



State of South Carolina Department of Social Services

Work Aid 12.2: ICPC Sending State Special Requests Referral Procedures

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

A. ICPC Regulation 1 (Relocation of Foster Child with Foster Family)	1. When it is in the best interest of the child(ren), the Interstate Compact allows a Receiving State to conditionally pre-approve a placement when a child in foster care moves from South Carolina to another state with their placement resource, so that there is no disruption in the placement and a continuity of services and supervision may be maintained in the Receiving State. The family, whether or not licensed in SC, will be required to meet the standards and conditions of the Receiving State, to include licensing or other placement approval types. 2. Immediately upon learning of the family's intention to move, and their expectation to maintain the child(ren) in their home, the case manager must confer with the county director, team leader, the County Managing Attorney, and others deemed necessary to determine if the child(ren) should leave SC with their current placement. 3. If the move is approved, the case manager must contact an ICPC Consultant, who will assist with the timing and contents of the ICPC Regulation 1 ICPC packet. The ICPC Consultant will also advise what type of request should be made: foster home license or unlicensed relative home study. 4. When the home is a SC licensed foster home, the case manager must confer with the Regional Foster Family and Licensing Support Office to verify that the foster home is licensed and in good standing and to arrange for board payments to continue after the move. 5. ICPC Regulation 1 referral packets must contain the following documents to be considered complete (if more than one child is to be considered, a packet must be prepared for each): a. DSS Form 3049: ICPC Request (100A) b. DSS Form 30126: ICPC Report on Child's Placement Status (100B) if the child is already in the Receiving State. c. Most recent signed and filed custody order assigning or continuing legal custody with DSS d. DSS Form 37546: Medical Financial Revision e. Title IV-E statement (CAPSS funding eligibility tab/eligibility determination) f. Case history narrative to include number of placements and pertinent information about the current placement's effect on the child(ren) g. Family permanency plan
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- h. Education and Health Passport
 - i. Current SC foster home license (if applicable)
 - j. Most recent home study of the family (if applicable)
 - k. Unlicensed relative assessment (if applicable)
 - l. Last two quarterly reports of the family (if applicable) and any other documentation from within the previous six months relative to the stability of the placement
6. The ICPC referral shall be initiated in the Child and Adult Protective Services System (CAPSS) and the National Electronic Interstate Compact Exchange (NEICE) by the case manager and completed by the designated consultant in the ICPC State Office. The referral request shall be sent prior to the family arriving in the Receiving State, if possible.
- a. In CAPSS, the case manager opens the ICPC Program Service line for each child for whom an out-of-state resource is being considered. A [DSS Form 3049: ICPC Request \(100A\)](#) must be created for each child, completing at least these fields: to, from, mother, father, person to be placed with, type of care requested, and signature.
 - b. The case manager must assemble one copy of the [ICPC Regulation 1](#) referral packet. The packet should be saved as a digital record on a shared or unshared drive. The complete ICPC packet is then linked into the CAPSS case record, using the Category "ICPC Related" and program area "ICPC."
 - c. If the CAPSS case record has been administratively locked, the case manager requests that the ICPC Consultant be given access prior to submitting the case to the State Office ICPC.
 - d. The case manager must create a NEICE record and digitally sign the [DSS Form 3049: ICPC Request \(100A\)](#) in that system.
 - e. If the child has already moved from SC to the Receiving State, a [DSS Form 30126: ICPC Report on Child's Placement Status \(100B\)](#) must be created also. If the move has not yet taken place, the [DSS Form 30126: ICPC Report on Child's Placement Status \(100B\)](#) will be created and submitted through NEICE immediately upon the case worker learning that the child is in the Receiving State.
 - f. The NEICE will inform State Office ICPC that a transmittal has been created and the ICPC Consultant will follow-up with case manager as needed. The NEICE identification number should be referenced in CAPSS dictation at the time of its creation/transmittal to State Office. The case manager who created the NEICE record may track its progress through that system.
 - g. The case manager is not required to follow-up with a paper copy of ICPC packet unless the State Office ICPC Consultant requests follow-up.
 - h. The ICPC Consultant reviews the case in NEICE within five days of its receipt. Cases that include complete and correct documentation will be transmitted to the Receiving State during that same period. If additional or corrected information is needed prior to transmittal, it will be requested during the 5 days. Case managers must return the requested documentation within 15 days or the ICPC case will

