



State of South Carolina Department of Social Services

Work Aid 12.3: Travel to Place or Retrieve a Foster Child in an ICPC Placement

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

1. Once an approved [DSS Form 30126: ICPC Report on Child's Placement Status \(100B\)](#) and home study has been received and the placement date has been set, travel arrangements to the placement are made by the case manager and team leader, in consultation with county management as needed. Typical approved modes of transportation to the out-of-state placement are by car and by plane. Consideration to a child's special needs, age, and safety should be given when making travel plans. If a sibling group or children who require high levels of supervision due to age or behavioral challenges are being transported, multiple adult companions may be necessary to ensure the safety and comfort of the child(ren).
2. If the placement resource is geographically near (within approximately 250 miles) to the county of case management, preference should be given to driving a state car to the destination. There are several acceptable scenarios:
 - a. case managers or designees transport the child(ren) the entire route;
 - b. case managers arrange to meet the placement resource along the route; or
 - c. the placement resource may drive to the county of case management to pick up the child(ren). If requested, the county may reimburse the placement resource for travel expenses.
3. If travel by plane is deemed necessary, the State Office ICPC Administrative Assistant will make arrangements. Except in rare circumstances, the outbound and return travel will take place within one day. At least one adult who is known to the child must travel with the child. If case managers are transporting a child, and an overnight stay cannot be avoided after delivery of the child(ren) to the placement resource, the county will make reservations for accommodations or a rental car. The case manager can contact the State Office ICPC Administrative Assistant at scicpc@dss.sc.gov.
4. When determining the well-being of the child(ren) during an airplane flight, their needs must be met when possible. An escort is required to accompany a child traveling by air. In all cases, the adult traveler, the escort, should be known to the child and have an established relationship. There are several permissible flight scenarios to consider based on the child's well-being and safety:
 - a. case managers will accompany the child(ren) on the flight; or
 - b. foster parent or other appropriate person involved in the case will fly with the child(ren); or
 - c. the placement resource will fly to South Carolina and fly with the child(ren) to their home. If requested, the county may reimburse the placement resource for travel expenses or arrange for the tickets before the travel occurs.
5. Once the adult traveler and date of travel are known, the case manager or designee should assemble the following documents or written explanations and forward them to the State Office ICPC Administrative Assistant at scicpc@dss.sc.gov, at least **Five DAYS PRIOR** to the anticipated date of travel:

- a. [DSS Form 1103: Travel Request/Authorization](#) for each traveler, the following fields of this form must be completed;
 - I. the traveler's date of birth should be listed beside their name;
 - II. the reason and justification for travel should be listed in the space provided;
 - III. the cost center and PCA codes are mandatory;
 - IV. the date of preferred departure should be listed; and
 - V. the County Director and Regional Director's signatures must be in the **Recommended Box**.
 - b. the most recent court order naming DSS as the custodian of the child;
 - c. copy of driver's license or passport for each adult traveler; and
 - d. an explanation of why placement out-of-state is in the child's best interests, including how the placement will facilitate the permanency plan; and
 - e. why the child is being returned to South Carolina, if that is the case.
 - f. And the following conditional statements, if applicable:
 - I. if siblings are separated, how contact will be maintained;
 - II. if reunification is the plan, the impact if child is placed out of state;
 - III. if there are any special circumstances, such as an explanation of circumstances; and/or
 - IV. if emergency travel is being requested.
6. The documents should be forwarded at least **Five DAYS PRIOR** to the anticipated travel date to scicpc@dss.sc.gov with the subject line "Air Travel Request." The State Office ICPC administrative assistant will receive and review the request. If all required documentation has been submitted, he or she will immediately do the following:
 - a. contact the travel agency under contract with DSS to obtain ticket prices and flight schedules;
 - b. prepare the travel request to be submitted to the State Director or designee for approval and signature;
 - c. forward the flight itinerary and e-tickets once they are issued; and
 - d. complete [DSS Form 1149: Request for Airline Ticket/Confirmation](#).
 7. If the child(ren)'s belongings cannot reasonably be transported at the time of the placement, the case manager must make arrangements for shipping the items to the placement resource as soon as possible.
 8. It is the responsibility of the county or region to ensure the child(ren)'s luggage and belongings meet size and weight requirements of the airline. Any expenses incurred for extra or oversized luggage must be paid for at the time of departure, if shipping of the belongings has not been arranged.