

Slide 1



Welcome to the Interstate Compact on the Placement of Children, Submitting an ICPC Referral webinar. This is the training for when Wisconsin is the sending state and your agency wishes to place a child in another state. This training will give you an overview of the steps for considering an out-of-state placement, assembling and submitting the referral, what happens when the referral is sent to another state, and information for after a child is placed in the other state. This training will not walk through the eWiSACWIS process for submitting a referral. For that information on that please visit the DCF knowledge web.

ICPC Review of the Basics

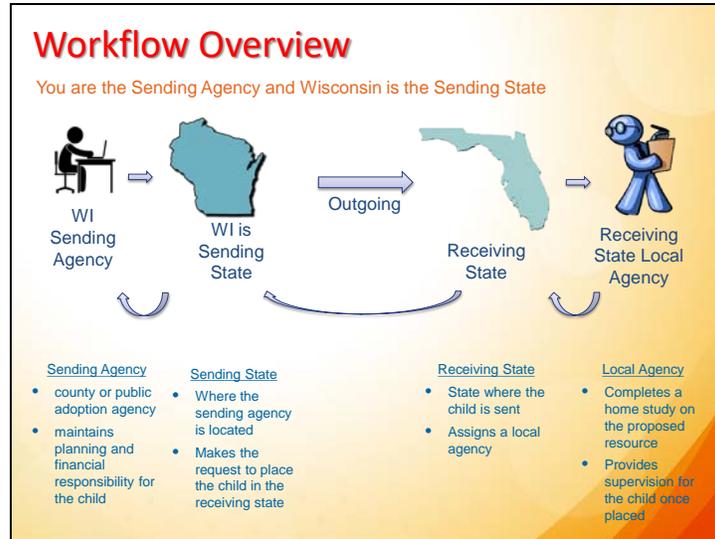
- The Interstate Compact on the Placement of Children (ICPC) is:
 - A legally binding contract between states that regulates the placement of children across state lines to protect the best interest of the child
 - Made up of 10 Articles and 12 Regulations that set the requirements for the ICPC
 - Applies in most situations when a child is involved with the court or under the jurisdiction of an agency
- View the “Understanding the ICPC” Webinar for additional information and an overview of the ICPC



To review, the ICPC basics, the Interstate Compact on the Placement of Children, referred to as ICPC, is:

- A legally binding contract between states that regulates the placement of children across state lines in order to protect the best interest of the child
- It's made up of 10 Articles and 12 Regulations that set the requirements for ICPC,
- And it applies in most situations when a child is involved with the court or under the jurisdiction of an agency

For more information about the basics of ICPC, view the “Understanding the ICPC” Webinar, which will provide more information.



First, let's briefly review the ICPC workflow when WI is the sending agency.

It begins when there is a Wisconsin sending agency that would like to make placement of a child out of state. This is a county or public adoption agency that will maintain planning and financial responsibility for the child.

That agency submits the ICPC referral to the Wisconsin state ICPC Office. Wisconsin is the sending state and the office will then send the referral to the receiving state ICPC Office.

The receiving state ICPC office will then assign a local agency in the receiving state to complete the home study on the proposed placement resource.

This local agency will complete that home study, and send the results to the receiving state ICPC office, which will send to Wisconsin and the Wisconsin ICPC office will communicate results of that study with the sending agency in Wisconsin.

So we've reviewed the overall process, let's begin to go through each step of the process when Wisconsin is the sending state.

1. Consider an Out-of-State Placement

Discuss the potential placement with the proposed resource and gather as much information as possible

Is the proposed resource willing to accept placement of the child?	Is the proposed resource willing to cooperate with the ICPC and the agencies involved in the child's case?	What kind of history does the proposed resource have and what is their relationship with the child?	Is moving to another state to be placed with this resource in the best interests of the child?	What services and supports will the placement resource need once the child is placed?	Is their home still an appropriate placement option after these discussions?
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First, an out-of-state placement resource must be explored and considered.

Before you even pursue an ICPC request, you must discuss the potential placement with the proposed resource and gather as much information as possible. Here are things you should discuss or consider:

First, is the proposed resource even willing to accept placement of the child?

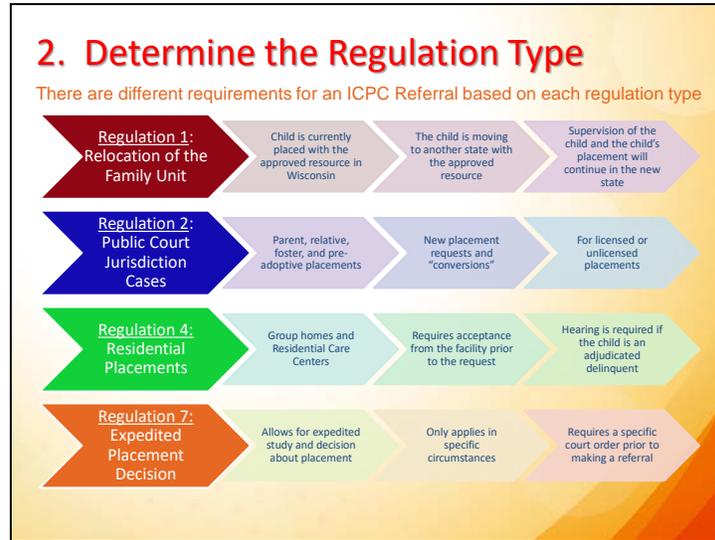
Second, is the proposed resource willing to cooperate with the ICPC and the agencies involved in the child's case? You should note that each state has different requirements for studying a proposed resource. For example, some states required that ALL placement resources have to be licensed. You should get an understanding from the resource what requirements they are willing and able to meet to later avoid delays or confusion.

Third, you should ask what kind of history does the proposed resource have and what is their relationship with the child?

Of course, is moving to another state in the best interests of the child?

Also, what supports will the placement resource need once the child is placed and can you access those resources?

And after considering at a minimum these factors, you should then review whether that home is even still an appropriate placement option.



If it is and you still want to pursue out-of-state placement, step two is to determine the regulation type. While the process of creating an ICPC Referral in eWISACWIS will help you determine the regulation type, it is important for you to have a basic understanding of the difference between the regulations. Each regulation has different requirements for the referral.

