1. Completes form 100A and submits that, with a complete request packet, to SS ICPC Office.

2. Reviews packet for completeness and compliance with state laws. Forwards packet to RS.


4. Reviews packet. Conducts home study in accordance with state laws and regulations. Makes recommendation about the suitability of the potential placement. Submits home study with placement recommendation to RS ICPC Office.

5. Reviews home study for completeness & compliance with state laws. Approves or denies placement. Signs form 100A. Sends to SS.

6. Reviews home study and 100A. Sends to Sending Agency. If denied, closes case.

7. Reviews placement decision. If Receiving State approved placement, reviews home study to determine whether to place child with the proposed resource. Completes form 100B with placement decision: date child placed, or placement will not be used. Retains custody/jurisdiction when placing child.

8. Reviews Form 100B, sends to RS.

9. Reviews Form 100B, sends to Receiving Agency.

10. If child is placed, opens supervision of home. Conducts supervisory visits at least monthly, and submits quarterly supervision reports to RS ICPC. Notifies RS ICPC and Sending Agency of any concerns. Responds to request for concurrence. Recommends returning child to sending state, if appropriate.

11. Reviews quarterly supervision reports and any recommendations. Forwards to Receiving Agency.

12. Reviews quarterly supervision reports and any recommendations. Forwards to Sending Agency.

13. Uses supervision reports to assess placement. If requested by RS, returns child to SS. Continues financial support and permanency planning. After a minimum of 6 months, submits request to SS ICPC office for concurrence from RS ICPC to close the case. Retains custody until concurrence is received. Submits 100B to close when permanency is achieved or child returns to SS.

14. Reviews 100B to close and forwards to Receiving State ICPC. Closes case.

15. Reviews 100B to close and forwards to Receiving Agency. Closes case.

16. Closes case. Submits any outstanding supervision reports, as needed.

Developed by the New York State ICPC Office. Adapted from ICPC training materials created by Pennsylvania and Texas.