



State of South Carolina Department of Social Services

Work Aid 12.6: ICPC Receiving State Request for Home Study Procedures

Supplemental to DSS Policy 1200: Chapter 12 - Interstate Compact on the Placement of Children

A. [ICPC Regulation 2](#)
(Court Jurisdiction)
Cases

All ICPC referrals received from jurisdictions outside of South Carolina must have documents that are the same or contain equivalent information as those listed in Work Aid 12.1: Sending State Case Manager Referral Procedures. Diagnoses, assessments, summaries, and evaluations referenced within the packet are used to evaluate the appropriateness of the potential placement resource as beneficial to the specific child(ren). Home study investigators should familiarize themselves with the child(ren)'s needs before contacting the potential resource. Federal Public Law -

[PL 109-239 Safe and Timely Interstate Placement of Foster Children Act of 2006](#)

prescribes the following: "a State is required to complete and report on foster and adoptive home studies requested by another state within 60 days." In order to meet this requirement, case processing timelines must be strictly followed. The 60 calendar days begin on the date the completed request is received by the SC State Office ICPC.

1. Within two days of the receipt of an ICPC referral from outside of South Carolina, administrative (or other designated) staff in the State Office ICPC create a case record in CAPSS for the request, using the program service line, *ICPC – SC Receiving State*.
 - a. The CAPSS case record must include all children associated with the ICPC Request as well as all contents of the referral packet linked to the record under the Category, "ICPC Related" and Program Area, "ICPC".
 - b. A provider record shall be created in CAPSS and have the referral packet linked to it using the same format as the CAPSS case record.
 - c. The initial worker assignment will be to the ICPC Consultant for the region in which the placement resource resides.
2. The ICPC Consultant shall review the contents of the referral packet within three days of assignment to determine if the packet holds all the necessary information needed to complete a home study.
 - a. If the packet is incomplete, the ICPC Consultant must, within the same three days, notify the Sending State in writing of additional information needed and request that it be submitted to SC ICPC within ten (10) days of the notification.