First is Regulation one, relocation of the family unit. This means that the child is currently placed with an approved resource in Wisconsin and the child is moving to another state with the approved resource. Supervision of the child and the child's placement will continue in the other state.

Second is Regulation 2, public court jurisdiction cases. These are our most common. It may be for a parent, relative, foster parent, or a preadoptive placement. It could also be a conversion request from one of these to the other, and the request may be for licensed or unlicensed placements.

Regulation 4 is residential placements into group homes or residential care centers out of state. It requires acceptance from the facility prior to the request, and Also requires a hearing if the child is an adjudicated delinquent.

Our Regulation 7, expedited placement decision. They only apply in very certain circumstances. It requires a specific court order prior to making a referral.

3. Submit an ICPC Referral

ICPC Referrals are only accepted through eWiSACWIS

- eWiSACWIS Knowledge Web



The screenshot shows the eWiSACWIS Knowledge Web interface. On the left is a navigation menu with categories like Training & Resources, Contacts, Financial, Policy, and Reporting. The main content area is titled 'Training and Resources' and includes a search bar and a list of links such as 'Video User Guides & Manuals', 'Resource Center', and 'Transferable Mapping'. On the right, there is a section titled 'ICPC Referral' with an 'Introduction' paragraph and a 'Related User Guides' list. Below this is a 'Documenting an ICPC Referral' section with a 'eWiSACWIS' logo and a list of links for 'Home Study', 'Placement', 'Transferable Mapping', and 'ICPC Referral'.

- Worker will answer questions to:
 - Determine the Regulation Type
 - Provide information about the child and proposed resource
 - Upload necessary documents for the ICPC Specialists to forward

Now that you have a general understanding of the types of regulations, you are ready to start submitting an ICPC Referral. This referral is your request for a home study, and is submitted through eWiSACWIS to the WI ICPC Office. While this training does not walk you through that specific eWiSACWIS process, there are many resources available by visiting the knowledge web in videos and user guides. There are walkthroughs to help you through the process.

The ICPC Referral was designed to walk you through the ICPC process by filling out different tabs with information about the child and the placement resource. The second tab will help you determine which regulation type applies and then ask you for information based on the type of regulation. You will also provide information about the child and the proposed resource. Finally, you will upload the necessary documents for ICPC Specialists to review and forward to the receiving state.

3. Submit an ICPC Referral

ICPC Referrals are only accepted through eWISACWIS

- The information required for an ICPC referral will vary based on the regulation type, but there are several forms required for most regulations types.

The image shows a collage of three forms used for ICPC referrals. The top form is the 'Worker Statement Request' from the Department of Children and Families, State of Florida. The middle form is the 'Financial/Medical Plan' from the Department of Children and Families, State of Florida. The bottom form is the 'Cover Letter' from the Department of Children and Families, State of Florida. The forms are overlaid with a large red watermark that reads 'WISCONSIN State ICPC Cover Letter'.

The information and documents required for an ICPC Referral will vary based on the regulation type, but there are several forms that are required for most regulation types:

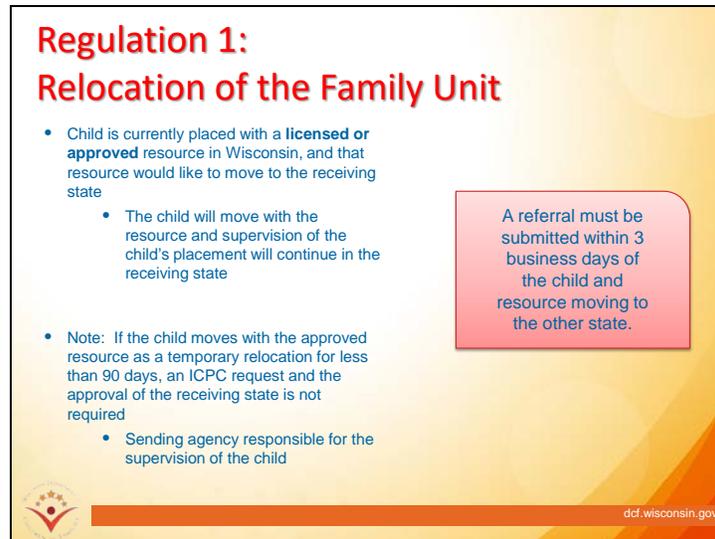
100A: This form is generated in eWISACWIS and is required for each placement request. It provides basic information about the request, such as the Type of Care you're requesting, whether the placement is for the purposes of adoption, the Legal Status of the child, and what services may be requested. This form is also used as the approval or denial from the receiving state.

Second is the Worker Statement: The form is also generated in eWISACWIS and is required for most types of ICPC requests. It is crucial to ensure that the sending state agency has communicated with the proposed resource about their home and the plan for the placement. This information on the form is required to be gathered prior to making the placement request. The sending agency caseworker can only make an ICPC request if the proposed resource is willing and able to accept placement and the agency views it as an appropriate option for the child.

Third, the Financial/Medical Plan: This is also generated in eWISACWIS and provides the receiving state with information about the financial plan to support the child, as well as how medical care for the child will be funded. Regardless of what plan is chosen, the sending agency remains ultimately financially responsible for the child and will retain jurisdiction of that child during placement in the receiving state. The sending agency is responsible for determining what assistance the proposed resource is eligible for, including kinship and foster care payments. If Wisconsin is paying kinship care to an out-of-state resource, the resource is required to go through the licensing process in the receiving state per our Levels of Care requirements. The Wisconsin agency should submit a conversion request to the Wisconsin ICPC Office as soon as possible to pursue licensure and foster board payments for the resource in the receiving state.

Finally, we have the Cover Letter: The cover letter is an opportunity for the sending agency to summarize the request and emphasize any specific information or concerns relevant to the request. The cover letter should identify the child to be placed as well as contact information for the proposed resource. It should also provide a brief statement about the legal status of the child, the reason for the proposed placement, and the long term plan for the child. Any special circumstances or considerations for placement should also be specified if that is not included in other documents. There is no template for the cover letter.

There are additional documentation requirements for each regulation type so let's review each type in more depth.



