



## State of South Carolina Department of Social Services

### Work Aid 12.7: ICPC Receiving State Request for Special Home Study Procedures

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

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| <p>A. <a href="#">ICPC Regulation 1</a><br/>(Relocation into South Carolina of Foster Child with Placement Resource)</p> | <p>When it is in the best interest of the child(ren), the Interstate Compact on the Placement of Children (ICPC) allows South Carolina, as a Receiving State, to conditionally pre-approve a placement when a foster child moves into the state with their placement resource who was approved by the Sending State, so there is no disruption in the placement and a continuity of services and supervision may be maintained. The placement resource, whether licensed or not, will be required to meet South Carolina placement standards for the particular type of placement, to include licensing or other placement approval types.</p> <p>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 of this Chapter. 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. In addition to the normal packet contents, additional documentation about the placement in the Sending State are required. Additional documentation will include a copy of the license, certification, or approval to foster, or place issued by the Sending State, a copy of the most recent home study of the placement resource with any updates, and progress reports on the family and placement during the last six months.</p> <p><a href="#">Federal Public Law 109-239, The Safe and Timely Interstate Placement of Children Act of 2006</a> prescribes the following: "a State is required to complete and report on foster and adoptive home studies requested by another state within 60 days." To meet this requirement, timelines for processing cases must be strictly followed. The 60 days begins on the date the completed request is received by State Office ICPC.</p> <ol style="list-style-type: none"><li>1. Within two days of the receipt of a <a href="#">ICPC Regulation 1</a> referral from outside of South Carolina, administrative (or other designated) staff in the State</li></ol> |
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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 shall 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.
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 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 shall be closed in CAPSS after the 10<sup>th</sup> 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.
  - d. Within five days of receiving the completed packet, the ICPC Consultant shall notify the Sending State, in writing via the National Electronic Interstate Compact Exchange (NEICE) or emailed transmittal that provisional approval shall be granted for the placement.
3. The completed packet shall be forwarded to the Foster Family and Licensing Support (FFALS) office within five days of its receipt in the 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. If the family and child(ren) are already in South Carolina, a [DSS Form 30126: ICPC Report on Child's Placement Status \(100B\)](#) will have been included in the packet and the case will also be assigned to a child welfare team leader in the county of residence so that monthly face-to-face visitation can begin within 30 days of notification.
  - c. The ICPC request shall 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 shall create a case in NEICE and forward to the regional FFALS office

through that system. The case shall also be transmitted to the county worker via NEICE. Refer to Work Aid 12.8: Receiving State Case Supervision by Counties and Regions for procedures on case supervision of an ICPC placement.

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 [Foster Family & Licensing Support](#), 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, 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.
  - b. The home study must be completed, written, and returned to the State Office ICPC by the 50<sup>th</sup> 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
    - 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
5. The 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 necessary for their well-being. The home study should include these sections with information about the capabilities of the home as noted. Additional sections may be needed for licensure purposes.

Note: [ICPC Regulations](#) do not require foster home training for [ICPC Regulation 1](#) studies if the training in the Sending State is substantially equivalent to the training in the Receiving State and the evidence of training is submitted in the form of an official certificate or document identifying the training.

  - a. Identifying Information  
Requesting State or Agency  
Type of Study Requested (Foster, Relative, Parent)

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|  | <p>Name and Address of Proposed Placement</p> <p>Name(s) of ICPC Child(ren)</p> <p>Date of Home Visit(s) and other Contacts</p> <p>Date Prepared</p> <p>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.</p> <p>b. Composition of the Family</p> <p>Include 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.</p> <p>c. Physical Description of the Home Environment</p> <p>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 (such as unlocked firearms, accessible poison, overloaded outlets or extension cords, exposed electrical wiring, peeling or flaking paint, broken windows, doors, steps, holes in walls or floor or ceilings, rodent or insect infestation, unsanitary plumbing). Indicate if home has easy access to emergency responders and to reliable transportation (car, bus line, etc.).</p> <p>d. Financial Situation</p> <p>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.</p> <p>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.</p> <p>e. Medical Information</p> <p>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?</p> <p>f. Family Activities</p> <p>Include information about activities that the family enjoys participating in together (movies, church, parks, sporting events, etc.). How will the child to be placed fit into these activities and be allowed to participate in their own?</p> <p>g. Motivation and Attitudes of All Family Members Toward the Proposed Placement</p> <p>Do all household members have realistic attitudes about changes that will come with the placement? Describe the expectations of the household members.</p> <p>h. Continued Involvement of the Family with the Biological Parents</p> <p>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</p> |
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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, well-being, (emotional and physical development of the child). Describe observations or history of indicators of alcohol or other drug abuse, of 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, 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 [Section 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 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 TANF.

