

**New York State Office of Children and Family Services
Interstate Compact on the Placement of Children**

**Supplemental Instructions for Submitting Home Studies for
ICPC Regulation 2 Foster, (Dual) Foster/Adopt and Adoption Only Requests**

New York State local departments of social services (LDSSs) and voluntary authorized agencies (VAs) are required to follow the statewide standardized certification and approval process outlined in 18-OCFS-ADM-07 and 19-OCFS-ADM-07 (OCFS-5183 Form Series) for studies conducted for New York State prospective foster and foster/adoptive parents. The policy outlined in 21-OCFS-ADM-13 (OCFS-5200 Form Series) is for prospective families seeking approval for adoption only.¹

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, (dual) foster/adoptive, or adoption only 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 or approval components are not complete by that date, a status report must be submitted, explaining progress to date, any barriers causing delay, and an estimated date of completion of all licensure or approval components.

The completed home study and all required components are due to NY ICPC no later than four (4) months after acceptance of the Foster-Adoptive Parent Application, per 18-OCFS-ADM-07. The adoption only home study process must be completed within two (2) to four (4) months, per 21-OCFS-ADM-13.

Upon completion of the home study, agencies must upload the following to the NEICE case:

• **Cover Letter, which must include:**

- Clear recommendation for or against placement of the named child(ren);
- Dates and results of all required clearances (criminal/FBI, SCR, SEL, medical; do ***not*** submit the actual clearance letters or medical forms – state law prohibits the release of these documents);
- Date(s) of completion of GPS/MAPP or equivalent training (foster and dual foster/adopt requests);
- Resource acknowledgement of NYS disciplinary policy; and
- 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 packet.

• **For Foster and (Dual) Foster/Adopt Requests, upload the following forms as a single PDF (max 30 MB), Document Type “*Completed Home Study*”:**

- Foster-Adoptive Parent Application (OCFS-5183B)
- Application to Adopt (OCFS-5183C; dual foster/adopt requests only)
- Safety Review Form (OCFS-5183E)
- Household Composition and Relationships Form (OCFS-5183F)
- Genogram (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 required clearances for each adult household member. When completing **Section I. Regulatory Requirements**, please summarize the references and do not include any personal identifying details. Do ***not*** send any personal reference letters (OCFS-5183H). NY ICPC may not send personal reference letters out of state.

• **Copy of the current Certificate to Board.**

¹ When an ICPC request is received for a foster care, dual foster/adopt placement, or upgrade from foster to adopt, the foster care/adoption form series OCFS-5183 must be used (see 19-OCFS-ADM-07).

- **For Adoption Only Requests, upload the following forms as a single PDF (max 30 MB), Document Type “*Completed Home Study*:”**
 - Adoptive Parent Application (OCFS-5200B)
 - Family Adoption Registry Information (OCFS-5200C)
 - Safety Review Form (OCFS-5200E)
 - Household Composition and Relationships (OCFS-5200F)
 - Genogram (Template provided as OCFS-5200G)
 - Resource Characteristics (OCFS-5200I)
 - Final Assessment and Determination Form (OCFS-5200J) –When completing item 7, Personal References, please summarize the references and do not include any personal identifying details. Do ***not*** send personal reference letters (OCFS-5200H). NY ICPC may not send personal reference letters out of state.
 - Applicant’s adoption approval letter

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 OCFS Administrative Directives (ADM) or the home study process should be addressed to the appropriate 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.