

Interstate Compact on the Placement of Children Policies and Procedures

Service Chapter 619-01

**North Dakota Department of Human Services
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INTERSTATE COMPACT ON THE PLACEMENT OF CHILDREN
POLICIES AND PROCEDURES

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**Interstate Compact on the Placement of Children
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Definitions 619-01-01

**Child 619-01-01-01
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A child is a person who, by reason of minority, is legally subject to parental guardianship or similar control.

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Sending Agency 619-01-01-05
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A sending agency means a state, officer, or employee thereof; a subdivision of a state, or officer, or employee thereof; a court of a state; a person, corporation, association, charitable agency or other entity which sends, brings, or causes to be sent or brought any child to another state. In North Dakota, the sending agency may be one of the following: county social service boards, licensed child-placing agency, North Dakota Department of Human Services, a juvenile court, or a parent.

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Sending State 619-01-01-10
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A sending state is the state in which the sending agency is located.

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Receiving State 619-01-01-15
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A receiving state means the state to which the child is sent, brought, or caused to be sent or brought whether by public authorities or private persons or agencies, and whether for placement with state or local public authorities or for placement with private agencies or persons.

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Receiving Agency 619-01-01-20
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A receiving agency is the public or private agency designated by the receiving state to have the responsibility for participating in evaluating the proposed placement and for providing supervision if placement is made.

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A placement means the arrangement for the care of a child in a free family home (no payment made for care of the child), foster home, adoptive home, or in a child-caring agency or institution but does not include any institution caring for the mentally ill, mentally defective, epileptic, and institution primarily educational in character, and any hospital or other medical facility.

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Compact Administrator 619-01-01-30
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A compact administrator means the executive head of each jurisdiction party to the compact who has been designated an officer and who shall be general coordinator of activities under this compact in his/her jurisdiction and who, acting jointly with like officers of other party jurisdictions, shall have power to promulgate rules and regulations to carry out more effectively the terms and provisions of this agreement.

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Home Study/Assessment 619-01-01-35
(Revised 10/31/06 ML #3052)

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The term “home study” means an evaluation of a home environment conducted in accordance with applicable requirements of the state in which the home is located, to determine whether a proposed placement of a child would meet the individual needs of the child, including the child’s safety, permanency, health, well-being, and mental, emotional, and physical development.

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The term "interstate home study" means a home study conducted by a state at the request of another state, to facilitate an adoptive or foster placement in the state of a child in foster care under the responsibility of the state.

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Timely Interstate Home Study 619-01-01-45
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The term “timely interstate home study” means an interstate home study completed by a state if the state provides to the state that requested the study, within 30 days after receipt of the request, a report on the results of the study. The preceding sentence shall not be construed to require the state to have completed, within the 30-day period, the parts of the home study involving the education and training of the prospective foster or adoptive parents. (The Safe and Timely Interstate Placement of Foster Children Act of 2006 P.L. 109-239).

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Legal Reference 619-01-05

**Interstate Child Placement Compact 619-01-05-01
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North Dakota Century Code 14-13-01.

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Uniform Juvenile Court Act 619-01-05-05
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North Dakota Century Code 27-20-03.

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Revised Uniform Adoption Act 619-01-05-10
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North Dakota Century Code 14-15.

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**Child Relinquishment to Identified Adoptive Parents
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North Dakota Century Code 14-15.1.

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**Safe and Timely Interstate Placement of Foster
Children Act of 2006 619-01-05-20**

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Public Law 109-239.

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Purpose 619-01-10
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The major purpose of the interstate compact is to facilitate the cooperation of the member states in the interstate placements of children who are in the custody of a licensed or approved public or private child placing care institution, agency, or court.

The compact establishes under the law, a bilateral, uniform set of procedures to be implemented in interstate placements between member states, thus ensuring that court orders, and plans for placement are carried out as though these plans were made within the same state.

The compact ensures that the proper authorities within the receiving state shall have the opportunity to investigate and evaluate the proposed placement prior to the time the child is placed, to ensure that full protection is provided to the child in the placement.

The compact ensures that each child requiring placement shall receive the maximum opportunity to be placed in a suitable environment and with persons or institutions having appropriate qualifications and facilities to best meet his/her needs.

The interstate compact on the placement of children developed from a recognized need to have a nationwide system to facilitate appropriate placements and to have basic responsibility for the child fixed with the sending agency until the child is adopted, reaches the age of majority, or is discharged with concurrence of the appropriate authority in the receiving state.

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**Safe & Timely Interstate Place of Foster Children Act
of 2006, P.L. 109-239 619-01-12**

**Home Study Related Provisions: (Related to
Interstate Compact Cases) 619-01-12-01
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All states are required to complete and report interstate foster and adoptive home studies requested by another State within 60 days. A decision for placement does not have to be made within this time period.

The State that requested the home study must accept the completed home study as meeting any requirements imposed by the State unless, within 14 days of receiving the report, the State determines that reliance on the report would be contrary to the child's welfare.

The parts of the home study involving education and training of prospective foster and adoptive parents do not have to be completed within the 60-day timeframe.

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Standards 619-01-15

Services Provided Through the Interstate Compact 619-01-15-01

(Revised 4/18/01 ML #2678)

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1. Social service assessments to evaluate the suitability of a proposed interstate placement including agency and non-agency adoptions, foster family care home, and/or institutional placements.
2. Supervision of children in agency custody who are placed outside their own states.
3. Supervision of children who have received protective services in one state and have been placed by court or agency in another state.

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**Supervision of Children Placed by a Sending State via
the ICPC 619-01-15-02**

(Revised 10/1/10 ML #3245)

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Children placed out-of-state with a placement resource in another state will be supervised by the receiving state in the same manner and in accordance with the same standards that children under the jurisdiction of the receiving state are supervised.

