

**RESPONSIBILITIES IN PLACING CHILDREN
THROUGH ICPC: A PARTNERSHIP**

Steps in the Interstate Home Study Process	Responsible Party
Identifies prospective foster/adoptive family in another state	Local child-placing agency worker in the sending state
Completes ICPC 100A (Request for Placement). Also includes: <ul style="list-style-type: none"> • Child's permanency plan • Child's social summary, medical and educational reports • A plan for meeting costs of care in other state, including IV-E eligibility information • Signed court order (to verify jurisdiction) and Order of Compliance, if required. 	Local agency worker in the sending state Court
Submits ICPC 100A (5 Copies for each child) and 3 copies of the complete referral packet to the Zone/District ICPC Specialist.	Local agency worker in the sending state (FL)
Submits ICPC 100A and complete referral packet to ICPC administrator in sending state	Zone/District ICPC Specialist then forwards the complete referral packet to FL ICPC CO
Reviews ICPC 100A and packet for completeness and compliance with sending state laws. Retains a copy of the ICPC 100A <ul style="list-style-type: none"> • If packet is incomplete, requests additional information or documentation from local agency 	Sending state ICPC administrator
Forwards complete referral packet to ICPC office in receiving state	Sending state ICPC administrator
Reviews packet for completeness and compliance with receiving state laws. Retains a copy of the 100A and forwards referral packet to local child welfare agency in receiving state to request a home study	Receiving state ICPC administrator
Conducts home study, makes recommendations regarding the suitability of the proposed placement (i.e., either that the "placement may" or "shall not be made"), writes formal report	Local agency worker (or contracted private provider or individual, if licensed and approved) in the receiving state
Communicates recommendation to the receiving ICPC office, in conjunction with written home study report, criminal background clearances, and evidence of training or licensure	Local agency worker in the receiving state
Reviews home study for completeness and compliance with state laws, forwards packet with recommendation to ICPC office in sending state	Receiving state ICPC administrator

<i>Steps in the Interstate Home Study Process, cont'd.</i>	<i>Responsible Party</i>
Reviews packet for completeness and compliance with sending state laws, forwards home study and recommendation to the Zone/District ICPC Specialist	Sending state ICPC administrator
Reviews packet and records findings. Forwards the approved/disapproved 100A and home study to the local agency worker	Zone/District ICPC Specialist
Decides to place or not to place child with proposed caregiver	Local agency worker in sending state
Makes a legal decision whether the placement, as recommended by the sending state's local agency worker and approved by the receiving state's ICPC office, is in the best interest of the child	Court in sending state
Completes and submits an ICPC 100B (Report on Child's Placement Status) to the Zone/District ICPC Specialist	Local agency worker in sending state
Forwards the completed 100B to the FL ICPC CO	Zone/District ICPC Specialist
Forwards the 100B to the receiving state and requests services, supervision and progress reports	FL ICPC CO
Submits regular supervisory reports to the receiving state ICPC administrator	Local agency worker in receiving state
Continues to oversee the child's placement	Court in the sending state