



# Office of Children and Family Services

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## Administrative Directive

<b>Transmittal:</b>	19-OCFS-ADM-08
<b>To:</b>	Commissioners of Social Services Executive Directors of Voluntary Authorized Agencies
<b>Issuing Division/Office:</b>	Child Welfare and Community Services
<b>Date:</b>	August 14, 2019
<b>Subject:</b>	<b>Required Forms for Interstate Compact on the Placement of Children (ICPC) Placement Referrals</b>
<b>Suggested Distribution:</b>	Directors of Social Services Child Protective Services Supervisors Child Welfare Supervisors Foster Care Supervisors Adoption Supervisors
<b>Contact Person(s):</b>	See VI
<b>Attachments:</b>	<p><a href="#">Checklist OCFS-5050</a>, <i>Checklist for Caseworkers for ICPC Home Study Requests</i></p> <p><a href="#">Checklist OCFS-5050g</a>, <i>Residential Placement Checklist for Caseworkers - Regulation 4</i></p> <p><a href="#">Form OCFS-5050a</a>, <i>Cover Sheet</i></p> <p><a href="#">Form OCFS-5050b</a>, <i>Certification of Title IV-E Eligibility for Interstate Placements of New York Children</i></p> <p><a href="#">Form OCFS-5050c</a>, <i>Financial-Medical Plan</i></p> <p><a href="#">Form OCFS-5050d</a>, <i>Detailed Child Summary</i></p> <p><a href="#">Form OCFS-5050e</a>, <i>Signed Statement of Sending Agency Case Manager</i></p> <p><a href="#">Form OCFS-5050f</a>, <i>Expedited Placement Decision Home Study Request Form - Regulation 7-Combined Form</i></p>

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### Filing References

Previous ADMs/INFs	Releases Cancelled	NYS Regs.	Soc. Serv. Law and Other Legal Ref.	Manual Ref.	Misc. Ref.
18-OCFS-ADM-17			SSL §374-a; Family First Prevention Services Act (P.L. 115-123)		ICPC Articles and Regulations <sup>1</sup>

## I. Purpose

The purpose of this Administrative Directive (ADM) is to notify local departments of social services (LDSSs) and voluntary authorized agencies (VAs) of the requirement to utilize revised forms when submitting a new request under the Interstate Compact on the Placement of Children (ICPC) to the New York State Office of Children and Family Services (OCFS). The forms have been revised for ease of use. The process for submitting a request remains unchanged.

This ADM also notifies LDSSs and VAs of two newly revised checklists to help identify the documents necessary to submit a complete request. OCFS-5050 is to be used as a guide for preparing a request for a home study, and OCFS-5050g is a guide for submitting residential placement requests under ICPC Regulation 4.

The forms, *Interstate Compact on the Placement of Children Request* ([ICPC 100-A](#)) and *Interstate Compact on the Placement of Children Report on Child's Placement Status* ([ICPC 100-B](#)), have not been revised and should continue to be submitted with all ICPC cases.

## II. Background

The ICPC is a law enacted by all 50 states, the District of Columbia, and the US Virgin Islands to provide for the protection and services to children placed across state lines. The ICPC establishes uniform guidelines and procedures intended to safeguard the best interests of each child. New York (NY) was the first state to enact the ICPC in 1960 (NY Social Services Law §374-a).

The federal Family First Prevention Services Act (P.L. 115-123), signed by the president on February 9, 2018, reflects a national push toward electronic processing of ICPC cases. Recognizing the importance of an expedited and more efficient ICPC process, New York began utilizing the National Electronic Interstate Compact Enterprise (NEICE) in 2018.

More information on NEICE can be found in the policy [18-OCFS-ADM-17](#), *Requirements for Use of the National Electronic Interstate Compact Enterprise (NEICE)*, and at the

<sup>1</sup> <https://aphsa.org/AAICPC/AAICPC/Resources.aspx>.

website of the Association of Administrators of the Interstate Compact on the Placement of Children (AAICPC) <https://aphsa.org/AAICPC/AAICPC/NEICE.aspx>. Additional information on the ICPC can be found on the AAICPC website: <https://aphsa.org/AAICPC/default.aspx>.

### III. Program Implications

This ADM sets forth the requirement for LDSSs and VAs to use the newly revised ICPC forms for all cases covered under ICPC Regulations 1, 2, 4, and 7. The forms have been revised to promote efficiency in processing placements pursuant to the ICPC, and to facilitate clear communication among all involved parties.