Key elements of effective supervision by a receiving state:

- Supervision begins after the placement as been approved by the ICPC office in the receiving state, and the sending state has provided the receiving state with a form 100B indicating that the child has been placed with the approved placement resource.
- First face-to-face contact with the child in the child's home will occur as soon as possible but no later than 30 days from the date that the receiving state is notified that the child has been placed.
- Face-to-face contacts with the child and with the child's caregiver(s)/placement resource(s) will occur with the same frequency and in the same manner that face-to-face contacts occur for children under the jurisdiction of the public child welfare agency in the receiving state. At a minimum, face-to-face contacts will occur at least once per month, as required by Section 422 of the Federal Social Security Act.
- Face-to-face contacts with children will occur at the child's residence as often as possible.
- Face-to-face contacts with children will be made by the caseworker in the receiving state who is assigned to supervise the placement.
- Keeping in mind that the sending state bears ultimate financial responsibility for meeting the needs of the child and

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supporting the child's placement, the supervising worker in the receiving state will assist the child and the child's caregivers in accessing services and supports that are available and can be provided by the receiving state, such as health care, mental health services, public assistance, educational services, etc.

- When visiting with the family in person or by phone, the supervising worker in the receiving state will do what is possible, and what is appropriate to the role of a supervising worker, to keep the family focused on the achievement of the child's case plan goals established by the child welfare agency in the sending state and to assist the family in the achievement of those goals.
- At least once every 90 days (unless requested more frequently on the 100A form), the supervising caseworker in the receiving state will prepare a written report with regard to the child's placement, and will send a copy of the report to the ICPC office in his or her state. At a minimum the report will include the following:
 - Dates and locations of face-to-face contacts with the child
 - A summary of the child's current circumstances, including a statement regarding the ongoing safety and well-being of the child in placement, and a description of any safety concerns
 - Where applicable, a summary of the child's school performance (include copies of IEP documents, educational evaluations, report cards or other school records, if available)
 - A summary of the child's current health/medical/mental health status, including the dates of any medical/dental appointments and the identity of the healthcare provider seen (include copies of evaluations, reports or other pertinent records)
 - A description of any unmet needs and any recommendations for meeting identified needs

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- Where applicable, the supervising caseworker's recommendation regarding any of the following:
 - ♣ Continuation of current placement
 - ♣ Return of custody to parent and termination of sending state's jurisdiction
 - ♣ Finalization of adoption
 - ♣ Granting of guardianship to existing caregivers
- The supervising caseworker and other child welfare authorities in the receiving state will act on reports of child abuse and neglect involving children placed from out-of-state in the same manner that reports of child abuse or neglect are acted upon when children from the receiving state are involved.

SFN 387, "ICPC Supervision Report", (available as an e-form) should be completed by caseworkers responsible for supervising the ICPC case and should be submitted to the State ICPC office on a quarterly basis. In turn, the report will be forwarded to the sending state.

If the child's needs continue to be unmet, the receiving State may require the child to be returned to the sending State. Before requiring the return, the receiving State must take into consideration the negative impact on the child that may result from being removed from his or her home. The negative impact should be weighed against the potential benefits to the child of being returned to the sending State. Ultimately, the receiving State has sole discretion in determining whether or not to require return of a child to the sending State.

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**Situations in Which Compact Applies 619-01-15-05
(Revised 4/18/01 ML #2678)**

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1. Placement preliminary to possible adoption.
2. Placement in foster care where no adoption is contemplated.
3. Placements of adjudicated dependent and neglected children while needing special services or programs not available within the state.

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Situations in Which Compact Does Not Apply
619-01-15-10

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1. Sending or bringing a child into a receiving state by a parent, stepparent, grandparent, adult brother or sister, adult uncle or aunt, or guardian and leaving the child with any such relative or non-agency guardian in the receiving state.
2. Juveniles who have been adjudicated delinquent and are placed through the provision of the Interstate Compact on Juveniles.
3. Mentally ill and mentally defective children who are appropriate subjects of other interstate compacts, such as the Mental Health Compact.
4. Placement in any institution primarily educational in character.
5. Care in any hospital or medical facility.

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Public or Private Agency 619-01-15-15
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Any public or private agency, which has custody of a child and wants to consider placement of the child into another compact state must conform to the interstate compact procedures of this chapter.

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Philosophy 619-01-20
(Revised 4/18/01 ML #2678)

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1. Finding suitable homes for children who have lost or never had them requires full attention and resources of the State of North Dakota.
2. The needs of children and of adults cannot be met by restricting the child placement services and supervision to the State of North Dakota.
3. Would be parents and children have need for love and security and fulfillment that can be met only when children in need of placement are matched with adults who can care for them.
4. A variety of circumstances make interstate placements of children essential and offer compelling reasons for an interstate compact under which the jurisdictional, administrative, and human rights and obligations involved can be protected.

It is the policy of North Dakota in adopting the interstate compact on the placement of children to cooperate fully with other states in providing that no children shall be sent or brought into another party state for placement in foster care or as a preliminary to a possible adoption unless the sending agency shall comply with each and every requirement set forth in the interstate compact.

5. In accordance with the Social Security Act, the interstate compact is a means to achieve and maintain the following goals:
 - a. Preventing or remedying neglect, abuse or exploitation of children and adults unable to protect their own interests, or preserving, rehabilitation, or reuniting families.

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- b. Preventing or reducing inappropriate institutional care by providing for community-based care, home-based care, or other forms of less intensive care.
- c. Securing referral or admission for institutional care when other forms of care are not appropriate, providing services to individuals in institutions.

