

Joe Lombardo
Governor

Richard Whitley, MS
Director



DEPARTMENT OF HEALTH AND HUMAN SERVICES

DIVISION OF CHILD AND FAMILY SERVICES
Helping people. It's who we are and what we do.



Marla McDade
Williams, MPA
Administrator

MTL # 0701 – 12122024

TO: Frank Prado, Director – Clark County Family Services
Laurie Jackson, Social Services Manager V – DCFS RRCW - District Offices
Ryan Gustafson, Division Director – Washoe County Human Services Agency

FROM: Betsey Crumrine, Deputy Administrator, Division of Child and Family Services

POLICY DISTRIBUTION

Enclosed find the following policy for distribution to all applicable staff within your organization:

0701 Interstate Compact on the Placement of Children (ICPC) Referrals In and Out of State

This policy is/was effective: 12/12/2024

- This policy is new. Please review the policy in its entirety
- This policy replaces the following policy(s): MTL # _____ - _____ Policy Name: _____
- This policy has been revised. Please see below for the type of revision:
 - This is a significant policy revision. Please review this policy in its entirety.
 - This is a minor policy revision: (List page number & summary of change):
 - A policy form has been revised: (List form, page number and summary of change):
- This policy has been reviewed for statewide compliance.

NOTE:

- Please read the policy in its entirety and note any areas that are additionally required by your agency to be in compliance with the policy enclosed.
- This is an **ALL STAFF MEMO** and it is the responsibility of the person listed above to disseminate the policy enclosed to appropriate staff within his/her organization and to ensure compliance.
- The most current version of this policy is posted on the DCFS Website at the following address: <http://dcfs.nv.gov/Policies>
Please check the table of contents on this page for the link to the chapter you are interested in.

CC:
Wonswayla Mackey (won@clarkcountynv.gov)
DFSPandP@Clarkcountynv.gov

Maria Hickey (mhickey@dcfs.nv.gov)
Kim Martin (ksmartin@washoecounty.gov)

0701 Interstate Compact on the Placement of Children (ICPC) Referrals In and Out of State

Policy Approval Clearance Record

<input checked="" type="checkbox"/> Statewide Policy	<input type="checkbox"/> New Policy
<input type="checkbox"/> Administrative Policy	<input checked="" type="checkbox"/> Modified Policy
<input type="checkbox"/> DCFS Rural Region Policy	<input type="checkbox"/> This policy supersedes:
Date Policy Effective:	01/02/2020
Attorney General Representative Review:	12/31/2018
DCFS Deputy Administrator Review:	12/12/2024
DMG Original Approval:	04/20/2009
DMG Approved Revisions:	01/02/2020

STATEMENT OF PURPOSE

Policy statement and purpose: Nevada’s Division of Child and Family Services (DCFS), Clark County Family Services (CCFS) and the Washoe County Human Services Agency (WCHSA) believe that all children deserve to live in safe and permanent homes. This Interstate Compact on the Placement of Children (ICPC) policy outlines the administrative process and timeframes for completing home studies, types of home studies, and the state and federal requirements when moving children from one state to another.

The ICPC program is designed to facilitate the movement of children to safe and stable homes nationwide. The Compact is a legally binding document that has been enacted into law in all 50 states, the District of Columbia and the U.S. Virgin Islands. The Compact established a procedure for the interstate placement of children and fixes responsibility for those involved in placing the child. It further provides a process through which children subject to the Compact are placed.

AUTHORITY

Federal: [Family First Prevention Services Act IM-18-02](#); [Fostering Connections Act 2008 P.L. 110-351](#); [Adam Walsh Child Protection and Safety Act 2006 P.L. 109-239](#); [Adoption and Safe Families Act 1997 P.L. 105-89](#); [Social Security Act Part E of Title IV 42 U.S.C. 670-679\(b\)](#);

NAC: [NAC 432B.435](#); [NAC 127.235](#)

NRS: [NRS 127.145](#); [NRS 127.330](#); [NRS 424.033](#)

Other: https://aphsa.org/AAICPC/AAICPC/ICPC_Regulations.aspx

DEFINITIONS

Adoption and Safe Families Act (ASFA): Federal law that emphasizes the safety of the child, shortened timeframes for permanent placement, provides for adoption incentives, addresses geographical barriers to adoption and lists outcome measures to assess state’s performance.

