



State of South Carolina

Department of Social Services

Work Aid 12.4: ICPC Sending State Out-of-State Case Management

Supplemental to DSS Policy 1200: Interstate Compact on the Placement of Children

A. Case Manager Responsibilities after Placement of a Foster Child Outside South Carolina	1. The State Office ICPC Consultant will receive and review the completed study packet within three days of its return from the Receiving State. The Consultant updates the CAPSS case record with the decision and links all received documents to the CAPSS case record using the Category "Home Study" and the program area "ICPC." The ICPC Consultant updates other fields in the CAPSS case record as appropriate and dictates the date the decision was received and forwarded to the County or Regional Office. 2. The State Office ICPC Consultant updates the NEICE system and notifies the case manager via email of this action. 3. Within five calendar days of receipt of the home assessment, the case manager will review the completed home study. a. If the Receiving State approved the placement: I. case manager has 180 calendar days in which to physically place the child, if it is determined such placement will be in the child's best interest; or, II. If an approved home study identifies circumstances or potential risk factors that suggest that placing the child in the home would not be in the child's best interests, the case manager is responsible for creating a DSS Form 30126: ICPC Report on Child's Placement Status (100B) in the CAPSS case record and in NEICE within the five calendar days so that the State Office ICPC Consultant may notify the Receiving State to close the ICPC case. III. The case manager is responsible for creating a DSS Form 30126: ICPC Report on Child's Placement Status (100B) in the CAPSS case record and in NEICE within two days of placement so that the State Office ICPC Consultant may notify the Receiving State to begin monthly supervision of the child(ren). b. If the Receiving State denied the placement, it may be possible to request a reconsideration if the cause for denial can be improved, corrected, or changed. A reconsideration must be requested via a new DSS Form 3049: Interstate Compact on the Placement of Children Request (ICPC 100A) within 90 days of the denied home study.
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4. When a decision is made to place the child within the 180 calendar days, the case manager and team leader should approximate a schedule for sending the child to the placement. The following actions should be considered:
 - a. Schedule a permanency planning hearing if court approval has not already been attained.
 - b. Verify that the child is IV-E eligible to qualify for Medicaid in another state under federal funding or by other means after leaving South Carolina. If Medicaid will not be available, arrangements must be made to ensure the child is covered for medical needs by the state of South Carolina.
 - c. Determine travel needs to facilitate the placement, including transporting the child's possessions. Refer to [Work Aid 12.3: Travel to Place or Retrieve a Foster Child in an ICPC Placement](#)
 - d. Gather necessary information that needs to accompany the child (e.g., medical records, school information, etc.) and ensure that the child has at least a 30-day supply of any medications, more if possible, through 90-day prescriptions.
5. Within thirty (30) days of the placement, the case manager must request the State Office ICPC Consultant provide the name and contact information of the Receiving State worker who is monitoring the child(ren).
6. After the placement has occurred, the case manager has the continued responsibility to provide the following to the child(ren):
 - a. permanency planning hearings and legal consultations;
 - b. foster care review board hearings;
 - c. supervision of ongoing medical, psychological, behavioral, or academic services through intentional and frequent contacts with the worker in the Receiving State;
 - d. supporting the child's well-being through monthly contacts with the child and placement resource;
 - e. access to Chafee Funds, if qualified;
 - f. visitation opportunities with siblings or parents;
 - g. guided supervision consultations; and
 - h. ensuring that the placement meets their needs.
7. All activities must be dictated in the CAPSS case record, including monthly face-to-face contacts made by the worker in the Receiving State and the case manager.
8. It is the responsibility of the State Office ICPC Consultant to ensure the Receiving State complies with quarterly reporting. The ICPC Consultant will include the case manager in all correspondence with the Receiving State.
9. After a minimum of six months of out-of-state supervision, the case manager and team leader may seek concurrence from the Receiving State to close the case through a permanent solution such as transfer of custody to the placement resource (or reunification if parent), adoption, or legal guardianship. All parties (including the receiving state) must agree if custody is transferred to the parent, relative, or non-relative. If permanency is not pursued, the case manager and team leader will

	determine whether an alternative or concurrent permanent plan should be implemented. 10. If permanency is achieved through the out-of-state placement, the case manager is responsible for creating a DSS Form 30126: ICPC Report on Child's Placement Status (100B) in the CAPSS case record and in NEICE within five days of the court hearing granting custody or adoption of the child so that the State Office ICPC Consultant may notify the Receiving State to close the ICPC case. A copy of the court order must be included for submission to the Receiving State. 11. If permanency is not achieved with the out-of-state placement resource, the case manager is responsible for creating a DSS Form 30126: ICPC Report on Child's Placement Status (100B) in the CAPSS case record and in NEICE within five days of the termination of the placement, the emancipation of the child, or other circumstance resulting in the end of ICPC supervision so that the State Office ICPC Consultant may notify the Receiving State to close the ICPC case. 12. The DSS case manager maintains ICPC documents in the county case file per DSS policy. The county case file will at a minimum include any original documents or signatures and all supportive documents required under the ICPC, which upon its closure, is an official record of case activities and must be maintained per DSS record retention policies. 13. The ICPC Consultant, at his or her discretion, maintains a duplicate paper "working" file with copies of all ICPC documents per each child involved in an active ICPC transaction, which upon closure of the ICPC case, is destroyed after assuring all documents contained therein have been linked to the CAPSS case record.
B. Disruption of Out-of-State Placements	1. If signs of abuse or neglect are evident, if the child's needs are not being met, or if the placement resource reveals concerns about the stability of the placement, the supervising worker in the Receiving State will contact that state's ICPC office immediately so that South Carolina may be notified to take any necessary actions. 2. When possible, the ICPC state office will assist in preserving the placement through the arrangement of video or telephone conferences with Receiving State staff so that immediate needs and concerns may be addressed and to determine if additional services are available for implementation. The case manager should dictate in CAPSS the solutions offered and attempts made to preserve the placement. 3. If preservation is not possible or creates a danger to the child or other children in the home, the case manager will be required to retrieve the child(ren) within five days of notification that the placement has failed. 4. If the safety of the child or another family member is threatened, it may be necessary for the Receiving State to locate a temporary placement until the child can be retrieved. South Carolina DSS is responsible for any expenses incurred by an alternate placement.