	be closed in NEICE and CAPSS. i. The Receiving State may require additional documentation, verification, or assessments, which will be requested of the case manager by the ICPC Consultant upon request of the Receiving State. j. The Receiving State will grant provisional approval of the placement within five business days and will, within 30 days of notification that the child is in their state, commence monthly visitation with the child and family. k. The Receiving State will grant final approval or denial of the placement resource as soon as practical but no later than 180 days from the receipt of the home study request. 7. The DSS case manager shall maintain ICPC documents in the case file per DSS policy. The 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 to be maintained per DSS record retention policies. 8. The ICPC consultant, at his/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. ICPC Regulation 2 (Court Jurisdiction Cases when there is no Foster Care Service Line)	1. When in the course of a DSS Family Court Hearing the court determines that a child who is not in the custody of DSS, but is party to an open investigation or family preservation case and would benefit from a placement with an out-of-state relative or resource, the ICPC requires that a home study be requested through ICPC Regulation 2 procedures. Because DSS does not have legal custody, the court acts as the Sending Agency and the judge signs the DSS Form 3049: Interstate Compact on the Placement of Children Request (ICPC 100A), with the assistance of the case manager. 2. ICPC referral packets which involve a child not in the custody/guardianship of DSS must contain the following documents as a minimum to be considered complete (if more than one child is to be considered, a packet must be prepared for each): a. DSS Form 3049: Interstate Compact on the Placement of Children Request (ICPC 100A) b. Cover letter signed by case manager and team leader (to include): I. Who is to be studied? II. What is their relationship to the child(ren)? III. What type of home study (parent or relative)? IV. What is the permanency plan? V. How will the child(ren)’s needs be met medically and financially? c. DSS Form 37545: Statement of Interest Revision d. Court order requesting ICPC home study e. DSS Form 37546: Medical Financial Revision

- f. Signed statement of placement resource if there is no state or federal funding available for the child(ren) and the resource has agreed to be responsible for all support and medical costs associated with the child(ren)
 - g. Any child and family summaries
 - h. Family permanency plan
 - i. Birth certificate
 - j. Social Security card or number
 - k. Proof of paternity, if the relative is paternal family
 - l. Medical, psychological, behavioral, dental assessments, or reports, if applicable
 - I. Paternity test
 - II. Signed and filed court order of financial support
 - III. A signed and filed court order that has an acknowledgment of paternity
3. The [DSS Form 3049: Interstate Compact on the Placement of Children Request \(ICPC 100A\)](#) must be completed with the following “special” information (all fields not noted are completed as usual):
- a. Name of agency or person responsible for planning for child: list the circuit court and phone number
 - b. Address: list the circuit court address and phone number
 - c. Name of agency or person financially responsible for child: list the current legal guardian or parent
 - d. Address: list the address of the current legal guardian or parent
 - e. Current legal status of child: check court jurisdiction only
 - f. Signature of Sending Agency or person: must be signed by the judge
4. CAPSS does not allow for an ICPC Sending State service line for a non-foster care case. Therefore, the [DSS Form 3049: Interstate Compact on the Placement of Children Request \(ICPC 100A\)](#) and other case information must be initiated in the NEICE by the case manager and completed by the designated State Office ICPC Consultant.
- a. The case manager is responsible for assembling one copy of the ICPC referral packet per requirements identified for the type of ICPC referral. The packet should be saved as a digital record on a shared or unshared drive. The complete ICPC packet is then linked into the CAPSS case record, using the Category “ICPC Related” and program area “ICPC.”
 - b. If the CAPSS case record has been administratively locked, the case manager requests that the State Office ICPC Consultant be given access prior to submitting the case to State Office ICPC.
 - c. The case manager is responsible for creating a NEICE record.
 - d. The [DSS Form 3049: Interstate Compact on the Placement of Children Request \(ICPC 100A\)](#) must be completed, printed, signed by the judge, and then uploaded into NEICE.
 - e. The NEICE will inform the State Office ICPC that a transmittal has been created and the ICPC Consultant will follow-up with case manager as needed. The NEICE identification number must be referenced in CAPSS dictation at the time of its creation/transmittal to State Office. The case manager who created the NEICE record

