



State of South Carolina Department of Social Services

Work Aid 12.1: ICPC Sending State Case Manager Referral Procedures

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

A. Referral Process for ICPC Regulation 2 (Court Jurisdiction) Cases when Child is in Foster Care	1. DSS case managers identify and document potential placement resources for children who are in foster care in accordance with appropriate law, designated policy, and best practice. To enhance child well-being for these children, DSS prioritizes placing children who cannot safely remain in the home of their parents with kin or fictive kin. When case managers identify a placement resource who lives out-of-state, using State Office ICPC, case managers must follow ICPC procedures to support the safe placement of children outside the state. 2. Unless otherwise specified in DSS Work Aid 12.2: ICPC Sending State Special Requests Referral Procedures, ICPC referral packets which involve a child in the custody/guardianship of the DSS 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 child): 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 is to be studied? II. What is their relationship to the child(ren)? III. What type of home study (parent, relative, foster home, adoptive)? 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 legal custody with 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. Title IV-E statement (Child and Adult Protective Services System (CAPSS) funding eligibility tab and eligibility determination) h. Any child and family summaries i. DSS Policy 734: Case Plan – Treatment Services
--	--

- j. [DSS Policy 1647: Family Permanency Plan](#)
 - k. Birth certificate
 - l. Social security card or number
 - m. As applicable to the child, medical/psychological/behavioral/dental assessments or reports
 - n. Proof of paternity if relative is not being licensed and they are paternal family
 - I. Paternity test
 - II. Signed and filed court order of financial support
 - III. Signed and filed court order containing an acknowledgement or finding of paternity
 - o. Education and health passport
 - p. For adoption placement only: signed and filed termination of parental rights
3. The ICPC referral shall be initiated in the CAPSS and the National Electronic Interstate Compact Exchange (NEICE) by the case manager and completed by the designated consultant in the State Office ICPC.
 - a. In CAPSS, the case manager opens the ICPC program service lie 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 with whom the child will be placed, 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 "Relative Unlicensed (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."
 4. 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.
 6. 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.
 7. 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.

	8. The case manager is not required to follow-up with a paper copy of the ICPC packet unless the State Office ICPC Consultant requests a paper copy. 9. The State Office ICPC consultant shall review the case in NEICE within 5 business 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, the information will be requested during the 5 business days. Case managers must return the requested documentation within 15 business days or the ICPC case will be closed in NEICE and CAPSS. 10. 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. - The DSS case manager maintains ICPC documents in the county case file per DSS policy. The county case file will at a minimum, include any original documents or signatures and all supportive documents required under the ICPC which upon its closure, is an official record of case activities to be maintained per DSS record retention policies. - The SC ICPC Consultant, at his or her discretion, maintains a duplicate paper “working” file with copies of all ICPC documents for 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. - The case manager must maintain the child in an intra-state placement pending determination of appropriateness of the out-of-state resource per the ICPC. The case manager must not send a child to an out-of-state placement until that state, through its Receiving State ICPC Administrator, issues a written decision authorizing such placement. - If, while an ICPC request is pending, a hearing of any kind is scheduled, the case manager shall conduct a case evaluation per DSS Policy 510.4: Case Planning and Management to include conferring with the State Office ICPC Consultant, who will obtain a status report from the Receiving State. The case manager must promptly inform the SC ICPC Consultant of any changes or concerns from the court in reference to the ICPC referral.
B. ICPC Regulations	APHSA ICPC Regulation Website