**Regulation 1:
Relocation of the Family Unit**

- Child is currently placed with a **licensed or approved** resource in Wisconsin, and that resource would like to move to the receiving state
 - The child will move with the resource and supervision of the child's placement will continue in the receiving state
- Note: If the child moves with the approved resource as a temporary relocation for less than 90 days, an ICPC request and the approval of the receiving state is not required
 - Sending agency responsible for the supervision of the child

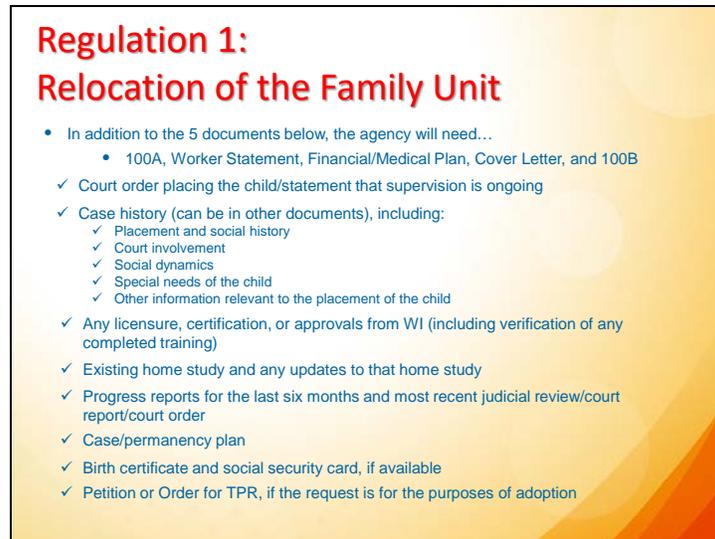
A referral must be submitted within 3 business days of the child and resource moving to the other state.

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Regulation one. This regulation applies when the child is currently placed with a licensed approved resource in Wisconsin, and that resource would like to move to the receiving state and supervision of the child's placement will continue in the receiving state. This regulation applies in several types of situations. If the child is currently living with a parent and the agency plans to maintain jurisdiction in the new state, an existing relative or kinship care placement, or with licensed foster parent or preadoptive parent.

Note that if the child moves with the approved resource to the receiving state as a temporary relocation for less than 90 days, an ICPC request and the approval of the receiving state is not required. During this temporary relocation, the sending agency is responsible for monthly supervision of the child and the receiving state is not required to provide supervision without going through and getting ICPC approval. If the sending agency wants to request supervision from the receiving state, they must be in agreement and the ICPC Offices have to be notified. If the temporary relocation is recurring, the sending agency shall submit an ICPC request and the receiving state shall give approval of the proposed resource.

When a family is relocating to another state with a child, the sending agency must submit a request for a Regulation 1 to the sending state's ICPC office within 3 business days of the move.



**Regulation 1:
Relocation of the Family Unit**

- In addition to the 5 documents below, the agency will need...
 - 100A, Worker Statement, Financial/Medical Plan, Cover Letter, and 100B
- ✓ Court order placing the child/statement that supervision is ongoing
- ✓ Case history (can be in other documents), including:
 - ✓ Placement and social history
 - ✓ Court involvement
 - ✓ Social dynamics
 - ✓ Special needs of the child
 - ✓ Other information relevant to the placement of the child
- ✓ Any licensure, certification, or approvals from WI (including verification of any completed training)
- ✓ Existing home study and any updates to that home study
- ✓ Progress reports for the last six months and most recent judicial review/court report/court order
- ✓ Case/permanency plan
- ✓ Birth certificate and social security card, if available
- ✓ Petition or Order for TPR, if the request is for the purposes of adoption

In addition to the 100A, Worker Statement, Financial/Medical Plan, Cover Letter, and a 100B disclosing placement. The agency will need to submit the following documents in the ICPC Referral

- Court order placing the child or a statement that supervision is ongoing
- Case history to include placement and social history, court involvement, social dynamics, special needs of the child and other relevant information to the placement. This information does not need to be a separate document but can be included in other documents such as the case plan, permanency plan, court orders, etc.
- Additionally, any licensure, certification, or approvals from Wisconsin including any verification of completed training
- Any existing home study or updates to that home study
- Progress reports for the last six months and most recent judicial, court order, or court report
- A case plan or permanency plan
- Birth certificate and social security card, if available, and the
- Petition or order for TPR, if the request is for the purposes of adoption

Please be aware that the receiving state may require additional documentation or information from you. For example, many states are now requiring that proof of paternity is sent if the proposed resource is a paternal relative or the father. If the state requires more information, the ICPC Specialist will notify you of what additional documentation is required.

**Regulation 2:
Public Court Jurisdiction Cases**

- Most common Regulation Type
- Child is under court jurisdiction for abuse, neglect, or dependency as a result of action by a child welfare agency
- When the child is not yet placed
- When placement is approved by ICPC and there is a change in status, for example:
 - Unlicensed relative/kinship → Licensed foster home
 - Licensed foster home → Adoption

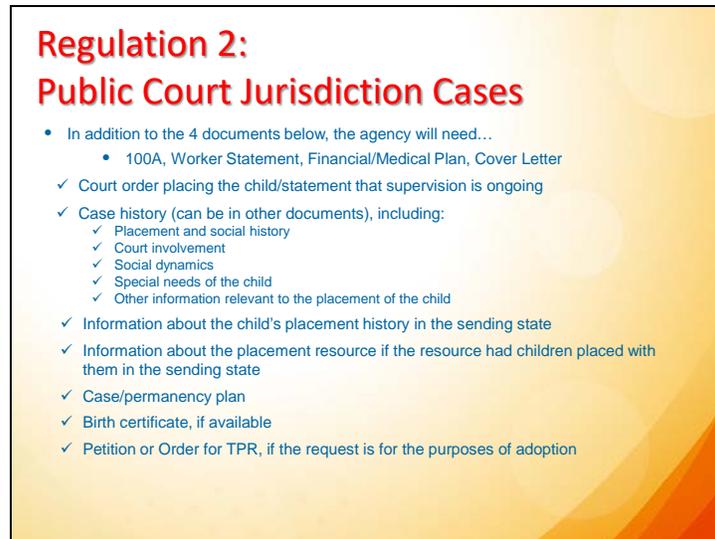
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Let's review regulation 2 requests. This is the most common regulation type.