	may track its progress through that system. f. Case manager is not required to follow-up with a paper copy of ICPC packet unless specifically requested by the State Office ICPC Consultant. g. The ICPC Consultant will review the case in NEICE within 5 days of its receipt. Cases that include complete and correct documentation will be transmitted to the Receiving State during that same period. If additional or corrected information is needed prior to transmittal, it will be requested during the 5 days. Case managers must return the requested documentation within 15 days or the ICPC case will be closed in NEICE and CAPSS. h. The Receiving State may require additional documentation, verification, or assessments, which will be requested of the case manager by the ICPC Consultant upon request of the Receiving State. 5. The 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 to be maintained per DSS record retention policies. 6. The ICPC Consultant, at his/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. 7. Pending initiation of the referral and the issuance of a written decision by the Receiving State ICPC Administrator regarding placement of the child with that out-of-state resource, the case manager is not authorized to place the child across state lines under the ICPC. The child must remain in their current home until approval is granted by the Receiving State.
C. ICPC Regulation 2 (Court Jurisdiction Cases for which Therapeutic Care is Needed)	1. When an out-of-state placement is being considered for a foster child receiving therapeutic levels of care, and it is in the best interest of the child to maintain that level of trained care, the case manager must, along with his or her team leader, consults with the Regional Well-Being Director to discuss the services to be continued, as well as seek out providers in the Receiving State who will issue a therapeutic license to the potential placement resource and continue or initiate the services best suited for the child. The State Office ICPC will assist as needed in connecting the case managers with agencies in the Receiving State. 2. At this point, the Well-Being staff take over and find an out-of-state agency, secure funding, and draft a contract that details what the agency is to provide – wrap services, home study, monthly supervision, etc. Once the contract is signed, the home study will be conducted without any ICPC coordination. At this point the Well-Being Team will establish a procedure to obtain a contract with an out-of-state provider.

the contracted agency completes the home study and it is determined that the placement resource will meet the needs of the therapeutic child, the case manager will assemble a [DSS Form 3049: ICPC Request \(100A\)](#) packet to be forwarded to the Receiving State for ICPC approval to place the child. The packet should contain, at a minimum, the following documents (if more than one child is to be considered, a packet must be prepared for each):

- a. [DSS Form 3049: Interstate Compact on the Placement of Children Request \(ICPC 100A\)](#)
- b. Cover letter on current agency letterhead, signed by case manager and team leader, to include these statements:
 - I. Who was studied
 - II. Their relationship to the child
 - III. The child's permanency plan
 - IV. How will the child(ren)'s needs be met medically and financially?
- c. [DSS Form 37545: Statement of Interest Revision](#)
- d. Most recent signed/filed custody order assigning or continuing custody to DSS
- e. [DSS Form 37546: Medical Financial Revision](#)
- f. Signed statement of placement resource if there is no state or federal funding available for the child(ren) and the resource has agreed to be responsible for all support and medical costs associated with the child(ren).
- g. IV-E statement (CAPSS funding eligibility tab/eligibility determination)
- h. Any child and family summaries
- i. Family permanency plan
- j. Birth certificate
- k. Social Security card or number
- l. Medical/psychological/behavioral/dental assessments or reports
- m. Education and Health Passport
- n. Home study provided by therapeutic agency
- o. Contract between DSS and therapeutic agency
- p. For adoption placement only: signed and filed Termination of Parental Rights (TPR)

2. The ICPC referral must be initiated in CAPSS and the NEICE by case manager and completed by the designated State Office ICPC Consultant.
 - a. In CAPSS, the case manager opens the ICPC Program Service line for each child for whom an out-of-state resource is being considered. A [DSS Form 3049: ICPC Request \(100A\)](#) must be created for each child, completing at least these fields: to, from, mother, father, person to be placed with, type of care requested, and signature.
 - b. Concurrent with the entry of the ICPC referral into CAPSS, the case manager creates a provider record in CAPSS for the proposed ICPC resource home as pending with the resource home type as "Foster Home License (Out of State)."
 - c. The case manager is responsible for assembling one copy of the ICPC referral packet per requirements identified for the type of ICPC referral. The packet should be saved as a digital record on a shared or unshared drive. The complete ICPC packet is then linked into the

CAPSS case record, using the Category “ICPC Related” and program area “ICPC.”