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 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 parents are completing a treatment plan and they are not in a position to care for the children 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 [Appeal of an Adverse Agency Decision Policy](#). A copy of the denial letter must be submitted to the State Office ICPC along with the home study (if available). The regional FFALS office staff shall notify the State Office ICPC once a denial determination has been made, not to exceed 50 days 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 records' 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 must 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 50<sup>th</sup> day after receipt of the request, the placement shall be denied, and a letter written to the resource stating the reason.
7. Once the home study and recommendation have been submitted to the State Office ICPC, the Regional FFALS team leader (or designee) shall dictate the decision and date that it was 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 licensure, the FFALS team leader shall assign to a family support staff member for license monitoring and compliance.
  - b. If the home is denied for licensure, the FFALS team leader shall retain the file.
  - c. If the home is approved or denied as a relative or parent placement, the FFALS team leader shall ensure the contents of the home study file is linked into the CAPSS case and provider records prior to the

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|                                                                                                  | <p>file's destruction.</p> <p>8. Within five days of receipt of the home study and recommendation, the ICPC Consultant shall notify the Sending State with a signed <a href="#">DSS Form 3049: ICPC Request (100A)</a> and accompanying documentation, to include foster home license if applicable.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <p>B. <a href="#">ICPC Regulation 7</a> (Referral Process for Expedited Home Study Requests)</p> | <p>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 Process. 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.</p> <p><a href="#">ICPC Regulation 7</a> 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 <a href="#">ICPC Regulation 2</a>. Criteria are established for the child(ren) and the placement resource because of the expeditious nature of the study. Refer to <a href="#">Work Aid 12.2: ICPC Sending State Special Request Referral</a> for additional information on requirements. To meet the required 30-day limit, timelines for processing cases must be strictly followed. The 30 days begin on the date the completed ICPC referral is received by the State Office ICPC.</p> <ol style="list-style-type: none"> <li>1. Within one day of the receipt of an ICPC referral from outside of South Carolina, administrative or other designated staff in the State Office ICPC shall create a case record in CAPSS for the ICPC referral, using the program service line "ICPC – SC Receiving State." <ol style="list-style-type: none"> <li>a. The CAPSS case record shall include all children associated with the ICPC referral as well as all contents of the referral packet linked to the record under the Category "ICPC Related" and program area "ICPC".</li> <li>b. A provider record shall be created in CAPSS and have the ICPC referral packet linked to it using the same format as for the CAPSS case record.</li> <li>c. The initial worker assignment will be to the ICPC consultant for the region in which the placement resource resides.</li> </ol> </li> <li>2. The ICPC consultant shall review the contents of the ICPC referral packet within one day of assignment to determine if the packet holds all the necessary information needed to complete a home study. <ol style="list-style-type: none"> <li>a. If the packet is incomplete, the ICPC consultant shall immediately notify the Sending State in writing of additional information needed and request that it be submitted to State Office ICPC within three days of the notification.</li> <li>b. If the information has not been received from the Sending State as requested, or if the Sending State does not provide a reason for the information being unavailable, the case must be closed in CAPSS after the third day and the ICPC consultant shall notify the Sending State of</li> </ol> </li> </ol> |

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.

3. The completed packet will be forwarded to the FFALS office within three days of its receipt in the 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 referral shall be transmitted to the regional FFALS office via NEICE. If the ICPC referral was received from the Sending State via email or a means other than the NEICE system, the ICPC consultant shall create a case in NEICE and forward it 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 relative or parent study ([ICPC Regulation 7](#) studies do not allow time for licensing). All studies and decisions are based upon standards and requirements set forth by DSS policy to include all documentation, interviews, background checks, assessments, and waivers.
  - a. Within two 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 review and completion.
  - b. The home study should be completed, written, and returned to the State Office ICPC by the 25<sup>th</sup> day after it was received by the regional FFALS office. There are no allowances for extensions for [ICPC Regulation 7](#) requests.
5. 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 [Appeal of an Adverse Agency Decision Policy](#). A copy of the denial letter should be submitted to the State Office ICPC along with the home study, if available. The regional FFALS office staff should notify the State Office ICPC once a denial determination has been made, not to exceed 25 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 records' 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 must be

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|    | <p>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 20<sup>th</sup> day after receipt of the request, the placement shall be denied, and a letter written to the resource stating the reason.</p> |
| 6. | <p>Within two days of receipt of the recommendation, the ICPC Consultant shall notify the Sending State with a signed <a href="#">DSS Form 3049: ICPC Request (100A)</a> and accompanying documentation.</p>                                                                                                                                    |