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Procedures 619-01-25
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It is the responsibility of the sending agency in the sending state to notify the receiving state of the intent to place a child in that state and to place the child only after receiving authorization (verbal or written) for the placement through the interstate compact office. The receiving state is required to provide the sending party with a written report on the suitability of the proposed resource and to either authorize the placement or disapprove the placement (if there is reason to believe that the proposed placement will be contrary to the interest of the child). This allows the sending party to make an informed decision concerning the welfare of the child. If the receiving state authorizes the placement of a specified child in the proposed resource or facility in that state, unless otherwise specified, it is the responsibility of the supervising agency in the receiving state to provide supervision of the placement, ensure the provision of necessary protective and supportive services to the child, and to submit reports as requested to the sending agency.

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**Procedure for Initiating the Compact 619-01-25-01
(Revised 10/31/06 ML #3052)**

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1. Determine that a potential resource for child(ren) exists in another state. Resources may include:
 - a. Biological parent(s)
 - b. Relative
 - c. Foster family
 - d. Adoptive family
 - e. Group care facility or residential treatment facility
2. The "sending party" (which may be an individual, a public agency, a private agency, or the court) who has legal custody of the child will prepare an ICPC referral packet, which shall include:
 - a. Five copies of completed SFN 965, ICPC-100A, Placement Request.
 - b. Three copies of the cover letter:
 - i. Reason out-of-state placement is being pursued.
 - ii. Statement indicating the person/agency/court which has legal custody of child.
 - iii. Permanency goal for child and the expected achievement date.
 - iv. Plans for meeting cost of care in other state, including who is financially responsible for child.
 - v. Identification of child=s eligibility/ineligibility status for Title IV-E, Adoption Subsidy, and/or SSI.
 - vi. Request for evaluation of the proposed resource and identifying information about resource

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(including type of resource, e.g. biological family,
foster family, adoptive, etc.)

- vii. Address parental visits, if applicable.
 - c. Three copies of a social summary on each child:
 - i. Identifying information (name, birthdate, race, religion).
 - ii. Child's personality and history.
 - iii. Child's developmental history.
 - iv. Child's biological family and reason for placement.
 - v. Evaluation of child's present needs and type of home or institution desired for child.
 - d. Three copies of court order (identifying who has legal custody of child(ren)).
 - e. Three copies of medical and educational reports on child(ren).
 - f. Three copies of documentation of any diagnosed special needs of the child(ren).
 - g. Three copies of SFN 395, ICPC Financial and Medical Plan.
- NOTE: A referral for an adoptive placement requires additional materials for the referral packet; three copies of:
- i. the adoptive family assessment,
 - ii. birth parent medical/social history, and
 - iii. documentation as to compliance with ICWA (for Native American children), in addition to those items previously noted.
3. The completed referral packet (with appropriate number of copies of all documents) is sent to the Deputy Compact Administrator, State Capitol.
 4. The Deputy Compact Administrator will review the referral packet for:

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- a. Compliance with applicable state laws of the sending state.
 - b. Compliance with applicable agency policies/procedures.
 - c. Inclusion of all necessary documents.
 - d. Completeness as required by the receiving state.
5. The Deputy Compact Administrator will forward the appropriate number of copies of the referral to the receiving state ICPC office (or return the referral to the local office if necessary).

NOTE: Placement of the child(ren) cannot occur until approval has been given by the receiving state ICPC Unit and the sending state ICPC unit. Refer to Article III of the Compact.

6. The receiving state ICPC unit will review the referral packet for:
- a. Compliance with applicable state laws.
 - b. Inclusion of all necessary documents.
7. The receiving state ICPC unit will forward the referral packet to the appropriate local office/agency for assignment to a worker.
8. The local office/agency receives the ICPC referral from their Central Office and completes the requested family assessment. If additional information is needed, contact should be with their respective Central Office ICPC Unit. If appropriate (and with approval from the ICPC Unit), direct contact with the sending person/agency may be made.

The Safe & Timely Interstate Placement of Foster Children Act of 2006, PL 109-239, requires home studies/assessments to be completed within 60 days from the date the referral is received in the State ICPC office.

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A home study/assessment as defined within this law is not the same as the full home study process as defined within individual states and does not require a state to recommend or approve that a child be placed in the receiving state based on the home study evaluation alone. The home study should state whether the home environment meets the individual needs of the child, including the child's safety, permanency, health, well-being, and mental, emotional, and physical development.

9. Upon completion of the requested home study/assessment/service provision, the worker prepares three (3) copies of the home study. If the home study is complete, it must include a recommendation for/against the proposed placement. A decision for/against placement will be made on the 100A.
10. If the home study is not complete* and a recommendation for/against placement has not been made, the State ICPC office will not make a decision for/against placement until the remainder of the home study documents have been received and an agency recommendation has been made. These documents will be forwarded to the sending State with a decision on the 100A for/against placement.

* Examples include PRIDE training not complete, reference checks not returned.

11. Three copies of the completed assessment are sent to the ICPC Unit for review. After reviewing the assessment, the designated ICPC staff person will sign the ICPC-100A to approve/deny the proposed placement.
12. Two copies of the signed 100A form and two copies of the completed assessment will be mailed to the sending state ICPC unit.
13. The sending state ICPC unit will receive the completed assessment with approved/denied form 100A and will forward one copy of each document to the "sending party."

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14. If placement has been approved, the child may be placed with the proposed caretaker.
15. The "sending party" prepares form ICPC-100B (Child's Placement/Replacement Status) and sends three copies to their Central Office ICPC Unit.

NOTE: Supervision of a placement does not begin until the Receiving State's local office/agency has received confirmation that placement has occurred.

16. The local office in the receiving state will supervise the placement and submit progress reports as requested by the sending state.
17. If the placement disrupts or is otherwise completed, form ICPC-100B is prepared by the "Sending Party" in order to close the ICPC case in both states.

