
PURPOSE

To provide requirements and procedures for foster care placement and supervision under the Interstate Compact on the Placement of Children (ICPC). This policy includes cases where it is necessary to place a Michigan foster care child in another state as well as cases where another state seeks to place their foster child for supervision in Michigan.

MICHIGAN AS SENDING STATE

Referral

For an ICPC foster care referral, the caseworker must include all documentation listed in the [DHS-4335, Interstate Compact on the Placement of Children \(ICPC\) Checklist](#), and a cover letter, which includes:

- A summary of the child's current situation and the permanency plan for the child.
- The reason this placement is sought versus a placement in Michigan.
- Specific concerns to be evaluated by the receiving state.
- A request for criminal history checks for all adults living in the household. A central registry check is required unless the other state does not have a central registry. Checks for relatives and friends on a planned visit of less than 14-calendar-days in succession or 30-calendar-days aggregate in one year are not required.
- A request for details of the potential placement's ability to provide for the child both financially and medically.

Referral Submission

Caseworkers may submit ICPC referrals to the Michigan ICPC office via email, MDHHS-MI-ICPC@michigan.gov or by mail.

The mailing address is:

Michigan ICPC, MDHHS
235 South Grand Ave, Suite 1315

Lansing, MI 48909

When using email, caseworkers must submit all referral documents as one PDF file. If the file is large, the file may be split into two sections. Caseworkers must refer to the [DHS-4335, ICPC Checklist](#), when creating referrals and ensure:

- Documents are legible and printed on one side only.
- Documents must contain all pages.
- Documents with signature blocks are signed.
- All court orders are signed.
- Type of request and title IV-E eligibility status are the same on the:
 - [DHS-4332, Interstate Compact Placement Request \(ICPC 100-A\)](#).
 - [DHS-352, Initial Determination of Title IV-E Eligibility](#).
 - [DHS-4334, ICPC Financial/Medical Plan](#).

Referrals for siblings must be compiled into one referral. Each sibling must have their own [DHS-4332](#), [DHS-352](#) and [DHS-4334](#).

Interstate Travel

The [MDHHS-5811, Out-of-State Travel Request](#), must be approved before any travel expenses can be approved. See additional approval requirements and exemptions in [APA 230, Travel and Employee Expense Reimbursement](#), *Out-of-State Travel* section item.

Funds are available for a Michigan child's transportation to an approved placement and from an ICPC placement that has been disrupted. Prior approval from the Michigan ICPC office is required. Caseworkers seeking to use this funding must:

- Contact the Michigan ICPC office via email at MDHHS-MI-ICPC@michigan.gov with the following information:
 - Full name of the child.
 - Date of birth of the child.
 - Departure and destination city.
 - Travel date(s).

- Full names of staff escort(s) (if used).
- Contact [Conlin Travel](#) (877) 654-2179 to make travel reservations.

Note: The caseworker must ensure airline requirements for the child (such as the airline's unaccompanied minor travel requirements) are addressed as applicable.

Conlin Travel will contact the ICPC office to confirm the travel plan. After the ICPC office approves the travel plan, Conlin Travel will issue the itinerary with embedded ticketing to the caseworker.

Michigan Department of Health and Human Services (MDHHS) staff escorting a child for ICPC travel must use SIGMA accounting template 491XX9627 to seek reimbursement through SIGMA for eligible expenses incurred during approved interstate travel, including expenses for the child incurred during approved interstate travel; see [MDHHS Travel Regulations](#).

Private agency staff escorting a child for ICPC travel must use SIGMA accounting template 491XX9625 to seek reimbursement through SIGMA for eligible expenses incurred during approved interstate travel, including expenses for the child while in custodial care.

When an escort is used, the staff must provide the Michigan ICPC office with a copy of the travel invoice from Conlin Travel within one business day of return from travel.

[APA 230, Travel and Employee Expense Reimbursement](#), provides guidance for worker expense reimbursement. All other questions about travel including but not limited to other types of travel, lodging, luggage, rental cars, and reimbursement/expense reports must be directed to [MDHHS Travel Division](#).