For regulation 2 requests, the child is under court jurisdiction for abuse, neglect, or dependency as a result of action by a child welfare agency.

It applies when the child is not yet placed and when placements that are already approved by ICPC require a change in status.

For example, an unlicensed relative/kinship home is becoming a licensed foster home, or a licensed foster home is now an adoptive placement and an adoption home study is needed. In these cases, a new ICPC referral is required. This is required because often information must be updated and in certain circumstances, such as needing an adoption home study, its required a new agency in the receiving state to be assigned.



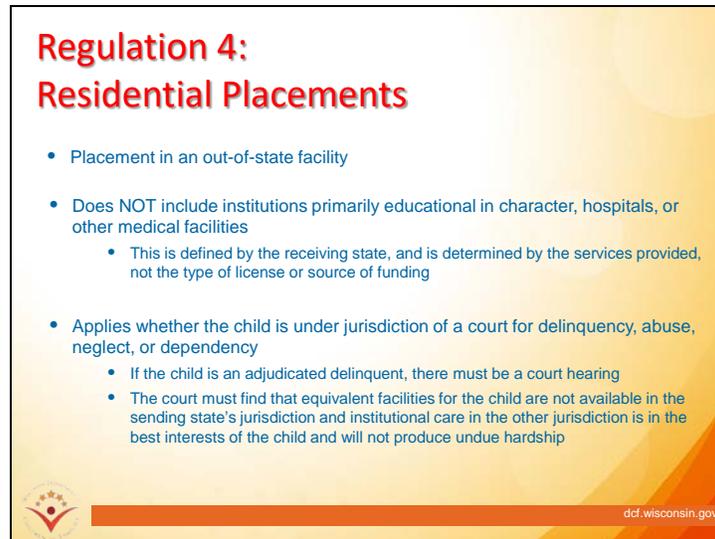
**Regulation 2:
Public Court Jurisdiction Cases**

- In addition to the 4 documents below, the agency will need...
 - 100A, Worker Statement, Financial/Medical Plan, Cover Letter
- ✓ Court order placing the child/statement that supervision is ongoing
- ✓ Case history (can be in other documents), including:
 - ✓ Placement and social history
 - ✓ Court involvement
 - ✓ Social dynamics
 - ✓ Special needs of the child
 - ✓ Other information relevant to the placement of the child
- ✓ Information about the child's placement history in the sending state
- ✓ Information about the placement resource if the resource had children placed with them in the sending state
- ✓ Case/permanency plan
- ✓ Birth certificate, if available
- ✓ Petition or Order for TPR, if the request is for the purposes of adoption

In addition to the 100A, Worker Statement, Financial/Medical Plan, and Cover Letter, the agency will need to submit the following documents in the ICPC Referral:

- The court order placing the child or a statement that supervision is ongoing,
- Case history to include placement and social history, court involvement, social dynamics, and special needs of the child. This information does not need to be a separate document but can be included in other documents such as the case plan, perm plan, or court orders.
- Information about the child's placement history in the sending state,
- information about the placement resource if the resource had children placed with them in Wisconsin,
- Case plan or perm plan,
- Birth certificate and social security card, if available,
- And Petition or order for TPR, again, if the request is for the purposes of adoption.

Just like with regulation ones, please be aware that the receiving state may require additional documentation or information.

A presentation slide with a yellow-to-orange gradient background. The title "Regulation 4: Residential Placements" is in red. It contains a bulleted list of requirements. At the bottom left is a logo with a red and yellow design, and at the bottom right is the URL "ddf.wisconsin.gov".

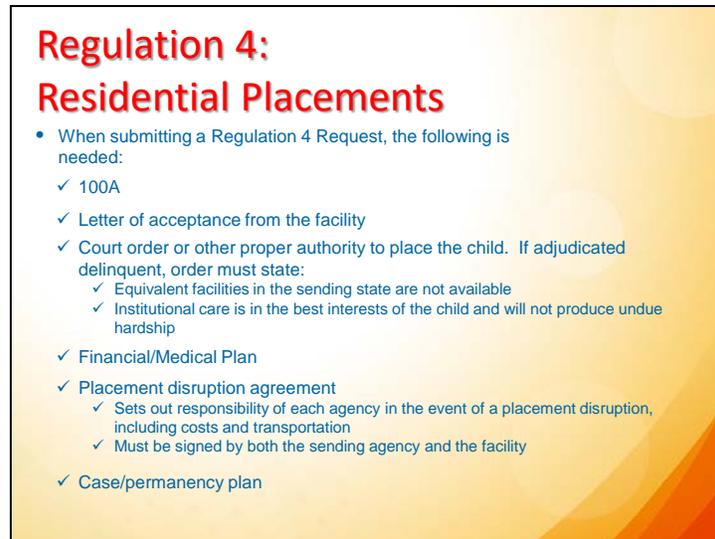
Regulation 4: Residential Placements

- Placement in an out-of-state facility
- Does NOT include institutions primarily educational in character, hospitals, or other medical facilities
 - This is defined by the receiving state, and is determined by the services provided, not the type of license or source of funding
- Applies whether the child is under jurisdiction of a court for delinquency, abuse, neglect, or dependency
 - If the child is an adjudicated delinquent, there must be a court hearing
 - The court must find that equivalent facilities for the child are not available in the sending state's jurisdiction and institutional care in the other jurisdiction is in the best interests of the child and will not produce undue hardship

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Next we have our regulation four requests. These are placements in out-of-state facilities. The ICPC Does NOT include institutions primarily educational in character, hospitals, or other medical facilities. These types of facilities are defined by the receiving state, and is determined by the services provided, not the type of license or source of funding. For additional information or help with determining how a facility is defined, you can find ICPC regulations online.

The regulation applies whether the child is under jurisdiction of a court for delinquency, abuse, neglect, or dependency. Please note if the child is an adjudicated delinquent, there must be a court hearing and the court must find that equivalent facilities for the child are not available in Wisconsin and that institutional care in the other state is in the best interests of the child and won't produce undue hardship.