	b. If the information/documentation has not been received from the Sending State as requested, or if the Sending State does not provide a reason for the information/documentation being unavailable, the case shall be closed in CAPSS after the 10th day and the ICPC Consultant shall notify the Sending State of this action. If a paper file has been created, it may be destroyed after ensuring that its contents have been linked into the CAPSS case and provider records and that both CAPSS records show dictation noting the reason(s) for closure. c. The date that requested documentation is received begins the 60 day timeline for completion. 3. The completed packet must be forwarded to the Foster Family and Licensing Support (FFALS) office within five days of its receipt at State Office ICPC, or immediately upon receipt of additional information from the Sending State. a. The ICPC Consultant shall change the assigned worker in the CAPSS case record from their name to the designated recipient in the region. b. The ICPC request must be transmitted to the Regional FFALS office via NEICE. If the request was received from the Sending State via email or a means other than the NEICE system, the ICPC Consultant or designee creates a case in NEICE and forwards to the Regional FFALS office through that system. 4. The FFALS team leader or designee who receives the request shall review the packet and assign to a home study investigator for a licensure or relative/parent study. All studies and decisions are based upon licensing standards and requirements set forth by the Licensing Division to include all documentation, interviews, background checks, assessments, and waivers. a. Within three days of receipt of the case, the home study investigator must contact the potential resource to schedule a home visit, to provide information for the adult family members to be fingerprinted, to provide information about the home study process, and to verify the mailing address so that preliminary paperwork may be forwarded for their review and completion. The preliminary paperwork shall include at least the following: financial form, autobiography form, references, firearms, discipline, and pet vaccines. Additional forms, worksheets, and requests for information will be presented at a home visit or as needed. b. The home study must be completed, written, and returned to State Office ICPC by the 50th day after it was received by the regional FFALS office. If a recommendation cannot be provided by that day, a preliminary report must be submitted, which contains the following information: i. Information on the family members, the home environment, and any safety or risk issues
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	ii. Reasons for the delay (acceptable reasons: pending training, fingerprint results, Adam Walsh reports, references, or fire inspection) iii. Explanation that completing the home study is in the best interests of the child iv. Explanation that no recommendation is being made at this time until all information has been obtained v. An estimated date of completion 5. The home study must address the appropriateness of the home and include specific references to the child(ren) to be placed and whether the family can and is willing to see that the child(ren) receives services that are necessary for their well-being. The relative or parent home study must include these sections with information about the capabilities of the home as noted (foster home license studies are completed according to South Carolina foster home licensing regulations and may include additional sections): a. Identifying information: i. Requesting State or agency ii. Type of study requested (foster, relative, parent) iii. Name of address of proposed placement iv. Name(s) of ICPC child(ren) v. Date of home visit(s) and other contacts vi. Date prepared vii. Summary information of child(ren) to be placed; This should include the child(ren)'s age, state of origin, and significant medical, mental, or behavioral issues. b. Composition of the family: Include a listing of all household members living in the home, their ages, relationship to the individual being studied, occupations, previous marriages, and an overall assessment of functioning as a family. c. Physical description of the home environment: Include pertinent information about the condition of the home, sleeping arrangements, plans for accommodating the child to be placed, etc. Review fire and safety hazards (e.g., unlocked firearms, accessible poison, overloaded outlets or extension cords, exposed electrical wiring, peeling or flaking paint, broken windows, doors, steps, holes in walls/floors/ceilings, rodent or insect infestation, unsanitary plumbing). Indicate if home has easy access to emergency responders and to reliable transportation (e.g., car, bus line, etc.). d. Financial situation: Include specific information on the economic situation of the family, including income, assets, financial obligations, and general money management, etc. Indicate if family is receiving Family Independence (TANF), SNAP, or Medicaid.
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Note: The family must be informed that TANF or SNAP staff will be notified of proposed placement. The household should not be dependent solely on child's income or board payment.

e. Medical information:

Include any important past, current, or potential health problems of any household member. Will the issues be detrimental to the care of the proposed placement?

f. Family activities:

Include information about activities that the family enjoys participating in together (e.g., movies, church, parks, sporting events, etc.). How will the child fit into these activities and also be allowed to participate on their own?

g. Motivation and attitudes of all family members toward the proposed placement:

Do all household members have realistic attitudes about changes that will come with the placement? Describe the expectations of the household members.

h. Continued involvement of the family with the biological parents:

Include any visitation with the biological parents, any attitude toward biological parents and siblings, plans to reunite the child with biological parents, the ability to protect the child from the biological parents if necessary, etc. Indicate if family can meet the safety needs of the child.

i. Assessment of parenting capacities:

Indicate specifically how the caregivers can or cannot meet the individual needs of the child including the child's safety, permanency, physical and mental health, and well-being (emotional and physical development of the child). Describe observations or history of indicators of alcohol or other drug abuse, domestic violence, child abuse or neglect, mental health, mental retardations, physical disabilities, education, and occupations. Describe the family, their relationship with their own parents and siblings in childhood and early adult years, their styles of parenting, relationship with their children, sibling relationship(s), methods of discipline, and willingness to seek and use help from appropriate social agencies.

Note: Placement of a child cannot be recommended for a caregiver or household member, who has an indicated case for abuse or neglect or has a conviction for a criminal offense for crimes listed in [SC Statute 63-7-2350](#). If a biological or legal parent has a conviction, consideration must be given to the circumstances and how that affects the safety of the child. Describe rehabilitation efforts since the criminal conviction.

j. Treatment resources available in the community:

Include information about medical facilities, educational resources such as special services for the emotionally handicapped, availability of counseling services in the community as necessary or potentially necessary for the child (based on the information given by the Sending State). If the child has a specific medical, mental, or behavioral need,

address how and where the placement resource will seek treatment or ongoing therapy.