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**Closing of Interstate Compact Services 619-01-25-05
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Interstate compact services will be closed when:

1. The child is adopted.
2. The child becomes an adult (age 18).
3. The receiving compact administrator and the sending compact administrator are in agreement that compact services are no longer needed.

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Procedure for Initiating a Regulation 7 - Priority Placement 619-01-25-10
(Revised 4/18/01 ML #2678)

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Priority Placement: Whenever a court, upon request, or on its own motion, or where court approval is required, determines that a proposed priority placement of a child from one state into another state is necessary, the court shall make and sign an order embodying that finding.

Court order finding entitlement to a priority placement shall not be valid unless it contains an express finding that one or more of the following circumstances applies to the particular case and sets forth the facts on which the court bases its finding:

1. The proposed placement recipient is a relative belonging to a class of persons who include a parent, stepparent, grandparent, adult brother or sister, adult uncle or aunt, or guardian and could receive a child from another person belonging to such a class, without complying with ICPC and;
 - a. The child is under two (2) years of age; or
 - b. The child is in an emergency shelter; or
 - c. The court finds that the child has spent a substantial amount of time in the home of the proposed placement recipient.
2. The receiving state Compact Administrator has a properly completed SFN 965, 100A, and supporting documentation for over thirty (30) business days, but the sending agency has not received a notice determining whether the child may or may not be placed.

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Timeframe:

1. The court shall send its order to the sending agency within two (2) business days of determining a priority placement. The order shall include the name, address, telephone number, and if available, the FAX number, of the judge and the court.
2. The sending agency shall transmit the signed court order, a completed SFN 965, 100-A, and supporting documentation to the sending state Compact Administrator within three (3) days.
3. The sending Compacting Administrator shall transmit the priority request and its accompanying documentation to the receiving state Compact Administrator together with a notice that the request for placement is entitled to priority processing within two (2) business days. The referral should be transmitted via overnight mail.
4. The court order, SFN 965, 100-A, and supporting documentation referred to above shall be transmitted to the receiving state Compact Administrator by overnight mail together with a cover notice calling attention to the priority status of the request for placement.
5. The receiving state Compact Administrator shall forward the ICPC referral to their local office the next business day after receipt of the referral.
6. The local worker in the receiving state must complete the priority home study within nineteen (19) business days and mail via overnight mail to the state ICPC office.
7. The receiving state ICPC office must notify the sending state ICPC office of the decision for/against placement of the child with the proposed caretaker via FAX the next business day.

If the receiving state Compact Administrator fails to complete action within the time period allowed, the receiving state shall be deemed to be out of compliance with ICPC.

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The foregoing shall not apply if:

1. Within two (2) business days of receipt of the ICPC priority placement request, the sending state Compact Administrator determines that the ICPC request documentation is substantially insufficient, specifies that additional information is needed, and requests the additional documentation from the sending agency. The request shall be made by FAX, or by telephone if FAX is not available; or
2. Within two (2) business days of receipt of the ICPC priority placement request, the receiving state Compact Administrator notifies the sending state Compact Administrator that further information is necessary. Such notice shall specifically detail information needed. In this case, the twenty (20) business day period for the receiving state Compact Administrator shall be calculated from the date of the receipt by the information requested.

It is the responsibility of the sending state to keep the court which issued the priority order informed of the status of the priority request.

Time periods may be modified with a written agreement between the court which made the priority order, the sending agency, the receiving state Compact Administrator, and the sending state Compact Administrator. Any such modification shall apply only to the single case to which it is addressed.

If a receiving state Compact Administrator finds that extraordinary circumstances make it impossible for it and its local agencies to comply with the time requirements set forth, it may be excused from strict compliance therewith. However, the receiving state Compact Administrator shall, within two (2) business days of ascertaining inability to comply, notify the sending state Compact Administrator via FAX of the inability to comply and set forth the date on or before which it will complete action. The notice shall contain

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a full identification and explanation of the extraordinary circumstances which are delaying compliance.

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**Procedure for Initiating a Regulation 1 - Conversion
of Intrastate Placement Into Interstate Placement;
Relocation of Family Units 619-01-25-15**

(Revised 10/1/10 ML #3245)

[View Archives](#)

A placement initially intrastate in character becomes an interstate placement subject to ICPC if the child's principle residence is moved to another state.

This regulation addresses the referral and approval process for placement of a child in another state when the sending state has already approved the placement and the family now wishes to move to another state. The intent of Regulation 1 is to ensure that an already safe and stable placement made by a sending agency in the sending state will continue if the child is relocated to the receiving state. Additionally, it is the intent of this Regulation for supervision of the placement to be uninterrupted, for the family to comply with the requirements of the receiving state, and for both states to comply with all applicable state and federal laws, rules, and regulations.

Temporary Relocation:

If a child is brought into the receiving state by an approved placement resource for a period of 90 days or less, and remains with the approved placement resource, approval of the receiving state is not required. Either the sending or receiving state may request approval of the placement, and, if the request is made, the sending and receiving states shall take the necessary action to process the request, if agreed to by both states.

Supervision by the receiving state is not required for a temporary relocation of 90 days or less; however, supervision may be provided as a 'courtesy' to the sending state. If supervision is requested, the sending state shall provide a 100B form, as well as additional

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information listed under provisional approval. If the receiving state cannot provide supervision for a temporary placement, it is the sending state's responsibility to supervise the placement.

The custodial agency in the sending state is ultimately responsible to ensure the ongoing safety of the child placed in a receiving state. This includes the return of the child to the sending state as soon as possible if requested by the receiving state.