Regulation 4: Residential Placements

- When submitting a Regulation 4 Request, the following is needed:
 - ✓ 100A
 - ✓ Letter of acceptance from the facility
 - ✓ Court order or other proper authority to place the child. If adjudicated delinquent, order must state:
 - ✓ Equivalent facilities in the sending state are not available
 - ✓ Institutional care is in the best interests of the child and will not produce undue hardship
 - ✓ Financial/Medical Plan
 - ✓ Placement disruption agreement
 - ✓ Sets out responsibility of each agency in the event of a placement disruption, including costs and transportation
 - ✓ Must be signed by both the sending agency and the facility
 - ✓ Case/permanency plan

When you are submitting a regulation 4 request, the following is required:

- 100 a
- A letter of acceptance from the facility, which allows the ICPC office to verify that the facility is willing to accept the child and has been determined to be appropriate to the facility,
- Court order or other proper authority to place the child. And again, if the child is an adjudicated delinquent, the order has specific requirements.
- I want to mention here that you will also need a financial medical plan. Agencies should note that there will not be a child welfare agencies involved in the receiving state to set up Medicaid for the child in that state. If the facility is not willing to set up Medicaid for the child in the other state, your agency is responsible for paying for medical coverage.
- Placement disruption agreement, which sets out responsibilities of each agency in the event that placement disruption occurs. This will include the costs and transportation and this agreement must be signed by the sending agency and the facility. Be aware there is no template or form for this agreement and your agency needs to create it.
- Finally, if applicable, the case or permanency plan.

Regulation 7: Expedited Placement Request

Only applies in certain circumstances

- Request must meet ALL of the following:
 - ✓ The child is involved with child welfare
 - ✓ The child is to be placed with a qualifying relative or guardian:
 - ✓ Parent, ✓ Adult aunt,
 - ✓ Stepparent, ✓ Adult brother,
 - ✓ Grandparent, ✓ Adult sister,
 - ✓ Adult uncle, ✓ Child's guardian
 - ✓ ONE of the following circumstances is met:
 - ✓ Child has an unexpected dependency due to an incarceration, incapacitation, or death of a parent/guardian
 - ✓ The child is four years of age or younger
 - ✓ The child has siblings four years of age or younger to be placed with the same resource,
 - ✓ The court finds that any child in the sibling group has a substantial relationship with the proposed resource
 - ✓ The child is currently in an emergency placement



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Regulation 7, expedited placement requests. These are the most commonly misunderstood regulation, as they only apply in certain circumstances. In order to be an expedited placement request, the request must meet all of the following. First, the child is involved in child welfare.

The proposed resource must be a qualifying relative or guardian. Please note the definition of a relative under Chapter 48 does not apply under this regulation and the proposed resource must be one of the following: a parent, a stepparent, a grandparent, an uncle, an aunt, a brother, sister, or the child's guardian. Please note this does not include great aunts or uncles, great grandparents, etc.

In addition to those two requirements, one of the following circumstances must be met: the child has an unexpected dependency due to incarceration, incapacitation, or death of a parent/guardian. Incapacitation means the parent or guardian is unable to care for a child due to a medical, mental, or physical condition of the parent or guardian. Second, the child is four years of age or younger, the child has siblings four years of age or younger that would be placed with the same resource.

If the court finds that the child or any child in sibling group has a substantial relationship with the proposed resource, which means the proposed placement has a familial or mentoring role with the child, has spent more than cursory time with the child or the child is currently in an emergency placement.

Regulation 7: Expedited Placement Request

- The regulation does NOT apply if:
 - The child has already been placed in the receiving state in violation of the ICPC
 - The intention of the sending state is for licensed or approved foster care or adoption
 - The resource is a parent, the court has no evidence the parent is unfit, does not seek any evidence from the receiving that the parent is either fit or unfit and the sending state will immediately close jurisdiction.

Please be aware that this regulation will NOT apply if the child has already been placed in the receiving state in violation of the ICPC, if the intention of Wisconsin is that in the receiving state the resource will immediately be licensed for foster care or approved for adoption. It will also not apply if the resource is a parent and the court has no evidence the parent is unfit, does not seek any evidence from the receiving that the parent is either fit or unfit and the sending state will immediately close jurisdiction.

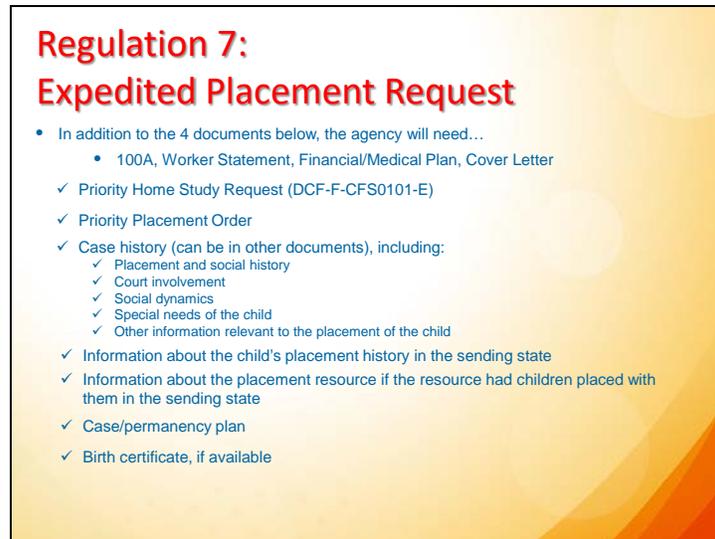
Regulation 7: Expedited Placement Request

- Before submitting a Regulation 7 request:
 - The agency must:
 - Speak with the proposed resource and verify that they meet the definition of a Regulation 7 and are willing and able to care for the child and cooperate with the ICPC process
 - Submit verification of the above to the court and a statement that they are ready to make the ICPC Referral to the WI ICPC Office
 - Obtain a Regulation 7 Court Order of Compliance:
 - This must be on the Order for Expedited Placement Decision (Priority Placement Order JC-1648)
 - Must include whether there is a request for provisional approval
 - The Court Order of Compliance must be sent to the sending agency within 2 business days

The image shows a form titled "Priority Placement Order (Interstate Compact on the Placement of Children)". The form is for the State of Wisconsin, Circuit Court, and includes fields for County, State of Origin, and Case No. It also contains a section for "THE COURT FINDS:" with three numbered items:

1. The child is within the jurisdiction of this court.
2. Respondent is the proposed placement resource in the receiving state of _____ and is a resident of the child as set forth in Article VIII(a) of the Interstate Compact on the Placement of Children (ICPC) and §48.865(1), Wis. Stats.
3. The placement is not for licensed foster family approved care or adoption and the child is not located in the receiving state.