k. Type of board payments:

Specify whether child will be receiving regular or Title IV-E board payments (if applicable). If the placement will not receive financial assistance from the Sending State, indicate that they understand their financial responsibility to the child(ren).

l. Medical plan:

Indicate what the plan is to meet the medical needs of the child; if the caregiver will be assuming responsibility for meeting costs of medical needs, obtain a statement from the caregiver indicating the willingness and resources available. If child is not Title IV-E eligible for SC Medicaid, indicate how caregivers can utilize Medicaid from the other state, including the necessity of identifying a provider willing to accept reimbursement from another state or adjunctive eligibility with Temporary Assistance for Needy Families (TANF).

i. If a child is Title IV-E eligible, they are entitled to SC Medicaid. Once the child is placed, the county foster care worker assigned to the case assists the family with applying through the [SC Healthy Connections Choices](#) website, using the child's information only.

ii. If a child is not IV-E eligible but is to be placed with a relative in South Carolina, once placed, the county foster care worker assigned to the case will assist the family in applying for a TANF grant through DSS Economic Services. Approval is not guaranteed but, if granted, the child becomes eligible for SC Medicaid.

iii. If a child is being placed with a parent, it will be the parent's responsibility to provide medical care.

iv. In all cases it is the ultimate responsibility of the Sending State to ensure a child in its custody receives medical care, which may be through direct billing of a provider or reimbursement to the placement resource.

m. Caregiver's perception of permanent plan for the child:

Does the caregiver expect this to be a short- or long-term placement, plan to adopt, etc.? Specify if the home environment will meet the permanency needs of the child until the child reaches age 18.

n. References:

Include references from at least two non-related persons regarding the family's ability to care for the child. References should have known the family at least three years out of the last six years.

o. Other comments:

Include as needed.

p. Determination of home environment to meet the individual needs of the child:

The home study must have a determination whether a placement is appropriate and whether there are any risk factors identified. If the study is for parents and they are completing a treatment plan and they are not

	in a position to care for the child(ren) at this time, then describe the obstacle and what issues need to change. 6. If the placement is denied, it is the responsibility of the regional FFALS office to provide a letter of denial to the resource, according to procedures set forth in licensing policy. A copy of the denial letter should be submitted to the State Office ICPC along with the home study (if completed). The regional FFALS office staff should notify State Office ICPC once a denial determination has been made, not to exceed 50 days day after receipt of the request. a. If the resource does not respond to phone calls or correspondence, a denial letter shall be written and sent via certified mail to the resource after a reasonable number of communication attempts. The communication attempts must be noted in the CAPSS case and provider record's dictation. A copy of the letter must be forwarded to State Office ICPC so that the Sending State can be notified. b. If the resource refuses to cooperate with requests for documentation or required home inspection visits, a final request for compliance should be mailed to the resource via certified mail giving a deadline for submission of paperwork or availability for home inspection. If there is no response, or if compliance cannot occur before the 50th day after receipt of the request, the placement will be denied, and a letter written to the resource stating the reason. 7. Once the home study and recommendation have been submitted to State Office ICPC, the Regional FFALS team leader or designee will dictate the decision and date forwarded to State Office ICPC in CAPSS case and provider records and will assign the CAPSS case to the State Office ICPC Consultant. a. If the home is approved for licensure the FFALS team leader must assign to a family support staff member for license monitoring and compliance. b. If the home is denied for licensure the FFALS team leader must retain the file according to licensing policy. c. If the home is approved or denied as a relative or parent placement, the FFALS team leader must ensure that the contents of the home study file is linked into the CAPSS case and provider records prior to the file's destruction. 8. Within five days of receipt of the home study and recommendation, the ICPC Consultant shall notify the Sending State with a signed DSS Form 3049: ICPC Request (100A) and accompanying documentation, to include foster home license if applicable.
B. Referral Process for ICPC Regulation 2 (Court	1. All ICPC referrals received from jurisdictions outside of South Carolina must have documents that are the same or contain equivalent information as those listed in Work Aid 12.1: Sending State Case Manager Referral Procedures. Additional documentation that must be included with an adoption request includes the letter designating the child as legally free