Caseworkers seeking the return of any child who has run away must contact the Michigan ICJ office for return processes using the Interstate Compact for Juveniles; see [ICM 160, Interstate Runaway, Escapee and Absconder Procedures](#).

Payment

When a Michigan child is placed in an out-of-state placement via the ICPC, the local MDHHS agency as the legal custodian must authorize payments. Payment cannot be generated for an out-of-state placement until confirmation of the placement is made via the

[DHS-4333, Interstate Compact Report on Child's Placement, \(ICPC 100B\)](#). The provider must be enrolled in Provider Management; see [FOM 903-8, Payments Requiring Special Processing](#).

Medical Plans

Pursuant to the ICPC, the caseworker must provide a medical plan for each child in the referral. If the child is documented as eligible for title IV-E funding, the medical portion of the [DHS-4334, ICPC Financial/Medical Plan](#), must be completed with the intent that the provider will apply for Medicaid (MA) in the receiving state.

If the child is not eligible, an additional letter must include written instructions describing how the child's medical needs (including mental health, dental, and medications) will be met, how services will be approved, and how they will be funded. The plan must include the following:

- Intent to apply for MA for the child in the receiving state.
- Contact information for the provider to call (normal and off-hours) to obtain advance approval for routine and emergency medical services.
- Billing instructions, including where bills are to be mailed for payment, including billing for services that may not be covered by MA in the receiving state. Medical billing in most cases is sent to the local office of jurisdiction in the sending state.

Visits with a Pending ICPC Referral

Within the ICPC, a visit to a placement and the placement are separate circumstances. When an ICPC referral is pending and the home study has yet to be accepted by the receiving state, receiving state staff, finding a child already in the home, may assume the child is living in the placement prior to home study acceptance, contrary to the ICPC. As a result, the receiving state may discontinue efforts and deny the study, refuse to provide any further services and request that the child be immediately returned to Michigan.

Caseworkers planning to send a youth on a visit with an ICPC referral pending must ensure:

- The visit has a known start date.
- The visit has a known end date.
- Visit duration may not exceed 30-calendar-days unless the visit spans a period when school is not in session. For example, a visit from July 1 to August 15 would be 45 days but would be allowable if school was not in session.
- Any visit has the intent to return to Michigan and is not being used to place the youth prior to acceptance of the ICPC referral.

The ICPC office must be notified as soon as possible when a visit is planned for a pending ICPC placement. Notifying the receiving state right away can help to rebut any assumption of placement by the receiving state.

Fingerprinting and Central Registry Checks

For fingerprinting and Central Registry checks, see [FOM 922-1, Foster Family Home Development](#). A criminal history check must be completed for all adults in the home. A Central Registry check is also required in states where applicable.

ICPC Denial of Placement

If the child is already residing in the receiving state with the proposed caregiver at the time the ICPC denies the placement, the receiving state compact administrator may request the sending agency to arrange for the return of the child as soon as possible or propose an alternative placement in the receiving state.

Alternative placement resource shall be approved by the receiving state before placement is made.

Return of the child must occur within five-business-days from the date of the notice for removal unless otherwise agreed upon between the sending agency and receiving state ICPC offices.

**ICPC Placement
Denial
Reconsideration**

Regulation 2 allows for the reconsideration of a home study denial. The Michigan ICPC office may request reconsideration of a placement denial within 90-calendar-days of the date the [DHS-4332](#) was signed. The request may be made with or without a new home study.

Without a New Home Study

The Michigan ICPC office may request that the receiving state ICPC office reconsider the placement denial. If the receiving state ICPC office chooses to overturn the denial, it can be based on the review of the evidence presented by the Michigan ICPC office and any other new information deemed appropriate. A new [DHS-4332](#) giving an approval without a new home study must be signed.

Request for a New Home Study Re-examining Reasons for Original Denial

The Michigan ICPC office may send a new [DHS-4332](#) with a cover letter documenting that the reason for denial has been corrected.