- d. If the CAPSS case record has been administratively locked, the case manager requests that the State Office ICPC Consultant be given access prior to submitting the case to State Office ICPC.
 - e. The case manager is responsible for creating a NEICE record and digitally signing the [DSS Form 3049: Interstate Compact on the Placement of Children Request \(ICPC 100A\)](#) in that system. The [DSS Form 3049: Interstate Compact on the Placement of Children Request \(ICPC 100A\)](#) will reflect, in Section III: Supervisory Services Requested: Another Agency Agreed to Supervise and Name and Address of Supervising Agency in Receiving State: list the contracted therapeutic agency.
 - f. The NEICE system will inform State Office ICPC that a transmittal has been created and the ICPC Consultant will follow-up with case manager as needed. The NEICE identification number should be referenced in CAPSS dictation at the time of its creation/transmittal to State Office. The case manager who created the NEICE record may track its progress through that system.
 - g. Case manager is not required to follow-up with a paper copy of ICPC packet unless specifically requested by the State Office ICPC Consultant.
 - h. The ICPC Consultant will review the case in NEICE within 5 days of its receipt. Cases that include complete and correct documentation will be transmitted to the Receiving State during that same period. If additional or corrected information is needed prior to transmittal, it will be requested during the five days. Case managers must return the requested documentation within 15 days or the ICPC case will be closed in NEICE and CAPSS.
 - i. The Receiving State may require additional documentation, verification, or assessments, which will be requested of the case manager by the ICPC Consultant upon request of the Receiving State.
3. The DSS case manager shall maintain 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 to be maintained per DSS record retention policies.
 4. The ICPC Consultant, at his/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.
 5. Pending initiation of the referral and the issuance of a written decision by the Receiving State ICPC Administrator regarding placement of the child with that out-of-state resource, the case manager is not authorized to place the child across state lines under the ICPC. The case manager is responsible to maintain the child in an intra-state placement pending

	determination of appropriateness of the out-of-state resource per the ICPC. 6. If, while an ICPC request is pending, a permanency planning hearing is scheduled, the case manager shall conduct a case evaluation per DSS Policy 510.4: Case Planning & Management to include conferring with the ICPC Consultant, who will obtain a status report from the Receiving State. The case manager should promptly inform the ICPC Consultant of any changes or concerns from the court in reference to the ICPC.
D. ICPC Regulation 4 (Placement in a Residential Treatment Facility)	1. When a foster child needs residential treatment and there are no facilities available within South Carolina to meet the needs of the child, the case manager must, along with their team leader, consult with the Regional Well-Being Director to discuss the services required, as well as seek out treatment facilities in other states whose curriculum and programs will serve the child's best interests. 2. At this point, the Well-Being staff take over and find an out-of-state facility, secure funding, and draft a contract that details what the facility is to provide. The specific steps for this work aid will be provided by the Well-Being staff and numbering adjusted accordingly. 3. The case manager assembles a DSS Form 3049: Interstate Compact on the Placement of Children Request (ICPC 100A) packet to be forwarded to the Receiving State for ICPC approval to place the child. The packet should contain, at a minimum, the following documents: a. DSS Form 3049: Interstate Compact on the Placement of Children Request (ICPC 100A) b. Court order designating DSS as the custodian of the child to be placed c. Letter of acceptance from the residential facility d. Court information sheets, court summaries, functional assessments, GAL reports, PRTF Intake packet, and Educational and Health Passport e. Family permanency plan f. Financial/Medical plan for the child, which is a written description of the responsibility for payment of the cost of placement of the child in the facility, including the name and address of the person or entity that will be making the payment and the person or entity who will be otherwise financially responsible for the child; It is expected that the medical coverage will be arranged and confirmed between the Sending Agency and the residential facility prior to the placement. g. Title IV-E eligibility verification; Documentation must be provided before placement is approved. h. Placement Disruption Agreement indicating who will be responsible for the return of the child to the sending state if the child disrupts or a request is made for the child's removal and return to the Sending State. 3. The ICPC referral will be initiated in CAPSS and NEICE by the case manager and completed by the designated State Office ICPC Consultant.