The *Checklist for Caseworkers for ICPC Home Study Requests* (OCFS 5050) and *Residential Placement Checklist for Caseworkers* (OCFS 5050g) replace the existing NYICPC checklists and have been updated to reflect the requirement of using NEICE and the new forms issued with this policy.

### IV. Required Action

Upon issuance of this release, LDSSs and VAs must use the revised ICPC forms to submit an ICPC request to OCFS. The checklists replace the prior versions of the NY ICPC checklists and are tools to assist caseworkers through the request process. The checklists do not need to be submitted to OCFS with the referral.

The process begins with the creation of the ICPC 100-A. The ICPC 100-A can be created and signed using the NEICE system. To request a home study in NEICE, create or upload a separate ICPC 100-A for each child (and ICPC 100-B if needed). Then, prepare all additional required forms; print and sign; and scan together as a single PDF file. Upload the packet to NEICE as "INITIAL HOME STUDY REQUEST PACKET PART01." If a single file is too large to upload (exceeds 10MB) then add "PART02" and, if needed, "PART03," to accommodate the documents.

#### **Checklists**

The new checklists are:

##### [Checklist for Caseworkers for ICPC Home Study Requests \(OCFS-5050\)](#)

- Replaces the separate checklists for Foster, Adoptive, Parent, Relative, Regulation 1, and Regulation 7 requests; all these types of placements are addressed in this new checklist.
- This checklist is a guide for preparing a request for a home study under ICPC Regulations 1, 2, or 7.
- Includes instructions and reminders

##### [Residential Placement Checklist for Caseworkers - Regulation 4 \(OCFS-5050g\)](#)

- Replaces the existing Residential Request - Checklist
- This checklist is a guide for preparing a placement request under ICPC Regulation 4: Residential Treatment Center Placement.

## **Forms**

The new required forms are:

### [Cover Sheet \(OCFS-5050a\)](#)

- Replaces the required cover letter
- Use when preparing a request for an ICPC home study under ICPC regulations 1, 2, or 7.

### [Certification of Title IV-E Eligibility for Interstate Placements of New York Children \(OCFS-5050b\)](#)

- Replaces the Certification of Eligibility of Title IV-E FCAA Recipient for Medical Assistance
- Use when preparing a request for an ICPC home study/placement under ICPC Regulations 1, 2, 4, or 7.
- An appropriate eligibility specialist must complete, sign, and date one form for each child.

### [Financial-Medical Plan \(OCFS-5050c\)](#)

- Replaces OCFS-4251
- Use when submitting a request for an ICPC home study under ICPC Regulations 1, 2, or 7.
- If **all** children in the sibling group to be placed have the **same** placement type, Title IV-E Eligibility, **and** SSI status, you may use one form per case. If there are any differences, you must use a separate OCFS-5050c form for each child.

### [Detailed Child Summary \(OCFS-5050d\)](#)

- Use when preparing a request for an ICPC home study under ICPC Regulations 1, 2, or 7.
- Submit one form for each child with each ICPC request.

### [Signed Statement of Sending Agency Case Manager \(OCFS-5050e\)](#)

- Replaces the ICPC Sending Agency Case Manager Statement
- Use when submitting a request for an ICPC home study under ICPC Regulations 1 or 2.
- Include one form with every Regulation 1 or 2 home study request.

### [Expedited Placement Decision Home Study Request Form - Regulation 7-Combined Form \(OCFS-5050f\)](#)

- Replaces both the ICPC Sending Agency Case Manager Statement *and* ICPC 101
- Use when submitting a request for an ICPC home study under ICPC Regulation 7.
- Include one form with every Regulation 7 home study request.
- If more than three children are part of the request, another OCFS 5050f must be completed and signed.

## **V. Systems Implications**

None

**VI. Contacts**

Any questions concerning this release should be directed to the OCFS ICPC mailbox at [ocfs.sm.NYSICPC@ocfs.ny.gov](mailto:ocfs.sm.NYSICPC@ocfs.ny.gov) or to the appropriate OCFS Regional Office.

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**VII. Effective Date**

This policy directive is effective immediately.

*/s/ Lisa Ghartey Ogundimu*

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**Issued by:**

Name: Lisa Ghartey Ogundimu

Title: Deputy Commissioner

Division/Office: Child Welfare and Community Services