Timeframe for Placement Reconsideration

The receiving state has 60-calendar-days from the receipt of the request for placement reconsideration.

**Reports of
Abuse/Neglect**

Mandated reporters are required to report suspected abuse or neglect of any Michigan child placed in another state in an approved ICPC placement. The Michigan caseworker must make a report via the CPS protocol in the state in which the abuse/neglect is occurring and promptly notify both ICPC offices in the sending and receiving state.

**Receiving State
Supervisory
Responsibilities**

As a part of case management, the Michigan worker is ultimately responsible to ensure visits are occurring in compliance with MDHHS policy. In the instance that the receiving state will not

supervise per their regulation 11 requirements, the DHHS caseworker must arrange to visit the child monthly.

See subsection, *Supervisory Responsibilities* below for the receiving states case management responsibilities.

MICHIGAN AS RECEIVING STATE

All requests from sending states are sent to the Michigan ICPC for review. Michigan ICPC office must:

- Log incoming cases to establish time frames consistent with the Safe and Timely Interstate Placement of Foster Children Act of 2006.
- Comply with the Safe and Timely Interstate Placement of Foster Children Act of 2006 by ensuring all home studies are completed and returned to the Michigan ICPC office within 45-calendar-days.
- Notify the MDHHS local office contact via email with a brief summary of the new home study request to include:
 - Name and date of birth of the child.
 - Name, and phone number of the person(s) to be studied and relationship to the child.
 - Critical information that may impact evaluation of the home, for example, the special needs of the child.
- Send the referral package to the local MDHHS office.
- Initiate status monitoring.

MDHHS must complete the home study and forward it to the Michigan ICPC office.

The Michigan ICPC office must:

- Approve or deny the placement based on the home study.
- Forward the [DHS-4332](#) and home study to the sending state ICPC office.
- Inform the local office contact of the placement date to start supervision using the [DHS-4333](#).

Supervisory Responsibilities

Pursuant to the ICPC, the sending state remains responsible for case planning for any child placed in Michigan. Michigan must assist the sending state in locating appropriate resources for the child and the placement resource to meet the child's needs.

If the plan or placement is not meeting the child's needs, the Michigan caseworker or private agency must provide a written supervision report detailing the unmet needs or issues with the placement. If the child's needs continue to be unmet, Michigan may require the sending state ICPC office to return the child to the sending state.

Michigan retains sole discretion in determining whether to require return of the child to the sending state.

Supervisory responsibilities include:

- Supervision must begin when the child is placed in the receiving state, pursuant to an approved placement under Article III(d) of the Interstate Compact on the Placement of Children, and the receiving state has received a [DHS-4333 \(ICPC 100B\)](#) from the sending state indicating the date of the child's placement.
- Supervision may begin prior to receipt of the [DHS-4333 \(ICPC 100B\)](#) if the receiving state has been informed by other means that the child has been placed pursuant to an approved placement.
- Supervision must include face-to-face visits with the child at least once each calendar month and beginning no later than 30-calendar-days from the date on which the child is placed, or 30-calendar-days from the date on which the receiving state is notified of the child's placement if notification occurs after placement.

The supervisory reports must be sent to the ICPC office at least every 90-calendar-days and must include the following:

- Date and location of each face-to-face contact with the child since the last supervision report was completed.

- A summary of the child's current circumstances, including a statement regarding the on-going safety and well-being of the child.
- If the child is attending school, a summary of the child's academic performance, along with copies of any available report cards, education-related evaluations, or Individualized Education Program (IEP) documents.
- A summary of the child's current health status, including mental health, the dates of any health-related appointments that have occurred since the last supervision report was completed, the name and address of any health providers seen, and copies of any available health-related evaluations, reports, or other pertinent health records.
- An assessment of the current placement and caregivers, including but not limited to:
 - Physical condition of the caregiver's home.
 - Caregiver's commitment to the child.
 - Status of the caregiver and family.
 - Any changes in caregiver family composition, health, financial situation, work, legal involvement, social relationships, and childcare arrangements.
 - A description of any unmet needs and any recommendations for meeting identified needs.
 - The local office contact/agency recommendation regarding continuation of the placement, return of legal custody to a parent or parents with whom the child is residing and termination of the sending state's jurisdiction, finalization of adoption by the child's current caretakers or the granting of legal guardianship to the child's current caretakers.

