



State of Florida
Department of Children and Families

Charlie Crist
Governor

Robert A. Butterworth
Secretary

DATE: March 10, 2008

TO: Community Based Care Lead Agency CEO's, Sheriffs

FROM: *Patricia Badland* Patricia Badland, Director of Family Safety
Stephen Pennypacker Stephen Pennypacker, Special Counsel

SUBJECT: Interstate Compact on Placement of Children (ICPC)

The memorandum is a follow-up to the March 3, 2008 memorandum from Secretary Butterworth and provides further guidance on implementation of the changes outlined in that memorandum. Beginning immediately, headquarters' ICPC staff will communicate directly with the lead CBC agencies. In order to ensure a smooth transition from the regional ICPC liaisons to the lead CBC liaisons there will be a conference call with Stephen Pennypacker on Wednesday, 3/12/2008 @ 10:00 am to discuss this memorandum and answer any questions. The conference number is 888-808-6959, code 4886262. As we move forward with full implementation, please note the following:

1. **CBC Interstate Compact Liaison:** Each lead CBC agency must submit the name of the designated ICPC liaison for the CBC and one backup name. These staff will be the point of contact for the ICPC specialists for all cases generated by the lead agency. It will be the responsibility of the liaisons to review each ICPC request packet for completeness by using the Department approved checklists attached to this memo. Please submit the names to Stephen Pennypacker at stephen_pennypacker@dcf.state.fl.us no later than COB 3/19/2008.

To promote efficiency and improve working relationships between Florida and other states, all incoming and outgoing cases are assigned to headquarters' ICPC staff based on geographic areas of the country (see attached). Questions about specific cases should be directed to those staff.

2. **Transmission of Cases:** Cases should be sent to the ICPC via email at: ICPC@dcf.state.fl.us Within the near future, the Florida ICPC office will send all incoming request for home studies, progress reports, etc, to lead agencies in password protected Adobe files. At that time, you will be given an assigned password to open the files.

If a provider is unable to scan or generate PDF documents, two copies of the information should be mailed to the ICPC office. Hard copies must be one-sided and all legal size documents should be reduced to letter size. Please do not staple any documents as all staples must be removed for scanning when it arrives in Tallahassee and this creates unnecessary work for the mail staff.

3. **ICPC Packets:** All ICPC packets must be completed using Department approved forms. It is critical that the ICPC Checklists (attached) be used in all cases and the submitted packet contents are scanned in the order of the checklist. The checklists include all information needed to comply with the Interstate Compact.

1317 Winewood Boulevard, Tallahassee, Florida 32399-0700

Mission: Protect the Vulnerable, Promote Strong and Economically Self-Sufficient Families, and Advance Personal and Family Recovery and Resiliency

4. Please note that there are three checklists: (1) Parent/Relative/Foster Care, (2) Priority Requests (Regulation 7), and (3) Public Adoptions.

Prior to sending, the CBC liaison should review the PDF file to ensure documents are straight, margins are not cut off, and text can be read. (Some colored paper will need to be copied on white paper before scanning.)

5. **Naming Electronic Files:** The files should be named by state and child. If there are multiple siblings the file should be named by the child closest to the beginning of the alphabet. Name documents as follows (including what is in the parenthesis):
 - All New Requests:** Georgia-Doe,John (pending request)
 - All Placements (100B's to place and close):** New York-Anderson,John (placements)
 - All Completed Home studies and preliminary reports:** Ohio-Smith,Ann (completed study or preliminary report)
 - All Progress/Status Reports:** Pennsylvania-Jones,Roger (progress report or status report)
6. **Scanning Tips to Reduce File Size:** If scanning on a multi-function scanner/copier/fax, the settings should be changed to reduce the size of the file. Resolution: 200 DPI, Scan type: Text B&W, Image Density: At least middle, if not darker.
7. **Court View Enterprise Client Index:** In April, all circuit court judges and CBC lead agencies will be given access to ICPC case status information through the Enterprise Client Index. This will enable both the courts and CBC lead agencies to view the status of ICPC cases. This should help the CBC liaison with monitoring the status of cases.
8. **Monitoring Court Orders:** The ICPC office is in the process of setting up a system to monitor the date ICPC orders are entered by the courts in an effort to ensure cases are expedited appropriately. Stephen Pennypacker will be working with Children's Legal Services to implement this process. We will ensure this process includes notification of the CBC lead agency so that you can monitor the status of these cases.

It is important to note that states have different laws which may affect the type of request that needs to be made and the contents of the packet. Due to the difference in state laws it is imperative that the Lead CBC liaisons communicate with the Headquarter ICPC specialists in Tallahassee regarding specific state requirements that may affect the packet being submitted. For example, Pennsylvania requires that all relatives become licensed foster parents; therefore all requests to Pennsylvania must include foster care home studies when the prospective placement resource is a relative of the child.

As you know, ICPC has been an area of concern for the Secretary and he has made it a top priority to improve this process. Your assistance in helping expedite cases in a manner that provides for the safe and timely placement of children is greatly appreciated. If you have any questions or need further information, please contact Stephen Pennypacker, Compact Administrator, at (850) 922-0743 or Laura Kirksey, Deputy Compact Administrator, at (850) 922-6339.

cc: Don Winstead, Deputy Secretary
George Sheldon, Assistant Secretary for Operations
David Fairbanks, Assistant Secretary for Programs
Regional Directors
Circuit Administrators

**Interstate Compact
Case Assignments by National Region
Effective 2/4/2008**

Regional Case Assignment

**New England & Mid Atlantic
Region**

Sandy Erickson
850-922-6176

Maine
Vermont
New Hampshire
Massachusetts
Rhode Island
Connecticut
Delaware

Maryland
DC
Pennsylvania

Mid West - B
Caryl Jefferson
850-414-7780

Washington
Oregon
Idaho
North Dakota
South Dakota
Minnesota
Wisconsin
Michigan
Iowa
Illinois
Indiana
Missouri

Mid West
Kevin Askew
850-921-6995

Montana
Wyoming
Nebraska
Ohio
Kansas
Oklahoma
Texas
Arkansas
Louisiana
Mississippi

South - B
Shirley Hodge
850-922-8893

Kentucky
Tennessee
North Carolina
South Carolina
West Virginia
Virginia

South - A
Laura Kirksey
850-922-6339

Georgia
Alabama

West
Angie Stackhouse
850-922-4551

California
Nevada
Utah
Arizona
Colorado
New Mexico
Hawaii
Alaska
Virgin Islands

North East
Lena Moye
850-922-6386

New York
New Jersey