4. In CAPSS, the case manager will open the ICPC Program Service line. A [DSS Form 3049: Interstate Compact on the Placement of Children Request \(ICPC 100A\)](#) must be created for the child, completing at least these fields: to, from, mother, father, person to be placed with, type of care requested, and signature. (Note: If the provider is not found in CAPSS, contact should be made with State Office Foster Home Licensing for assistance.)
 - a. The case manager is responsible for assembling one copy of the ICPC referral packet per requirements identified above. The packet should be saved as a digital record on a shared or unshared drive. The complete ICPC packet is then linked into the CAPSS case record, using the Category "ICPC Related" and program area "ICPC."
 - b. If the CAPSS case record has been administratively locked, the case manager requests that the State Office ICPC Consultant be given access prior to submitting the case to State Office ICPC.
 - c. The case manager is responsible for creating a NEICE record and digitally signing the [DSS Form 3049: Interstate Compact on the Placement of Children Request \(ICPC 100A\)](#) in that system.
 - d. The NEICE system will inform ICPC State Office that a transmittal has been created and the ICPC Consultant will follow-up with case manager as needed. The NEICE identification number should be referenced in CAPSS dictation at the time of its creation/transmittal to State Office. The case manager who created the NEICE record may track its progress through that system.
 - e. Case manager is not required to follow-up with a paper copy of ICPC packet unless specifically requested by the State Office ICPC Consultant.
 - f. The ICPC Consultant will review the case in NEICE within five days of its receipt. Cases that include complete and correct documentation will be transmitted to the Receiving State during that same period. If additional or corrected information is needed prior to transmittal, it will be requested during the five days. Case managers must return the requested documentation the same day as requested.
 - g. The Receiving State may require additional documentation, verification, or assessments, which will be requested of the case manager by the ICPC Consultant upon request of the Receiving State.
5. Upon receipt of an approved [DSS Form 3049: Interstate Compact on the Placement of Children Request \(ICPC 100A\)](#), the case manager will make travel arrangements to place the child in the out-of-state facility. Once placement has occurred, the case manager completes a [DSS Form 30126: ICPC Report on Child's Placement Status \(100B\)](#) in NEICE to be forwarded by State Office ICPC to the Receiving State.
6. If the child requires monitoring outside that provided by the Treatment Facility, the case manager must make courtesy arrangements with the Child Welfare Agency nearest the facility or

	contract with a private agency to provide these services. Refer to DSS Policy 570: Case Manager Contacts with a Child, Youth, or Young Adult. 7. The DSS case manager will maintain ICPC documents in the case file per DSS policy. The 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 to be maintained per DSS Record Retention policies. 8. The ICPC Consultant, in 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. 9. Pending initiation of the referral and the issuance of a written decision by the Receiving State ICPC Administrator regarding placement of the child with that out-of-state resource, the case manager is not authorized to place the child across state lines under the ICPC. The case manager is responsible to maintain the child in an intra-state placement pending determination of appropriateness of the out-of-state resource per the ICPC.
E. ICPC Regulation 7 (Expedited Home Study Request)	1. ICPC Regulation 7 is a court-ordered means by which a placement decision is rendered by the Receiving State within 30 days, not the usual 60 days as provided by ICPC Regulation 2. Because of the expeditious nature of the study, criteria are established for the child(ren) and placement resource. 2. Child(ren) Eligibility Criteria (must meet ONE): a. Unexpected dependency due to parental incapacitation or incarceration. b. Four years old or younger (if sibling group, only one child need meet this requirement). c. Substantial relationship with placement resource. d. Currently placed in emergency shelter or placement. 3. Other criteria: a. Placement resource must be first-degree relative (parent, stepparent, grandparent, uncle, aunt, adult sibling, or guardian). b. Home study is for relative placement only (not foster or adopted at this time). c. Child(ren) cannot have significant mental, emotional, or physical conditions which would require extraordinary care. d. Child(ren) cannot have been placed in the home when the request is made. 4. Once the court has ordered that a ICPC Regulation 7 request is appropriate for the case and it has met criteria, the ICPC referral will be initiated in CAPSS and NEICE by the case manager and completed by the designated State Office ICPC Consultant.

