

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

M E M O R A N D U M

TO: CHILDREN'S DIVISION AND CONTRACTED STAFF
FROM: DARRELL MISSEY, DIRECTOR
SUBJECT: ICPC FORM AND MANUAL CHANGES

DISCUSSION:

The purpose of this memo is to provide notice regarding changes to the Interstate Compact for the Placement of Children (ICPC) forms and updates to the Child Welfare Manual.

ICPC Referral Policy Updates

In 2019, the ICPC unit implemented an electronic referral process. With the implementation of the electronic referral process, submission of physical referrals and creating multiple copies of ICPC documents are no longer required. ICPC referrals must be entered into FACES and a single copy of the referral documents must be uploaded to OnBase as described in Memo CD20-07. The Child Welfare Manual and ICPC referral forms have been updated to remove language requiring multiple copies of forms.

The Child Welfare Manual has also been updated to reflect the current process to assign a referral to the ICPC Unit, how to add subsequent referrals for the same child, and how to add siblings to a referral. This information was previously available in multiple documents but has been added to the Child Welfare Manual to make the information easier to locate. All questions and notifications regarding referrals should be submitted to MO_ICPC@dss.mo.gov. This inbox is monitored daily and will ensure requests are assigned and tracked.

ICPC Form Changes

The Placement Request, CD-ICPC-100A and Child Placement Status Report, CD-ICPC-100B have been updated to reflect changes to these forms made by the Association of Administrators of the Interstate Compact on the Placement of Children (AAICPC). The updated forms include additional fields for gender, email address of the agency responsible, and name of prospective foster/adoptive resource. The remainder of information on the forms has not changed; however, you may notice the layout is different. FACES has been updated to allow printing of both forms. The new forms are now available in eForms as well.

The CD ICPC 3 (financial/medical plan) has been updated to reflect the usage of residential placements. You will find that Section II has a line for residential payments and Part II has a line for medical support.

Please destroy all versions of the prior forms and begin using the updated forms with the publication of this MEMO.

Regulation 7 – Expedited ICPC Referral Eligibility Policy Updates

Proposed placement eligibility for Regulation 7 - Expedited ICPC referrals is limited to the following specific relatives as defined by Interstate Compact: parents, grandparents, adult aunt and uncle, adult siblings, or other legal guardian. There has been no change to the proposed placement eligibility requirements for Regulation 7; however, the Child Welfare Manual has been updated due to an error in the policy linking to the incorrect definition of relative.

NECESSARY ACTION	
<ol style="list-style-type: none"> 1. Review this memorandum with all Children’s Division staff. 2. Review revised Child Welfare Manual chapters as indicated below. 3. All questions should be cleared through normal supervisory channels and directed to: 	
ICPC Supervisor: Candice Nahler, ICPC Supervisor	MANAGER CONTACT: Lauren Masterson, Program Manager
CHILD WELFARE MANUAL REVISIONS	
Section 4, Chapter 2, Subsection 11.1 Placement of a Missouri Child into Another State (Regulation 2)	
Section 4, Chapter 2, Subsection 11.7 ICPC Regulation 7 or Expedited Placements	
FORMS AND INSTRUCTIONS	
ICPC 100A	
ICPC 100B	
ICPC 3	
REFERENCE DOCUMENTS AND RESOURCES	
Memorandum CD20-07	
RELATED STATUTE	
Sections 453.500-453.503 RSMo 210.620 RSMo	