If your placement fits the definition of a regulation seven expedited placement request, before submitting the request your agency must speak with the proposed resource and verify they meet the definition of a Regulation 7 and are willing and able to care for the child and cooperate with the ICPC process. Then you submit that verification to the court with a statement that you're ready to make the ICPC Referral to the WI ICPC Office. By doing this you obtain a regulation seven court order of compliance. This must be on the Order for Expedited Placement Decision, which is our priority placement order form, JC-1648. This must include whether there is a request for provisional approval and this order must be sent to the sending agency within 2 business days.



**Regulation 7:
Expedited Placement Request**

- In addition to the 4 documents below, the agency will need...
 - 100A, Worker Statement, Financial/Medical Plan, Cover Letter
- ✓ Priority Home Study Request (DCF-F-CFS0101-E)
- ✓ Priority Placement Order
- ✓ Case history (can be in other documents), including:
 - ✓ Placement and social history
 - ✓ Court involvement
 - ✓ Social dynamics
 - ✓ Special needs of the child
 - ✓ Other information relevant to the placement of the child
- ✓ Information about the child's placement history in the sending state
- ✓ Information about the placement resource if the resource had children placed with them in the sending state
- ✓ Case/permanency plan
- ✓ Birth certificate, if available

Within 3 business days of receiving that court order, your agency must submit the following:

- 100A, Worker Statement, Financial/Medical Plan, Cover Letter
- A priority home study request form, which is obtained in eWiSACWIS
- The priority placement order we just discussed
- Case history of the placement and social history, court involvement, special needs of the child and other relevant information, which can be included in other documents and do not have to be a new document.
- Any information about the child's placement history in Wisconsin
- Any information about the placement resource if the resource had children placed with them here.
- The case or permanency plan
- The birth certificate and social security card, if available,

Just like in the other regulations, I want to remind you the receiving state may require additional documentation. Especially with regulation seven requests, they usually ask for proof of paternity if the proposed resource is the father.

Other Considerations

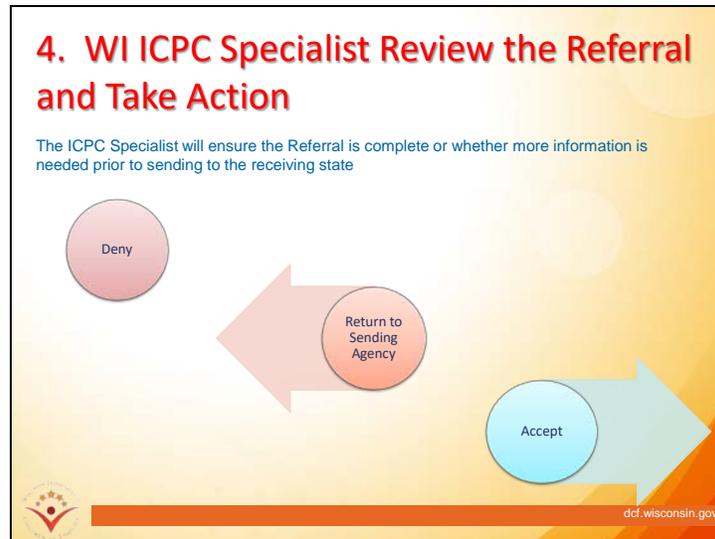
- Multiple resources
- Intention to place
- Multiple home study types



Now that we have reviewed the four different types of regulations you may be submitting, there are some other considerations that you may want to take when you are preparing to submit an ICPC referral. First is whether you are requesting multiple resources have home studies in the receiving state. While this is allowed, you should note that submitting referrals for multiple home studies on multiple resources can put a significant burden on the receiving state to complete those home studies. If you are requesting multiple resources when you know that you want to place with one specific resource, you should consider sending separate ICPC requests at different times based on the priority of placing with certain resources. Again, this is not required but is a consideration to make based on the child's situation.

Second, if your intention to place. You should not request a home study on a resource if there is no possibility or intention to place the child with that resource. If your court has ordered an ICPC Request should be submitted for a resource your agency would not otherwise have considered, you should include information about concerns and the reason for the request in the cover letter submitted with the ICPC referral.

Finally, consider that other states may not accept requests for multiple home study types at the same time. For example, the receiving state may not allow you to request that a home be licensed as a foster home and studied for adoption at the same time. Some states require that you have a foster home study is approved, have placement occur, and then study the resource for the purposes of adoption with a new ICPC referral. This is not with every state but is a consideration you should be aware of.



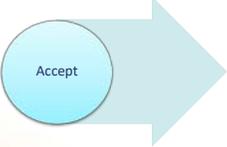
Okay after you have submitted your referral the fourth step is that the Wisconsin ICPC specialist will review the referral and take action.

They will first review the referral for completeness and for compliance with all applicable laws and regulations of Wisconsin, of the ICPC, and known requirements of the receiving state. After they review the referral, they will do one of the following:

First, they would deny. Though uncommon, in certain circumstances, the referral may be denied and will not be sent to the receiving state.

Or the ICPC Specialist may return the referral to the sending agency. They may do this to obtain corrected information or obtain additional information that may be missing from the referral. If the referral is returned to you, you will be notified and it will be your responsibility to get the requested information to the ICPC Specialist as soon as possible to continue timely processing. Lastly they may accept the referral and send the referral to the other state to be processed.

5. Receiving State ICPC Office Assigns a Local Agency



- The receiving state ICPC office will review the request and ensure that all necessary information is provided
 - If more information is needed, the ICPC office will communicate with the WI ICPC office to connect with you for additional information
- Once complete, the referral is assigned to a local agency to complete the home study



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Step five. Once the ICPC Specialist has accepted the referral and sent it to the receiving state, the receiving state ICPC office will also review and ensure that all necessary information is provided. If more information is needed, the receiving state ICPC office will communicate with the WI ICPC office to connect with you for additional information.