PAFC Signature(s) Requirements

When a Michigan private agency is providing case services, they may sign appropriate forms within the referral, however, MDHHS staff must also sign any MDHHS forms where required.

Fingerprinting and Central Registry Checks

For fingerprinting and Central Registry checks, see [FOM 922-1, Foster Family Home Development](#). A criminal history check and central registry check must be completed for all adults in the home.

Reports of Abuse/Neglect

Mandated reporters are required to report suspected abuse or neglect of any child in Michigan, including children from another state who are residing in Michigan in an approved ICPC placement; see [FOM 722-13, Referral to Children's Protective Services \(CPS\)](#). Michigan must respond to any report of abuse/neglect of a child placed in Michigan pursuant to an approved placement in the same manner as it would to a report of abuse or neglect of a Michigan child. [FOM 722-13A, Maltreatment in Care - Foster Care Responsibilities](#), outlines requirements the foster care worker and their supervisor assigned to provide supervision of the youth must complete, regardless of the screening decision or whether the child was the alleged victim.

If the Michigan caseworker determines that a child must be moved immediately due to a substantial risk of harm to the child's safety if the child remains in the approved placement and the child placing agency in the sending state is unable to move the child at that time, the Michigan caseworker must place the child in a safe and appropriate setting. Michigan must promptly notify the sending state if a child is moved to another home or substitute care facility.

The Michigan ICPC office must notify the sending state ICPC office of any report of child abuse or neglect of a child placed in Michigan pursuant to an approved placement under Article III(d) of the ICPC, regardless of whether the report is substantiated. Notification of the sending state ICPC office must occur as soon as feasible after the report is received.

The sending state ICPC office and sending agency are responsible to ensure the ongoing safety of a child placed in Michigan pursuant to an approved placement, including returning the child to the sending state as soon as possible when return is requested by Michigan.

CASE CLOSURE

Supervision of an ICPC case must continue until the case is closed. Case closure can only occur if:

- The child reaches the age of majority or is legally emancipated.
- The child's adoption is finalized.
- Legal custody of the child is granted to a caregiver, or a parent and jurisdiction is terminated by the sending state.
- The child no longer resides at the home approved for placement pursuant to Article III(d) of the ICPC.
- Jurisdiction by the child is terminated by the sending state.
- Legal guardianship of the child is granted to the child's caregiver in the receiving state.
- The sending state requests in writing that the supervision be discontinued, and the receiving state concurs.

Closure can only occur upon receipt of the [DHS-4333 \(ICPC 100B\)](#) and documentation from the other state. In instances where the Michigan caseworker can obtain documentation proving closure should occur, MI can send closing documentation to the sending state to close out an ICPC case.

**INTERSTATE
COMPACT FOR
JUVENILES
REFERRAL**

In cases where a delinquent youth is part of a sibling group that is the subject of an ICPC referral, staff must contact the Michigan ICJ office so that the office can request the sending state make a referral for ICJ supervision. The children remain the subject of the ICPC referral.

When the ICJ case is closed, the delinquent juvenile reverts to compact coverage under the ICPC if that case remains open.

LEGAL BASIS

Interstate Compact on the Placement of Children, 1984 PA 114, as amended, MCL 3.711 et seq.

Interstate Compact for Juveniles, 2003 PA 56, as amended, MCL 3.691 et seq.

Social Welfare Act, 1939 PA280, as amended, MCL 400.1 et seq.

Michigan Administrative Rules R400.10 through R400.18

POLICY CONTACT

Questions about this policy or other ICPC matters can be referred to the MDHHS ICPC Policy Mailbox at MDHHS-MI-ICPC@michigan.gov.