

NEW YORK STATE  
OFFICE OF CHILDREN AND FAMILY SERVICES  
**INTERSTATE COMPACT ON THE PLACEMENT OF CHILDREN (ICPC)**

## Instructions on Submitting Foster and (Dual) Foster/Adoptive Home Studies to NY ICPC

New York State local departments of social services (LDSSs) and voluntary authorized agencies (VAs) are required to follow the standardized statewide certification and approval process outlined in [18-OCFS-ADM-07](#) for studies conducted for New York State prospective foster/adoptive parents. On August 6, 2019, updates to the required forms were released via [19-OCFS-ADM-07](#). This document is intended to provide guidance to LDSSs and VAs on the documentation that is to be submitted to the OCFS ICPC unit in response to an ICPC foster or (dual) foster/adoptive home study request.

Pursuant to the Safe and Timely Interstate Placement Act of 2006, all foster and adoptive home studies are due to OCFS ICPC within sixty (60) days after receiving the home study request. If education, training, or other licensing components are not complete by that date, a status letter must be submitted, explaining the delay and providing an estimated date of completion of all licensure components.

The completed home study (required OCFS-5183 forms, Certificate to Board, Cover Letter) is due to NY ICPC no later than four (4) months after acceptance of the Foster-Adoptive Parent Application, per 18-OCFS-ADM-07.

Upon completion of the home study, agencies must submit to the OCFS ICPC Unit:

- Cover Letter, which must include:
  - Clear recommendation for or against placement of the named child(ren);
  - Dates & results of all required clearances (criminal/FBI, SCR, SEL, medical; do **not** submit the actual clearance letters);
  - Date(s) of completion of GPS/MAPP or equivalent training;
  - Resource acknowledgement of NYS disciplinary policy.
  - If not included elsewhere in packet, include an assessment of how resource will meet the needs (health, educational, developmental, etc.) of the named child(ren), as documented in the request packet.
- Copies of the following forms:
  - Foster-Adoptive Parent Application (OCFS-5183B)
  - Application to Adopt (OCFS-5183C; adoption requests only)
  - Safety Review Form (OCFS-5183E)
  - Household Composition and Relationships Form (OCFS-5183F)
  - Genogram (sample template provided as OCFS-5183G)
  - Resource Characteristics (OCFS-5183I)
  - Foster Parent Agreement with Authorized Agency (OCFS-5183J)
  - Final Assessment and Determination Form (OCFS-5183K) – must include a child-specific recommendation and the results and dates of all required clearances. When completing **Section I. Regulatory Requirements**, please summarize the references and only refer to the individuals by initials or first name, if at all. Do **not** send any personal reference letters (OCFS-5183H) to NY ICPC. NY ICPC may not send any personal reference details out of state.
- Copy of the current Certificate to Board.

**Denials** A letter denying placement can be submitted to ICPC at any time in the process. The letter must be on agency letterhead, and must clearly state that the request for placement is denied, and the reasons for the denial. Please include the ICPC case number. Any forms completed should be submitted along with the denial letter.

---

Questions on policy 19-OCFS-ADM-07 or the home study process must be addressed to [FBHApplication@ocfs.ny.gov](mailto:FBHApplication@ocfs.ny.gov), or to an OCFS Regional Office. Questions specific to ICPC can be addressed to the NY ICPC office at 518-474-9406 or [ocfs.sm.NYSICPC@ocfs.ny.gov](mailto:ocfs.sm.NYSICPC@ocfs.ny.gov).