And then once their review is complete and they have accepted it, they will assign it to a local agency to complete the home study.

6. Local Agency Complete a Home Study and Provides a Placement Recommendation

- The local agency follows local and state regulations to complete the home study
 - Some states have specific requirements on the type of home study that can be completed
 - For example: Minnesota currently requires all proposed resources to go through the licensing process
- The local agency may make a Home Study Report to update the sending state on the progress of the home study, but is not required to make a placement decision with that report
- The local agency makes a placement *recommendation* based on the home study



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Once assigned, the assigned local agency will complete a home study on the proposed resource.

The local agency in the receiving state will follow all local and state regulations to complete the home study. Some states have specific requirements on the type of home study that can be completed. For example: Minnesota currently requires that all proposed resources to go through the licensing process regardless of the type of request from the sending state. Wisconsin is unable to require other states to follow different home study or licensing requirements.

The local agency may make a Home Study Report to update the sending state on the process of the home study, but in this report it is not required to make a placement decision. I should mention that the home study report is not a complete home study or licensure, but is an update on how the home study process is going. Some states will send a home study report and then will need more time to complete the approval or licensure. If placement is made after this report without approval of the receiving state and the request is subsequently denied, the child must return to Wisconsin.

Once the home study is completed, the local agency makes a placement recommendation to the receiving state ICPC Office based on the home study.

7. Receiving State ICPC Office Approves or Denies the request

- The receiving state ICPC Office will review the local agency's home study
 - The receiving state will ensure that all applicable laws and regulations are met and that the placement is not contrary to the best interest of the child
- The receiving state ICPC Office will approve or deny the placement and send the decision on a signed 100A to the Wisconsin ICPC Office.
 - If the placement is denied, placement may not be made
 - If the child was already placed and the placement is denied, the child must be returned
- The Wisconsin ICPC Office will notify the sending agency of the receiving state's decision

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After the recommendation is made, the receiving state ICPC Office will review the local agency's home study and again ensure that all applicable laws and regulations are met and that the placement is not contrary to the best interest of the child.

Once that review is complete they will approve or deny the placement and send the decision on a signed 100A to the Wisconsin ICPC Office. If the placement is denied, placement may not be made. If the child was already placed in the receiving state either on a provisional approval or illegally and the placement is denied, the child must be returned to Wisconsin.

The Wisconsin ICPC Office will notify the sending agency of the receiving state's decision.

Timeframes				
Reg. Type	Reg. 1	Reg. 2	Reg. 4	Reg. 7
WI ICPC to Receiving State ICPC	w/in 5 business days of receipt of complete referral from sending agency	Not specified in regulations	Not specified in regulations	w/in 2 business days of receipt of complete referral from sending agency (<i>court order no more than 5 business days old</i>)
Local Agency Provisional Approval	w/in 5 business days of complete request by ICPC Office	N/A	N/A	If requested, w/in 7 calendar days of complete request packet by ICPC Office (<i>to local agency w/in 2 business days</i>)
Local Agency Home Study Report	w/in 60 calendar days of the receipt of the complete request	w/in 60 calendar days of the receipt of the complete request	N/A	N/A
RS ICPC Final Decision to WI ICPC	w/in 180 calendar days of the receipt of the request	w/in 180 calendar days of the receipt of the request	w/in 3 business days of the receipt of the request	w/in 20 business days of the receipt of the request (<i>can extend if decision is not possible</i>)

There are a few different timeframes that you should be aware of when thinking about an ICPC request. The first is the requirement for the Wisconsin ICPC office to send the completed referral to the receiving State ICPC office. If applicable, there is also a timeframe requirement for the Local Agency in the receiving state to give Provisional Approval or denial to the placement resource. This is not always required. Again, note that if there is a provisional approval, the final decision could be to deny and the child must return to Wisconsin. Again, if applicable, the requirement for the Local Agency to give a Home Study Report. Remember these reports are not always provided and they may not actually provide a decision on placement, and is simply and update on how the home study is processing. Finally, the last timeframe to be aware of is the receiving state Final Decision to be sent to the WI ICPC

For Regulation one, the Wisconsin ICPC office sends the referral w/in 5 business days of receipt of complete referral from the Wisconsin agency.

Then the local agency in the receiving state has to respond with provisional approval or denial w/in 5 business days of completed request by ICPC Office. Then within 60 calendar days of the complete request, they have to provide a home study report. Then final approval or denial to the Wisconsin ICPC Office within 180 calendar days of the receipt of the request.

For Regulation two there is no specified timeframe in regulations for sending the referral from Wisconsin to the receiving state. These requests are prioritized based on the receipt of other types that have required timeframes and a first submitted, first processed basis. There is no provisional approval for regulation two requests and the home study report within 60 calendar days of the receipt of the complete request. The final approval or denial is due within 180 calendar days of the receipt of the request

For Regulation four there is no specified timeframe for the Wisconsin ICPC Office to send it to the receiving state ICPC Office. But you should note these requests are highly prioritized though due to the time sensitive nature of admission to a facility. There is no provisional approval and no home study

report for a regulation four, but final approval or denial is due from the receiving state to Wisconsin within 3 business days of the receipt of the request.

Finally, for Regulation seven, it must be sent from the Wisconsin ICPC office to the receiving state within 2 business days of the complete request from the Wisconsin agency. Remember it can only be forwarded to the receiving state if the court order we discussed no more than 5 business days old. Provisional approval is allowed if requested by the Wisconsin agency, but is not required. If the receiving state chooses to give provisional approval, it is due within calendar days. There is no home study report for regulation seven. The final approval or denial is due within 20 business days of the receipt of the request from Wisconsin. Again please note that different states have different requirements for doing home studies on their proposed resources and are not able to comply with regulation 7 timeframes, for example if Minnesota requires licensure, they are not able to meet these timeframes for regulation seven requests.

