from these background checks pursuant to §§ 471(a)(20)(A)(i) and (ii) of the Social Security Act and state law.

Sincerely,

\_\_\_\_\_  
(Name, Title, and Signature)

\_\_\_\_\_  
(Name, Title, and Signature)