

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

October 27, 2009

M E M O R A N D U M

<u>What's Inside:</u> ICPC CWM & Forms Updates FACES & ICPC Custody Verification Form (CD-ICPC-4)

TO: REGIONAL EXECUTIVE STAFF, CIRCUIT MANAGERS, AND
CHILDREN'S DIVISION STAFF

FROM: PAULA NEESE, DIRECTOR

SUBJECT: REVISIONS TO THE INTERSTATE COMPACT ON THE
PLACEMENT OF CHILDREN (ICPC)

DISCUSSION:

The purpose of this memorandum is to revise policy in the Children's Division (CD) Child Welfare (CW) Manual and to remind staff that the ICPC Transmittal Checklist, CD ICPC 100D, was revised in July, 2008, to provide a place to include the Call/Case number for a new referral. This memorandum also addresses resources available on the CD Intranet to assist staff in completing an ICPC referral and the appeals process to be utilized when a Missouri family disagrees with a denial of their home for placement of a child/ren from another state.

The ICPC is a legally binding contract among member states approved by the legislatures of all fifty (50) states, the District of Columbia, and the U.S. Virgin Islands as uniform law. The ICPC assures the protection of children crossing state lines for the purpose of placement and ensures these children receive the same supports and services they would receive in their jurisdiction state.

In Section 4, Chapter 25, 25.3.1 of the CD CW Manual, Making an ICPC Referral, policy has been updated to show:

- The mandatory forms to be used when making a new referral to the ICPC Unit in Jefferson City, including the updated ICPC Transmittal Checklist, CD ICPC 100D;
- The instructions on when to enter the ICPC referral into the Family and Children's Electronic System (FACES);
- Clarification on when to make a maintenance payment to a resource in another state for care of a Missouri child, as well as information on what forms to use; and
- Updated policy relating to supervision of children placed via an approved ICPC referral providing clarification of the necessary services and case activities to be

provided, including the new form, [Child Custody Verification, CD- ICPC-4](#). This form was developed to assist Children's Division workers in notifying the ICPC unit in Jefferson City when an ICPC placement has disrupted and there is Missouri Juvenile Court involvement that impacts the return of the child or children to the sending state.

Training Aide:

An [ICPC Training Video](#) has been added to the CD Intranet web site and may be found in the Training section. This video is approximately sixty (60) minutes in length and is broken down into two (2) parts. Part 1 focuses on ICPC background, the basic composition of ICPC and why following ICPC is important. Part 2 contains instructions on what an ICPC referral contains, entering the information into FACES, and time frames.

The [ICPC PowerPoint](#) presentation that accompanies this training is also available.

Appealing a Denial for Placement:

When Missouri, as the receiving state, is conducting a home study to assess for possible placement of another state's child into Missouri and the Children's Service Worker assigned the home study determines that the home is not appropriate, there is an appeal process the family may use to have the recommendation reviewed. The family has available to them one of the following processes:

- For those that the sending state requested be licensed, the Fair Hearing Process is utilized. The Fair Hearings Process is found in the CD CW Manual, Section 6, Chapter 7.1 and is to be used in those instances where a family wishes to challenge a worker's decision to not recommend them for licensure and placement. Memorandum CD08-98 also addresses the Fair Hearing Process.
- For parental and other non-licensure requests, the Service Delivery Grievance Process is to be utilized when a family disagrees with a decision to deny placement of a child from another state. The Service Delivery Grievance Process is found in the CD CW Manual, Section 8, Chapter 1.2 and is also addressed in Memorandum CS05-77.

NECESSARY ACTION

1. Review this memorandum with all Children's Division staff.
2. Review revised Child Welfare Manual chapters and new form as indicated below.
3. All questions should be cleared through normal supervisory channels and directed to:

<p>PDS CONTACT Mary C Kliethermes or Monica Sekscinski 573- 751-2981 Mary.C.Kliethermes@dss.mo.gov Monica.S.Sekscinski@dss.mo.gov</p>	<p>PROGRAM MANAGER Amy Martin 573-751-2981 Amy.Martin@dss.mo.gov</p>
<p>CHILD WELFARE MANUAL REVISIONS Section 4, Chapter 25.3.1, Making An ICPC Referral Section 4, Chapter 25.3.2, Placement Of A Missouri Child With An Approved Resource Section 4, Chapter 25.4, Placement of Another State's Child Into Missouri Section 4, Chapter 6.1, Out-of-Home Placement Support Activities Section 6, Chapter 7.1, Children's Division Fair Hearing Process Section 8, Chapter 1.2 The Service Delivery Grievance Process</p>	
<p>FORMS AND INSTRUCTIONS CD ICPC 100D, Transmittal Checklist and Instructions CD ICPC 4 Custody Verification and Instructions</p>	
<p>REFERENCE DOCUMENTS AND RESOURCES CS05-77 Introduction of Section 8, Service Delivery Grievance Process CD06-88 Safe & Timely Interstate Placement of Foster Children Act of 2006 Interstate Compact on the Placement of Children CD07-60 Acceptance of Pre-service Training for Resource Providers From Other States CD08-90 Faces Newsletter – ICPC CD08-98 The Fair Hearings Process CD08-100 Worker Visits CD09-100 Update to Legal Basis of Permanency Through Reunification CD09-64 Service Delivery Grievance Process and Entry</p>	
<p>RELATED STATUTE RSMo 210.620 Child Protection & Reformation</p>	
<p>ADMINISTRATIVE RULE 13 CSR 35-60.030</p>	
<p>COUNCIL ON ACCREDITATION (COA) STANDARDS N/A</p>	
<p>CHILD AND FAMILY SERVICES REVIEW (CFSR) N/A</p>	
<p>PROTECTIVE FACTORS Parental Resilience, N/A Social Connections, N/A Knowledge of Parenting and Child Development, N/A Concrete Support in Times of Need, N/A Social and Emotional Competence of Children, N/A</p>	
<p>FACES REQUIREMENTS N/A</p>	