8. Sending Agency Decides Whether to Place the Child in the Receiving State

- The sending agency makes the final decision whether to place the child with the approve resource in the receiving state
- The approval of a placement from the receiving state is valid for 6 months from the date the 100A approving placement was signed
 - After 6 months a new referral must be requested and a new home study completed by the receiving state
- **If placed, the sending agency must submit a 100B to the Wisconsin ICPC Office within 3 business days of placement of the child**
 - This notifies the ICPC Specialist of placement so they may initiate supervision of the child in the receiving state
 - The receiving state must begin supervision of the child within 30 days of placement notification

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Now that we've reviewed some basic timeframes, let's move to the next step. If the placement was approved by the receiving state ICPC office, you as the sending agency make the final decision whether to place the child with the approved resource.

This approval for placement in the receiving state is valid for 6 months. If after six months placement was not made and you wish to still pursue placement, a new referral must be requested and a new home study completed by the receiving state, so you should make that placement within six months.

If the child is placed, you as the sending agency absolutely must submit a 100B to the Wisconsin ICPC Office within 3 business days of placement of the child. This form will notify the ICPC Specialist of placement so they can initiate supervision of the child in the receiving state and this will also set in motion the process to end Wisconsin Medicaid so that the receiving state can certify the Medicaid for the child where they now reside. Once this is submitted, the receiving state must begin supervision of the child within 30 days of placement notification.

9. Sending Agency Continues Case

- The sending agency will maintain jurisdiction of the child and continue with all requirements of the case
- The receiving state local agency will continue supervision of the child and will submit quarterly supervision reports to the WI ICPC Office
 - The sending agency is required to document caseworker contacts
 - These contacts may be documented quarterly after the agency receives the reports from the ICPC Office



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Once the child is placed, you as the sending agency will maintain jurisdiction of the child and continue with all requirements of the case. This includes any case planning, any permanency planning, and all documentation requirements in eWISACWIS, etc.

Meanwhile, the receiving state local agency will continue supervision of the child and will submit quarterly supervision reports to the WI ICPC Office. The WI ICPC Office will upload these supervision reports in eWISACWIS for your agency review. You as the sending agency is required to document caseworker contacts.

Note the monthly report analysis by the DCF to monitor caseworker contacts will consider that caseworker contacts for ICPC cases may not be entered monthly, as agencies only receive reports on a quarterly basis. Once you receive those quarterly reports, you should document the monthly contacts in eWISACWIS for each month. You may want to request a report about any visits during the final quarter of the Federal Fiscal Year, so July, August, and September, no later than the last week of October in order for those visits to be documented in eWISACWIS and considered in the federal database. If your agency is not receiving documentation of these quarterly service reports from the receiving state, please contact the assigned ICPC Specialist as soon as a problem is detected. They will work with the receiving state to address the issue.

Finally during the case, you should note that some states do not allow their local agency caseworkers to directly communicate with Wisconsin caseworkers for the purposes of case management, and require that all case communication be routed through the sending and receiving ICPC Offices. This is per the state's local and state requirements and we cannot override that state's policy. With this being said, Wisconsin allows you as caseworkers to communicate with receiving state caseworkers for case management purposes as long as all required documentation and communication relevant to the child's case, any of those big changes, are sent to the Wisconsin ICPC Office.

10. Sending Agency Closes the Placement

- The sending agency's responsibility for the child continues until the placement is legally terminated due to the child:
 - Returning to their home state;
 - Being legally adopted;
 - Having guardianship transferred to the placement resource;
 - Reaching the age of majority;
 - Discharging with concurrence of the receiving state.
- **The sending agency must submit a 100B to close the placement to the Wisconsin ICPC Office within 3 business days of the placement ending**



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The sending agency's responsibility for the child will continue in that fashion until the placement is legally terminated due to one of the following:

- If the child returns to their home state, returns to Wisconsin;
- If the child has been legally adopted;
- If the child has had guardianship transferred to the placement resource;
- If the child has reached the age of majority;
- Or in some fashion has discharged with concurrence of the receiving state.

Once the receiving state gives concurrence for any of the discharge reasons above and your agency is ready to close placement of the child, you must submit a 100B to close the placement to the Wisconsin ICPC Office. You should do this within 3 business days of the placement ending.

10. Sending Agency Closes the Placement

- If the child's placement disrupts and the receiving state requests Wisconsin to bring the child back, the sending agency must bring the child back within 5 business days of the request or within a timeframe that all parties agree on
 - The sending agency is responsible for paying for and arranging for the transportation of the child back to Wisconsin
 - If there are child abuse and neglect concerns the receiving state may place the child in another home until the child is able to return to Wisconsin



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If the child's placement disrupts and the receiving state requests Wisconsin to bring the child back home, your agency must bring the child back within 5 business days of the request or within a timeframe you and all parties agree on. Your agency is responsible for paying for and arranging for the transportation of the child back to Wisconsin. If there are child abuse and neglect concerns please note the receiving state can place the child in another home until the child is able to return to Wisconsin.

Additional Resources

Where can I find even more information?

- www.dcf.wisconsin.gov/cwportal/icpc
 - Additional webinars
 - Ongoing Services Standards
 - eWiSACWIS Knowledge Web
 - ICPC Contact Information
 - ICPC State Pages
- ICPC Desk Guide
 - Contact your DCF Child Welfare Regional Coordinator

That brings us to a close on this training. There is a lot more information available if you need additional ICPC resources. You can first find more information by going to the DCF website where there are additional ICPC webinars. One is about understanding ICPC in general and the other one is about what to do if you receive an assignment to an ICPC record and must respond with a home study or supervision.

There is a link to the Ongoing Services Standards, which has an extensive ICPC policy. Also, a link to the eWiSACWIS Knowledge Web that has ICPC user guides and webinars with eWiSACWIS walkthroughs. You can also find contact information for the ICPC Specialists and ICPC Assistant. And finally a link to the ICPC State pages, which has information about each state's ICPC requirements.

And finally there is an ICPC desk guide that will provide an overview of the ICPC process and some tips for sending and receiving. Contact your DCF Child Welfare Regional Coordinator for a copy of this desk guide. Thank you for listening to this training on submitting an ICPC referral. I hope you have a better understanding of the process when Wisconsin is a sending state and have the opportunity to check out more resources.