Jurisdiction) Cases for Adoption Home Studies	(letter demonstrating the person or entity has authority to place the child for adoption) and if applicable, the court order from hearing on the termination of parental rights. Diagnoses, assessments, summaries, and evaluations referenced within the packet are used to evaluate the appropriateness of the potential placement resource as beneficial to the specific child(ren). Home study investigators should familiarize themselves with the child(ren)'s needs before contacting the potential resource. 2. Federal Public Law – PL 109-239 Safe and Timely Interstate Placement of Foster Children Act of 2006 prescribes the following: “a State is required to complete and report on foster and adoptive home studies requested by another state within 60 days.” In order to meet this, timelines for processing cases must be strictly followed. The sixty days begin on the date the completed request is received by SC State Office ICPC. 3. Within two days of the receipt of an ICPC referral from outside of South Carolina, administrative (or other designated) staff in the State Office ICPC create a case record in CAPSS for the request, using the program service line, ICPC – SC Receiving State. a. The CAPSS case record shall include all children associated with the ICPC request as well as all contents of the referral packet linked to the record under the Category “ICPC Related” and program area “ICPC”. b. A provider record must be created in CAPSS and have the referral packet linked to it using the same format as for the CAPSS case record. c. The initial worker assignment will be to the ICPC Consultant for the region in which the placement resource resides. 4. The ICPC Consultant reviews the contents of the referral packet within three days of assignment to determine if the packet holds all the necessary information needed to complete a home study. a. If the packet is incomplete, the ICPC Consultant shall, within the same three days, notify the Sending State in writing of additional information needed and request that it be submitted to SC ICPC within ten days of the notification. b. If the information/documentation has not been received from the Sending State as requested, or if the Sending State does not provide a reason for the information/documentation being unavailable, the case must be closed in CAPSS after the 10th day and the ICPC Consultant must notify the Sending State of this action. If a paper file has been created, it may be destroyed after ensuring that its contents have been linked into the CAPSS case and provider records and that both CAPSS records have dictation noting the reason(s) for closure. c. The date that requested documentation is received begins the 60-day timeline for completion. 5. The completed packet must be forwarded to the regional Adoptions office within five days of its receipt at State Office ICPC, or immediately upon receipt of additional information from the Sending State. a. The ICPC Consultant shall change the assigned worker in the CAPSS case record from their name to the designated recipient in the region.
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- If the child has already been placed in the home by the Sending State under a previous [DSS Form 3049: ICPC Request \(100A\)](#) and is being supervised by a county child welfare worker, the responsibility of supervision moves from the county staff to the regional adoptions staff.
 - b. The ICPC request must be transmitted to the regional Adoptions office via NEICE. If the request was received from the Sending State via email or a means other than the NEICE system, the ICPC Consultant or designee creates a case in NEICE and forwards to the regional Adoptions office through that system.
6. The Adoptions team leader or designee who receives the request reviews the packet and assigns to a home study investigator for an adoption study. All studies and decisions are based upon adoptions standards and requirements set forth by the adoptions policy to include all documentation, interviews, background checks, assessments, and waivers.
- a. Within three days of receipt of the case, the home study investigator shall contact the potential resource to schedule a home visit, provide information for the adult family members to be fingerprinted, provide information about the home study process, and to verify the mailing address so that preliminary paperwork may be forwarded for their review and completion.
 - b. The home study shall be completed, written, and returned to State Office ICPC by the 50th day after it was received by the regional Adoptions office. If a recommendation cannot be provided by that day, a preliminary report must be submitted, which contains the following information:
 - I. Information on the family members, the home environment and any safety or risk issues
 - II. Reasons for the delay (acceptable reasons: training or fire inspection is pending)
 - III. Explanation that completing the home study is in the best interests of the child
 - IV. Explanation that no recommendation is being made at this time until all information has been obtained
 - V. An estimated date of completion
7. The study should address the appropriateness of the home and include specific references to the child(ren) to be placed and whether the family can and is willing to see that the child(ren) receives services that are necessary for their well-being. The home study should include these sections with information about the capabilities of the home as noted:
- a. Identifying Information:
 - Requesting state or agency
 - I. Type of study requested (foster, relative, parent)
 - II. Name and address of proposed placement
 - III. Name(s) of ICPC child(ren)
 - IV. Date of home visit(s) and other contacts