5. [ICPC Regulation 7](#) referral packets which involve a child in the custody/guardianship of DSS must contain the following documents as a minimum to be considered complete (if more than one child is to be considered, a packet must be prepared for each):
 - a. [DSS Form 3049: Interstate Compact on the Placement of Children Request \(ICPC 100A\)](#);
 - b. Cover Letter signed by case manager and team leader (to include);
 - I. Who is to be studied?
 - II. What is their relationship to the child(ren)?
 - III. What type of home study (relative or parent; if parent, will custody be transferred?)
 - IV. What is the permanency plan?
 - V. How will the child(ren)'s needs be met medically and financially?
 - VI. If level of care is being stepped down due to the ICPC, who approved the change?
 - c. [DSS Form 37545: Statement of Interest Revision](#);
 - d. Most recent signed/filed custody order assigning or continuing custody to DSS;
 - e. [ICPC Regulation 7](#);
 - f. Medical Financial plan ([DSS form 37546: Medical Financial Revision](#));
 - g. Signed statement of placement resource if there is no state or federal funding available for the child(ren) and the resource has agreed to be responsible for all support and medical costs associated with the child(ren);
 - h. Title IV-E statement (CAPSS Funding Eligibility tab/Eligibility Determination);
 - i. Any child and family summaries;
 - j. Family Permanency Plan;
 - k. Birth Certificate;
 - l. Social Security card or number;
 - m. Medical, Psychological, Behavioral, Dental Assessments, and Reports, if applicable;
 - n. Proof of paternity, if relative is paternal family; and
 - I. Paternity test
 - II. Signed and filed court order of financial support
 - III. Signed and filed court order acknowledging paternity
 - o. Education and Health Passport.
6. The timeframes set forth in [ICPC Regulation 7](#) are critical to the execution of the request by the Receiving State and must be followed exactly. Otherwise, the Receiving State may deem the request invalid for an expedited study. (In this case, the Receiving State will notify the Sending State ICPC Office immediately and will not be required to commence or continue with the assessment.)
7. These are the guidelines to be followed:
 - a. Day 1 – Court Hearing occurs.
 - b. Day 3 – Judge must sign the [ICPC Regulation 7](#) Order within 2 days of Hearing.
 - c. Day 6 – The complete packet must be at the ICPC office 5 days after the Hearing.

- d. Day 8 – The complete referral must be in the Receiving State ICPC office 7 days after the Hearing.
 - e. Day 25 – Receiving State completes the home study.
 - f. Day 28 – Receiving State renders a placement decision.
 - g. Day 30 – Sending State receives signed [DSS Form 3049: Interstate Compact on the Placement of Children Request \(ICPC 100A\)](#) noting placement decision of Receiving State.
8. In CAPSS, the case manager opens the ICPC Program Service line for each child for whom an out-of-state resource is being considered. A [DSS Form 3049: Interstate Compact on the Placement of Children Request \(ICPC 100A\)](#) must be created for each child, completing at least these fields: to, from, mother, father, person to be placed with, type of Care requested, and signature.
- a. The case manager is responsible for assembling one copy of the [ICPC Regulation 7](#) referral packet per child. The packet should be saved as a digital record on a shared or unshared drive. The complete ICPC packet is then linked into the CAPSS case record, using the Category “ICPC Related” and program area “ICPC.”
 - b. Concurrent with the entry of the ICPC referral into CAPSS, the case manager creates a Provider record in CAPSS for the proposed ICPC resource home as pending with the resource home type as “Relative Unlicensed (Out of State).”
 - c. If the CAPSS case record has been administratively locked, the case manager requests that the State Office ICPC Consultant be given access prior to submitting the case to State Office ICPC.
 - d. The case manager is responsible for creating a NEICE record and digitally signing the [DSS Form 3049: Interstate Compact on the Placement of Children Request \(ICPC 100A\)](#) in that system.
 - e. The NEICE will inform ICPC State Office that a transmittal has been created and the ICPC Consultant will follow-up with case manager as needed. The NEICE identification number should be referenced in CAPSS dictation at the time of its creation/transmittal to State Office. The case manager who created the NEICE record may track its progress through that system.
 - f. Case manager is not required to follow-up with a paper copy of ICPC packet unless specifically requested by the State Office ICPC Consultant.
 - g. The ICPC Consultant will review the case in NEICE within 2 days of its receipt. Cases that include complete and correct documentation will be transmitted to the Receiving State during that same period. If additional or corrected information is needed prior to transmittal, it will be requested during the 2 days. Case managers must return the requested information immediately to ensure compliance with [ICPC Regulation 7](#) timelines.
 - h. The Receiving State may require additional documentation, verification, or assessments, which will be requested of the case manager by the ICPC Consultant upon request of the Receiving State.
 - i. The Receiving State will grant final approval or denial of the placement resource within 30 days of the receipt of the [ICPC](#)

[Regulation 7](#) request.

9. The DSS case manager maintains ICPC documents in the case file per DSS policy. The 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 to be maintained per DSS Record Retention policies.
10. The ICPC Consultant, in 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.