Provisional Approval:

In any instance where the decision to relocate into another state is made or it is intended to send or bring the child to the receiving state, or the child and existing family unit have already been sent or brought into the receiving state, the following documentation must be provided in an ICPC referral:

1. SFN 965, "Interstate Compact Application Request to Place Child," 100A, fully completed.
2. A form 100B, if the child is already present in the receiving state.
3. A copy of the most current court order giving placement and care responsibilities to the sending agency.
4. A case history for the child, including social history, chronology of court involvement, social dynamics, and a description of any special needs of the child.
5. If the family is a licensed foster parent, a copy of the most recent license and foster care home study.
6. Copies of the progress reports on the family unit for the last six months.
7. A copy of the child's case plan/permanency plan, if the child has been in case long enough for such a plan to be required.
8. Documentation of the child's Title IV-E eligibility status.

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The receiving state may request and shall be entitled to receive originals or duly certified copies if it considers them necessary for a legally sufficient record under its laws.

Initial Home Study Report:

Pursuant to the Safe and Timely Interstate Placement of Foster children Act of 2006, within 60 days after receiving the home study request, the receiving state shall conduct, complete, and return a report to the sending state on the results of the study of the home environment for purposes of assessing the safety and suitability of the child to remain in the home. The report will address the extent to which placement in the home would meet the needs of the child. In the event the parts of the home study involving education and training for the placement resource remain incomplete, the report shall reference such items by including a prospective date of completion.

Approval of the request may be conditioned upon compliance by the placement resource with any licensing or education requirement in the receiving state. If there is a condition, a reasonable date for compliance will be identified in the documentation granting approval.

Final Approval or Denial:

Final approval or denial of the ICPC request will be provided by the receiving state compact administrator as soon as practical but no later than 180 days from receipt of the initial home study request.

Supervision:

Within 30 days of being notified that the placement resource and child have arrived in the receiving state, the receiving state shall visit the child and family in the home to ascertain conditions and progress toward compliance with applicable federal and state laws, as well as the requirements of the receiving state. Subsequent supervision must include face-to-face visits with the child at least once each month. The majority of these visits must occur in the child's home. Face-to-face visits must be performed by a child welfare caseworker

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in the receiving state. Supervisory visits will continue until supervision is terminated by the sending state. The receiving state's compact administrator must agree with the termination of supervision. Reports of supervision visits will be provided to the sending state as requested.

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Forms Appendix 619-01-30

**SFN 965 (ICPC 100A), Interstate Compact
Application Request to Place Child 619-01-30-01
(Revised 4/18/01 ML #2678)**

[View Archives](#)

SFN 965

PURPOSE: This form is initiated by the sending agency to request approval to place a child in another state. It provides relevant information regarding the placement.

INSTRUCTIONS: Indicate if child is IV-E eligible. In the first two blocks, enter the name and address of the ICPC administrator (or deputy) whose state is submitting the request (FROM) and the name and address of the ICPC administrator (or deputy) to whom the request is being forwarded (TO).

Section I. Identifying Information

Enter the full legal name, sex, ethnic group, and birthdate of the child for whom this placement is proposed. Enter the names of the legal mother and legal father. In most instances, the legal mother and legal father will be the birth parents. In cases where an adoption has been finalized, the adoptive parents will be the legal parents. If the parent(s) is deceased, enter "deceased" after the parent's name. If parent rights have been voluntarily relinquished terminated by the court, indicate in parenthesis beside the name; if you prefer in that instance to withhold the name, simply enter the status of the parent's rights.

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Enter the complete name, address, and telephone number of the agency or person who is responsible for planning for the child and who is financially responsible for the child. In most instances, these two items will be the same (sending agency).

Section II. Placement Information

Enter the full name, address, and telephone number of the person(s) or facility with whom the sending agency proposes to place the child. If the resource, e.g., foster family care, is yet to be determined, leave these items blank.

Place an X in the box which designates one of the following **Types of Care**:

Family Foster Care: A substitute family resource which is or is intended to be licensed as a foster home and which will be entitled to foster care payments.

Group Home Care: A resource which is licensed as a group home and which provides substitute care for a fee; usually a modified family-type setting which serves more children than a foster home but fewer than an institution.

Residential Treatment Center: A group facility which provides a specific treatment program outside the realm of a medical hospital, psychiatric hospital or institution for the mentally retarded; e.g., a residential program for the treatment of alcohol/drug abuse.

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Child-Caring Institution: A group care facility which is licensed to provide custodial care to a larger number of children than a group home.

Institutional Care (Article VI): A group care facility which serves only delinquent children and which is being proposed as a resource under the specification of article VI of the ICPC.

Parent(s): Legal parent(s).

Relative (not parent): Specify relationship such as maternal aunt, paternal grandparents, brother, etc.

Other: Specify a type of care not already listed, e.g. maternity home.

Adoption: Refers to both agency and private/independent adoptive placement prior to finalization; this may refer to an initial placement with a family where adoption is the intention, or it may refer to the movement of an adoptive family from State A to State B following placement. Indicate if an adoption subsidy or adoption assistance (Title IV-E) is applicable, mark in which state the adoption is to be finalized.

Place an X in the box which designates one of the following kinds of **Legal Status**:

Sending Agency Custody/Guardianship: Child is in the full legal custody or guardianship (depending on the terminology of the state) of the public social service agency or a licensed private child-placing agency.

Parent/Relative Custody/Guardianship: Child is not under the jurisdiction of either an agency or the court but is the full legal

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responsibility of parent or relative; most likely to be marked when a family wishes to place a child in one of the group care facilities listed above.

Court Jurisdiction Only: Child is not the legal responsibility of an agency; the court has full responsibility for weighing the requested information and making the placement decision and is, therefore, the sending agency; most likely to be marked when two or more relatives have taken a dispute over custody into court and at least one of the disputing relatives is not a parent.

