VIRGINIA DEPARTMENT OF SOCIAL SERVICES

ICPC Process

Request → Decision → Placement → Supervision → Closure

SENDING AGENCY
Agency with custody and planning responsibility for child

1. Submits 100A and completes request documents to send to VA-ICPC.

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

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

VIRGINIA ICPC OFFICE (VA-ICPC)
Office that processes ICPC referral in Virginia

2. Reviews request for completeness and forwards to RS.

6. Review the family assessment and 100A. Sends to Sending Agency. If denied, closes case.

8. Reviews and signs 100B, sends to RS.

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

14. Reviews and signs 100B to close and forwards to RS-ICPC. Closes case.

RECEIVING STATE OFFICE (RS)
Office that processes ICPC referrals in the State where the proposed caregiver resides

3. Reviews request for completeness and forward to Receiving Agency.

5. Reviews family assessment for completeness and compliance with state laws. Approves or denies placement. Signs 100A. Sends to VA- ICPC.

9. Reviews 100B, sends to Receiving Agency.

11. Reviews supervision reports and any recommendations. Forwards to RS.

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

RECEIVING AGENCY
Child welfare agency in RS that is assigned to complete family assessment

4. Review request. Conducts family assessment in accordance with their State laws and regulations. Makes recommendation about the suitability of the potential caregiver.

10. If child is placed, opens supervision of home. Conducts supervisory visits at least monthly and submits 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.

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

***All documents are sent through the NEICE system.**

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