

NWF Health Network Policy & Procedure

Series: Placement Services
Policy Name: Interstate Compact for the Placement of Children (ICPC)
Policy Number: 208
Origination Date: 03/09/09 **Revised:** Board Meeting of 10/24/2024
Regulation: 409.401, F.S.
CFOP 170-19

Resources:

1. [ICPC Text of Interstate Compact on the Placement of Children \(aphsa.org\)](https://aphsa.org)
2. [ICPC | Regulations \(aphsa.org\)](https://aphsa.org)
3. DCF Forms: [Forms | Florida DCF \(myflfamilies.com\)](https://myflfamilies.com)

Policy

It is the policy of NWF Health Network (NWFHN), to support the Interstate Compact on the Placement of Children (ICPC) and the priority placement under ICPC. Furthermore, NWFHN directs Case Management Organizations (CMOs) to adhere to CFOP 170-19 Interstate Compact On The Placement Of Children as to process and procedures for placing children across state lines.

For detailed instructions, please see CFOP. found here:

[CFOP 170-19 Interstate Compact On The Placement Of Children](#)

Procedure

A. Processing Outgoing Requests

1. NWFHN's designated lead ICPC liaison will act as a single point-of-contact between the Lead Agency and the Florida ICPC Central Office. The NWFHN liaison will communicate with its CMOs to assign and receive ICPC requests to or from the Florida ICPC Central Office. This streamlines communication and increases the efficiency of the ICPC process.
2. Circuit 1 CMO will act as designated point-of-contact liaison for NWFHN. Circuit 1 NWFHN Operations will track and periodically monitor all work, interactions and activities performed by the CMO through NEICE and intervene as necessary.
3. Circuit 2 and Circuit 14 CMOs will submitted their completed ICPC packages to the appropriate NWFHN email for their circuit. The CMO should ensure all required forms outlined in CFOP 170-19 1-4-j. are included in the completed package.
 - a. The NWFHN ICPC liaison will review the packet completeness prior to entering it into the National Electronic Interstate Compact Enterprise (NEICE). The National Electronic Interstate Compact Enterprise (NEICE) is a web-based system that allows participating states to swiftly and securely share records and exchange information. The NWFHN ICPC liaison will ensure the request is complete, and appropriate. The packet should be combined into one PDF file (if possible), and in the same order as listed on the corresponding checklist
 - b. The NWFHN ICPC liaison will create the child(ren) and placement resource (with other caregivers and household members) in NEICE. A child or placement resource shall not be

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duplicated if they already exist in NEICE. If information has changed, it may be updated in the system.

- c. The NWFHN ICPC liaison will create or upload the ICPC 100A form for each child. NOTE: An ICPC 100B may also be needed if the child is already placed.
- d. The NWFHN ICPC liaison will upload the prepared request packet into NEICE using the naming convention of "INITIAL HOME STUDY REQUEST PACKET PART01." If a single file is too large to upload then add "PART02" and, if needed, "PART03," to accommodate the documents.
- e. The NWFHN ICPC liaison will then submit a "message" in NEICE to the FL ICPC Central Office to notify them of the new request. The "message" should provide information as to what is being requested. Any case specific requests or information should also be included. NOTE: FL ICPC Central Office will not receive an alert of the new ICPC request or uploaded document unless a "message" is sent in the case.
- f. Upon review of the request by the FL ICPC Central Office, the request will be forwarded to the Receiving State, or a "message" will be sent back to NWFHN ICPC liaison with instructions to make corrections and/or provide additional information.
- g. The NWFHN ICPC liaison or child welfare professional/supervisor will be responsible for completing the received instructions and/or providing the requested information.
- h. The NWFHN ICPC liaison will then repeat the steps in (e)-(f) with the additional and/or corrected documents uploaded in NEICE as "Additional Information," and submit another "message" to alert the FL ICPC Central Office that the additional and/or corrected documents have been uploaded.

B. Processing Incoming Requests for Interstate Placements (from Another State to Florida).

1. All incoming Compact requests for child welfare services from another state must be sent to the Florida ICPC Central Office, who will then review the packet for completeness before uploading the request into NEICE. This system will generate an automatic email for NWFHN ICPC liaison for the receiving county to pull and log the request. The NWFHN ICPC liaison will assign the case to the CMO for further assignment.
2. The Provider I.D. should be created in the FSFN system upon receipt of the home study request. This will allow the caseworker to complete the Unified Home Study (UHS) in the FSFN System. All chronological notes should be entered under the Provider I.D.
3. Local child welfare professional in Sending State to local child welfare professional in Receiving State (local to local) communication while the home study is still pending completion is not permitted by some states. Florida ICPC permits local to local communication, as long as the other state permits this exchange. Once the home study has been completed and child(ren) have been placed, it is recommended that the exchange between local-to-local child welfare professionals is necessary for prompt and appropriate notification of the child's well-being. By encouraging direct contact between the two child welfare professionals and their respective supervisors early in the ICPC process, it will promote the free flow of updated or new information about the child or placement resource, and thereby assist in the successful completion of the home study in a timely manner. Likewise, the local child welfare professionals are encouraged to send documents to one another directly but must ensure copies of those same documents are sent to NWFHN ICPC liaison for processing by the state ICPC Central Office. Child welfare professionals are reminded that only documents properly processed and received through both the sending and

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receiving Interstate offices are official ICPC documents. Receipt of a home study, new request, concurrence, or any documentation outside of proper ICPC channels would be considered out of compliance and ineligible to present to the court.

4. When the Florida supervising agency has requested removal through the FL ICPC Central Office because the Florida placement is believed to be contrary to the best interest of the child, the Sending State should make arrangements to return the child within five business days. When possible, the Florida supervising agency will work with the Sending State local agency to plan and coordinate travel arrangements.
 - a. The NWFHN ICPC Liaison shall notify FL ICPC Central Office by NEICE Message and Email for expediting notice to the Sending State. Any written correspondence or documentation for the disruption should be uploaded in NEICE.
 - b. The FL ICPC Central Office will promptly forward the notice of disruption to the Sending State. The notification must include the request for the child's return within five business days, travel arrangements, and the closing ICPC 100B form. Once the ICPC 100B form confirming the return of the child to the Sending State is received, the FL ICPC Central Office will forward the confirmation to the CBC and close the case.