Parental Rights Terminated-Right to Place for Adoption: Sending agency has accepted a voluntary relinquishment of parental rights and/or has completed court action terminating rights and now holds complete jurisdiction over the child with the right to place for adoption.

Unaccompanied Refugee Minor: This form is not used to report placement and services in a second state after a U.S. agency or court has been granted full legal responsibility (custody/guardianship). Mark this block only if that is the case; also mark the Sending Agency Custody/Guardianship block. If this is an Unaccompanied Refugee Minor whose status warrants the ICPC-100A's specific to those children (not the legal responsibility of a U.S. agency or court), do not use this form.

Other: Legal status is not otherwise listed; e.g. legal action, such as a petition for custody/guardianship or to terminate parental rights, is pending; e.g. the child is the responsibility of the sending agency under a Voluntary Agreement with the parent or legally responsible relative and no court action has been taken or is pending to alter that family member's legal rights over the child.

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Section III. Services Requested

Initial Report: If the proposed placement is not for a group care placement and a current home study has not yet been received, mark the box for the appropriate type of home study needed based on the type of care indicated in Section II.

Supervisory Services: Place an X in one of the following boxes to indicate how Supervisory Services are to be conducted.

Request Receiving State to Arrange Supervision: Mark this box if the sending agency cannot supervise and does not have a contractual or other agreement with a pre-determined agency to provide these services; it is usually the public social service agency which will be asked to provide supervision following an approved home study and subsequent placement.

Another Agency Agreed to Supervise: Mark this box if the sending agency already has received the formal agreement of a pre-determined supervisory agency; most likely to be marked in agency adoptive placement where an agency in the receiving state already has provided an adoptive home study and will be providing ongoing services to the adoptive family. Do not mark this item simply because you know which county office of the public agency will receive this referral and might even have discussed the case over the telephone; that does not constitute an agreement to supervise.

Sending Agency to Supervise: Mark this box if it is logistically feasible, it is the best case plan, and the receiving state has granted the sending agency permission to provide services in its state.

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Supervisory Reports: To be completed even though placement may not be a certainty at this point. Indicate how frequently you wish to receive progress reports; most common is quarterly. Be very discriminating in your use of Upon Request because it leaves the provision of supervision open-ended with no commitment to provide that service until you request it; use Other when you wish to receive reports in a less usual time frame, such as monthly or annually (specify the time frame).

If you know the name and address of the supervising agency, type that information onto the line so indicated. If not known by the sending agency, that information should be completed by the receiving state's compact office following receipt of a recommendation indicating that placement may be made.

Indicate which items are Enclosed:

Child's Social History: Should accompany the majority of referrals; includes the pre-placement summary on adoption referrals and can be written with non-identifying information, if appropriate and preferred.

Home Study of Placement Resources: Attach a current home study if one is not being requested; most likely to be marked if you already have an approved adoptive home study or the child is re-locating with foster parents and the foster home study is enclosed.

Court Order: All applicable court documents should be enclosed; e.g., custody-guardianship orders, surrenders, orders terminating parental rights, and orders granting care, custody, and control to the public agency.

Other Enclosures: Indicates other pertinent materials, such as psychological evaluations, permanency plan, medical reports,

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and school reports; it is not necessary to itemize them on the form.

Signature of Sending Agency or Person: The form should be signed and dated by anyone outside of the Compact Office who is completing the form; includes a person with this authority in the county social services agency, private agency or court, and any private individual or family member who is legally responsible for the child (as indicated in Section I and Section II, Legal Status, above).

The ICPC-100A, SFN 965, must be signed and dated by the Compact Administrator or alternate in the Sending State, if the regulations of the Sending State provide for transmittal of the ICPC-100A, SFN 965, through the Sending State's Compact Office. This is almost always the case.

Section IV. Action by Receiving State

This section is completed in the Compact Office in the Receiving State. The designated person reviews the proposed placement and all required information and indicates whether the placement can or cannot lawfully be made. Remarks might include conditions or reservations to be noted or that an affirmative notice under Article III(d) is being given retroactively. The Compact Administrator or alternate then signs and dates the form.

Distribution: Self-explanatory.

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**SFN 966, (ICPC 100-B), Interstate compact Report
on the Placement/Replacement Status of Child
619-01-30-05**

(Revised 4/18/01 ML #2678)

[View Archives](#)

SFN 966

PURPOSE: To confirm that a placement in accordance with the Compact has been made, to indicate changes in placement, and to confirm the termination of the placement.

NUMBER OF COPIES AND DISPOSITION: Complete separate form for each child involved.

1. The sending agency retains one copy and forwards three copies to:
2. The State Compact Administrator who retains one copy and forwards two copies to:
3. The receiving Compact Administrator who retains one copy and forwards one copy to the respective agency.

INSTRUCTIONS FOR COMPLETION: In the first two blocks, enter the name and address of the ICPC Administrator whose state is submitting the reported information (FROM) and the name and address of the ICPC Administrator to whom the form is being forwarded (TO). If the information is not available to you, this may be left blank to be completed in the state office by the deputy compact administrator.

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Section 1: Identifying Information

Enter the full legal name and birthdate of the child concerning whom this placement information is being reported.

Section 2: Placement Status

If you have submitted SFN 965, 100A, to request placement approval and have decided not to explore that resource further, mark the box for Placement Request Withdrawn and the date of your decision.

This item will be used only when no action has yet been taken on SFN 965, 100A. If you are withdrawing more than one request, submit separate ICPC 100-Bs on each and list each respective Placement Resource in that space under IDENTIFYING INFORMATION.