V. Date prepared

VI. Summary information of child(ren) to be placed; This should include the child(ren)'s age, state of origin, and significant medical, mental, or behavioral issues.

b. Composition of the family:

Include a list of all household members living in the home, their ages, relationship to the individual being studied, occupations, previous marriages, and an overall assessment of functioning as a family.

c. Physical description of the home environment:

Include pertinent information about the condition of the home, sleeping arrangements, plans for accommodating the child to be placed, etc. Review fire and safety hazards (e.g., unlocked firearms, accessible poison, overloaded outlets or extension cords, exposed electrical wiring, peeling or flaking paint, broken windows/doors/steps, holes in walls/floor/ceilings, rodent or insect infestation, unsanitary plumbing). Indicate if home has easy access to emergency responders and to reliable transportation (e.g., car, bus line, etc.).

d. Financial situation:

Include specific information on the economic situation of the family, including income, assets, financial obligations, and general money management, etc. Indicate if family is receiving Family Independence (TANF), SNAP, or Medicaid.

Note: The family must be informed that TANF or SNAP staff will be notified of proposed placement. The household should not be dependent solely on the child's income or board payment.

e. Medical information:

Include any important past, current, or potential health problems of any household member. Will the issues be detrimental to the care of the proposed placement?

f. Family activities:

Include information about activities that the family enjoys participating in together (e.g., movies, church, parks, sporting events, etc.). How will the child to be placed fit into these activities and be allowed to participate on their own?

g. Motivation and attitudes of all family members toward the proposed placement

Do all household members have realistic attitudes about changes that will come with the placement? Describe the expectations of the household members.

h. Continued involvement of the family with the biological parents:

Include any visitation with the biological parents, any attitude toward biological parents and siblings, plans to reunite the child with biological parents, the ability to protect the child from the biological parents, if necessary, etc. Indicate if family can meet the safety needs of the child.

i. Assessment of parenting capacities:

Indicate specifically how the caregivers can or cannot meet the individual needs of the child including the child's safety, permanency,

physical and mental health, and well-being (emotional and physical development of the child). Describe observations or history of indicators of alcohol or other drug abuse, domestic violence, child abuse or neglect, mental health, mental retardations, physical disabilities, education, and occupations. Describe the family, their relationship with their own parents and siblings in childhood and early adult years, their styles of parenting, relationship with their children, sibling relationship(s), methods of discipline, and willingness to seek and use help from appropriate social agencies.

Note: Placement of a child cannot be recommended for a caregiver or household member, who has an indicated case for abuse or neglect or has a conviction for a criminal offense for crimes listed in [SC Statute 63-7-2350](#). If a biological or legal parent has a conviction, consideration must be given to the circumstances and how that affects the safety of the child. Describe rehabilitation efforts since the criminal conviction.

j. Treatment resources available in the community:

Include information about medical facilities, educational resources such as special services for the emotionally handicapped, availability of counseling services in the community as necessary or potentially necessary for the child based on the information given by the Sending State. If the child to be placed has a specific medical, mental, or behavioral need, address how and where the placement resource will seek treatment or ongoing therapy.

k. Type of board payments:

Specify whether child will be receiving regular or Title IV-E board payments (if applicable). If the placement will not receive financial assistance from the Sending State, indicate that they understand their financial responsibility to the child(ren).

l. Medical plan:

Indicate what the plan is to meet the medical needs of the child; if the caregiver will be assuming responsibility for meeting costs of medical needs obtain a statement from the caregiver indicating the willingness and resources available. If child is not IV-E eligible for SC Medicaid, indicate how caregivers can utilize Medicaid from the other state, including the necessity of identifying a provider willing to accept reimbursement from another state or adjunctive eligibility with TANF.