To confirm the Initial Placement, mark the next box and indicate the resource's name and address and the exact date of placement. For Type of Care, enter the same information that is marked for that item on SFN 965, 100A: Foster Family Care, Adoption, etc., with relative placements, specify the relationship.

If some aspect of the placement changes while the child remains in the receiving state, mark the Placement Change box and indicate the exact date of the change; i.e. mother remarries and/or moves to a new address, a termination of parental rights has occurred so the placement type changes from foster care to adoption. If the child remains in the receiving state and the level of care changes, it is possible that a new SFN 965,100A, could be required. Contact the deputy compact administrator at the state office for directions.

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Section 3: Compact Termination

Adoption Finalization: If an ICPC adoptive placement has been finalized, mark the box and the appropriate box for the state in which finalization occurred, Sending or Receiving.

Child Reached Age Majority/Legally Emancipated: (Age of majority in sending state.) Mark this box if the child has reached age 18 and has simultaneously ceased to be the responsibility of the sending agency or if the child has become emancipated through such legal action as marriage or court decision.

Legal Custody and/or Guardianship Awarded or Returned to: This item is to be marked when final custody or guardianship (wording varies among states) has been disposed of with the concurrence of the receiving state. Indicate the Name and Relationship of the person(s) to whom this applies.

Treatment Completed: Mark this item when the placement resource has been providing a specific treatment-oriented service, that service has been completed and the child is, therefore, being discharged from the facility (e.g. Residential Treatment Center).

Sending State's Jurisdiction Terminated: This item is marked when the jurisdiction of the sending state has ended for some reason other than that which relates to the third category (Legal Custody . . .); for example, if formal legal custody/guardianship is not going to be addressed but both states agree that supervision is no longer required or if both states agree to transfer jurisdiction to the receiving state. If the sending state's jurisdiction is terminated without the concurrence of the receiving state (including custody/guardianship transfer), the decision was made unilaterally and that box should be marked as well.

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Child Returned to Sending State: If the child was returned to the sending state (placement disrupted or was intended to be temporary), mark this box.

Approved Resource Will Not Be Used for Placement: This box should be marked when you have received an approved ICPC-100A (SFN 965) but have decided not to place the child with that resource.

Other: Please mark and specify if the reason for Compact Termination is not listed above; for example, the child ran away and his/her whereabouts are unknown, etc.

Date of Termination: Indicate the exact date of the activity which terminated the Compact Agreement.

Section 4: Signatures

If a private individual or local agency is completing the form, please have a designated person sign the first block, identify his/her agency, and date the signature.

Section 5: Distribution

Self-explanatory.

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**SFN 852, Sending State Priority Home Study Request
619-01-30-10**

(Revised 4/18/01 ML #2678)

[View Archives](#)

PURPOSE: The purpose of SFN 852, Sending State Priority Home Study Request, is to alert the receiving state to the fact that the court which has jurisdiction over the child(ren) has determined that a priority placement of a child from one state into another state is necessary.

INSTRUCTIONS: Preparation of the form, together with compilation of other ICPC referral materials, is to be completed within three (3) business days of the receipt of a court order which indicates the court has determined that a Priority Placement situation exists.

A separate form is to be completed on each child who is included in the court's order for priority placement.

Name of Child to be Placed: Enter the child's complete name, (last name, first name, and middle initial, if any).

Age: Enter the child's age as of the date the form is completed.

Mother's Name: Enter the name of the mother of the child as found on the child's birth certificate.

Ethnic Group: Enter the ethnic group to which the child belongs, i.e. Caucasian, African-American, Native American Indian, Hispanic, etc.

If the child belongs to more than one ethnic group, enter "biracial" for the child's ethnic group membership.

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DOB: Enter the child's date of birth as listed on the child's birth certificate.

Father's Name: Enter the name of the father of the child as found on the child's birth certificate.

If there is no father listed on the birth certificate, list the name of the alleged father if known, and specify "alleged."

If the child birth father is unknown, enter "Unknown" on this line.

PROPOSED CARETAKER: This section relates to the person who will be providing care for the child if placement occurs. The worker should make contact with the proposed caretaker to determine their interest in caring for the child if the court order does not indicate such information.

Due to the time constraints for completing the home study, it is essential that all identifying information about the proposed caretaker be included in the request for priority home study.

Name: Enter the name (last name, first name, middle initial) of the proposed caretaker.

Marital Status: Circle one of the entries to show the marital status of the proposed caretaker, as follows:

S = Single

M = Married

D = Divorced

W = Widowed

Sep = Separated

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Living With: Enter the name (last name, first name, middle initial) of the adult person with whom the proposed caretaker is living with, if any.

If the proposed caretaker is living alone (without any other adult in the home), leave this section blank.

Address: Enter the complete address (street, apartment number, city, state, zip code) of the proposed caretaker.

If the address is a rural route, include the route number and box number of the proposed caretaker.

Telephone Home #: Enter the home telephone number, including area code, of the proposed caretaker.

If the proposed caretaker does not have a telephone, enter a message telephone number, if possible.

If the proposed caretaker does not have a home telephone number or a home message telephone number, enter "None" on this line.

Telephone Work #: Enter the work telephone number, including area code, of the proposed caretaker.

If the employer does not allow the employee to receive telephone calls while on duty, specify that information beside the telephone number.

If the proposed caretaker is not employed, leave this line blank.

Social Security #: Enter the social security number of the proposed caretaker, if known. Otherwise, leave this line blank.

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Relationship to Child Identified Above: Self-explanatory. If applicable specify paternal or maternal to identify which side of the family is involved.

Best Time of Day to Contact Caretaker: Enter "a.m." if the best time to contact the proposed caretaker is between 8:00 a.m. and 12:00 noon (local time of the caretaker). Enter "p.m." if the best time to contact the proposed caretaker is between 12:00 noon and 5:00 p.m. (Local time of the caretaker). Enter "evening" and specify the time frame if the best time to contact the proposed caretaker is after 5:00 p.m. and before 9:00 p.m. (Local time of the caretaker).

Employer: Enter the company name of the employer if the proposed caretaker is employed. If the proposed caretaker is not to be contacted at their place of employment, indicate this fact beside the name of the employer.

Alternate Contact Name & Address: Enter the name (last name, first name, middle initial) and address (street, apartment number, rural route, and box numbers, city, state, and zip code) of an alternate person who may be contacted in an effort to make contact with the proposed caretaker. Include the relationship of the contact person with the proposed caretaker.

ASSESSMENT OF CHILD: This section relates to the child who will be placed with the proposed caretaker if placement is recommended by the receiving state compact administrator and court approval for placement is given.

It is essential that sufficient information be provided to the receiving state worker so that an adequate assessment can be completed which will take into account the needs of the child as well as the capacity of the proposed caretaker to provide appropriately for the child.

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Case Plan Attached: Circle "yes" or "no" to indicate if the child's case plan is attached to the referral. If a case plan has been completed, it must be attached to the referral.

Financial/Medical Plan Attached: Circle "yes" or "no" to indicate if the financial and medical plans for the child are attached to the referral.

If the proposed placement is with the child's parent, an entry may be made to indicate that the parent will be expected to assume financial and medical responsibility for the child by utilizing private resources or through applying for appropriate public aid.

In all other instances, financial and medical plans must be included with the referral to indicate how the child's financial and medical needs are to be met by the proposed caretaker.

Special Needs: Enter a description of all special needs which require attention if the child is to be successfully placed with the proposed caretaker. If this information is contained elsewhere in the referral packet, enter the location for the information.

Special needs of the child include all medical, physical, emotional, behavioral, educational, and/or psychological areas of functioning.

Handicaps -- Mental/Physical: Describe in detail all mental and/or physical handicaps which the child has and which must be taken into consideration in regard to the capability of the proposed caretaker to adequately care for those conditions. If this information is contained elsewhere in the referral packet, enter the location for the information.

Service Needs/Treatment Needs: Enter all service needs and/or treatment requirements which must be addressed in order to achieve

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and maintain an acceptable placement of the child with the proposed caretaker.

For each service need/treatment requirement listed, include the method by which payment for provision will be obtained, if such information is not included elsewhere in the referral; i.e. case plan, financial/medical plan, etc.

School Information: If the child is pre-school age (less than 5) on the date of the proposed placement, leave this section blank.

If the child is age 5 or older, enter the following information:

Name of school, grade last attended; report which includes most recent grades; if special classroom attendance is necessary due to the child being learning disabled (LD) or behaviorally disabled (BD); copies of the child's Individualized Educational Plan (IEP), if applicable; recommendations of most recent teacher/counselor/principal regarding educational needs of child; if child is not attending school, give reason(s) for non-attendance.

Other Required Pertinent Information Regarding Child and Family Will Follow: Circle "yes" or "no" to indicate that additional case material will/will not be sent. If "yes" is circled, indicate a tentative date for submitting the additional case material.

Worker's Name: Enter the name (first name, last name) of the worker who completed this form. The information is to be printed.

Telephone Number: Enter the worker's telephone number including area code. If applicable, include the extension number.

Worker's Signature: Self-explanatory.

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Date Signed: Self-explanatory.

Supervisor's Signature: If required by local office policy, enter the signature of the immediate supervisor of the worker.

Date Signed: Self-explanatory.

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**SFN 395, ICPC Financial & Medical Plan
619-01-30-15**

(Revised 4/18/01 ML #2678)

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SFN 395

PURPOSE: This plan must be complete and included in the 100A Request. The plan must specify how the child's financial needs will be funded and how medical care will be provided. Financial and medical arrangements must be discussed with the placement resource, before the child is placed. This will avoid unnecessary hardship on families, as well as delays and disruptions in the placement. This plan will be in effect until proper legal discharge, consistent with the provisions of the Interstate Compact on the Placement of Children.

INSTRUCTIONS:

Date: Self-explanatory.

Child Name: Enter the child's complete name (last, first, middle initial, if any).

Date of Birth: Enter the child's date of birth as listed on the child's birth certificate.

Legal Status:

Child(ren) are in Custody/Guardianship of: Enter the name of the legal custodian, i.e. parent, county social service board, Division of Juvenile Services, licensed child placing agency, Department of Human Services, etc.

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Address: Enter the full address of the custodian/guardian.

Phone: Enter the phone number of the custodian/guardian.

Financial Plan (check appropriate boxes):

Check the box which describes how the child's financial needs will be met.

Medical Plan (check appropriate boxes):

Check the box which describes how medical care will be provided.

Emergency:

Indicate a contact person (and their telephone number) who will give consent for emergency medical treatment, when necessary. This person should be the custodian or a designated representative of the custodian authorized to give such consent.

Worker Signature: Self-explanatory

Supervisor's Signature: If required by local office policy, enter the signature of the immediate supervisor of the worker.

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SFN 387, ICPC Supervision Report 619-01-30-20
(Revised 4/1/09 ML #3179)

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Purpose: to provide a supervisory report to Sending States in cases where ICPC has been approved for children placed into North Dakota.

Instructions: To be completed by caseworkers who are responsible for supervising ICPC cases. At least every 90 days (unless requested more frequently or less frequently on the 100A form), supervisory reports should be completed and submitted to the ND State ICPC office in triplicate.

The ICPC Supervision Report is a two-page form. If additional space is needed on page one, additional comments should be noted on the second page.

See 619-01-15-02 for key elements of effective supervision by a Receiving State.