I. If a child is IV-E eligible, they are entitled to SC Medicaid. Once the child is placed, the county Foster Care worker assigned to the case will assist the family with applying through the [SC Healthy Connections Choices](#) website, using the child's information only.

II. If a child is not IV-E Eligible but is to be placed with a relative in South Carolina, once placed, the county foster care worker assigned to the case will assist the family in applying for a TANF grant through DSS Economic Services. Approval is not guaranteed but, if granted, the child becomes eligible for SC Medicaid.

III. If a child is being placed with a parent, it will be the parent's responsibility to provide medical care.

	IV. In all cases, it is the ultimate responsibility of the Sending State to ensure a child in its custody receives medical care, which may be through direct billing of a provider or reimbursement to the placement resource. m. Caregiver's perception of permanent plan for the child: Does the caregiver expect this to be a short- or long-term placement, plan to adopt, etc.? Specify if the home environment will meet the permanency needs of the child until the child reaches age 18. n. References: Include references from at least two non-related persons regarding the family's ability to care for the child. References should have known the family at least three years out of the last six years. o. Other comments: Include as needed. p. Determination of home environment to meet the individual needs of the child: The home study must have a determination whether a placement is appropriate and whether there are any risk factors identified. If the study is for parents and they are completing a treatment plan and they are not able to care for the child(ren) at this time, then describe the obstacle and what issues need to change. 8. Once the Adoption finalization paperwork has been received from the Sending State, the ICPC Consultant forwards notification to the Adoption office that the case may be closed. The regional adoptions worker shall ensure that the case file is linked to the CAPSS case record prior to destruction of the case file. If the placement is denied, it is the responsibility of the regional Adoptions office to provide a letter of denial to the resource, according to procedures set forth in DSS Adoptions guidance. A copy of the denial letter must be submitted to State Office ICPC along with the home study. The regional Adoptions office staff must notify State Office ICPC once a denial determination has been made, not to exceed 50 days day after receipt of the request. a. If the resource does not respond to phone calls or correspondence, a denial letter must be written and sent via certified mail to the resource after a reasonable number of attempts at communication have occurred and noted in CAPSS case and provider record's dictation. A copy of the letter must be forwarded to the State Office ICPC so that the Sending State can be notified. b. If the resource refuses to cooperate with requests for documentation or required home inspection visits, a final request for compliance shall be mailed to the resource via certified mail giving a deadline for submission of paperwork or availability for home inspection. If there is no response or if compliance cannot occur before the 50th day after receipt of the request, the placement shall be denied and a letter written to the resource stating the reason.
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	9. Once the home study and recommendation have been submitted to the State Office ICPC, the regional Adoptions team leader or designee must dictate the decision and date forwarded to the State Office ICPC in CAPSS case and provider records and assign the CAPSS case to the State Office ICPC Consultant. a. If the home is approved for adoption and the child has not been placed, both State Office ICPC and regional Adoptions office must maintain a copy of the file until placement is made. See DSS Work Aid 12.8: ICPC Receiving State Case Supervision by Counties and Regions for information on case supervision. If placement is not made within 180 days the case shall be closed and the file destroyed. b. If the home is denied for Adoption the regional adoptions worker ensures the file has been linked into the CAPSS case record prior to destroying. Refer to DSS Work Aid 12.4: ICPC Sending State Out-of-State Case Management.
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