Adoption Home Study: A home study conducted for the purpose of placing a child for adoption with a placement resource. The adoption home study is the assessment and evaluation of a prospective adoptive parent(s).

Agency which provides Child Welfare Services: In a county whose population is less than 100,000, the agency is a local office of the Division of Child and Family Services; or in a county whose population is 100,000 or more, the agency of the county, which provides or arranges for necessary child welfare services. May also be referred to as the child welfare agency.

Approved Placement: A placement that the receiving state’s deputy compact administrator has determined that the proposed placement does not appear to be contrary to the interests of the child. The

child welfare placing agency has the final authority to determine whether to use the approved placement resource in the receiving state.

CANS: Child Abuse and Neglect Screening, also referred to as the Central Registry.

Child: For purposes of ICPC is a person, who by reason of minority, is legally subjected to parental guardianship or similar control.

Concurrence: When the receiving and sending compact administrators agree to a specific action pursuant to ICPC, e.g., case closure.

Contingent Home Study: A home study that is approved but is missing an element of the clearance process, e.g., foster license has not been issued. Once the missing element is satisfied, the home study is approved.

Foster Home Study: A home study conducted for the purpose of placing a child with a placement resource who is required to be licensed or approved in accordance with federal or receiving state law. When a foster home study is requested, the provider is eligible to receive foster care payments from the sending state.

Home Study: An evaluation of a home environment conducted in accordance with applicable requirements of the State in which the home is located, to determine whether a proposed placement of a child would meet the individual needs of the child, including the child's safety, permanency, health, well-being, and mental, emotional, and physical development.

ICPC Team: Nevada's Deputy Compact Administrator and their team are in the DCFS Family Program's Office (FPO). All ICPC agreements and placement requests pass through this team.

ICPC Regulation 1: A section of the Compact which ensures that an already safe and stable placement made by a sending agency in the sending state will continue if the child is relocated to the receiving state. The intent of this regulation is for supervision of the placement to be uninterrupted, for the family to comply with the requirements of the receiving state, and for both states to comply with all applicable state and federal laws, rules and regulations.

ICPC Regulation 2: A section of the Compact that requires a receiving state to provide, at the request of a sending agency, a home study and placement decision for the proposed placement of a child with a proposed caregiver who falls into the category of placement for public adoption, foster care, or with parents, or relatives.

ICPC Regulation 4: A section of the Compact that relates to placements in residential treatment centers (RTC).

ICPC Regulation 7: A section of the Compact that relates to priority placements. A court must determine that a priority placement is necessary and the ICPC request will include a signed court order expressing that finding. The Regulation 7 referral must be received in the ICPC office within seven days of judicial signature. The placement resource must be a parent, stepparent, grandparent, adult uncle or aunt, adult brother or sister, or the child's guardian. This regulation does not apply to requests for placements of children for licensed or approved foster family care or adoption as those requests cannot be met within the allotted time frame (20 business days). An expedited request cannot be submitted when the child has already been placed in the receiving state.

ICPC Regulation 11: A section of the Compact that relates to the supervision of a child placed in an approved placement.

ICPC Regulation 12: A section of the Compact that relates to private and independent adoptions.

Interstate Home Study: A home study conducted by a state at the request of another state, to facilitate an adoptive or foster care placement.

Jurisdiction: The established authority of a court to determine all matters in relation to the custody, supervision, care and disposition of a child.

National Electronic Interstate Compact Enterprise (NEICE): National ICPC automated case management system.

Parent Home Study: A home study conducted by the receiving state to determine whether a parent placement meets the standards as set forth by the requirements of the receiving state.

Placement Resource: The person(s) the sending state would like to place the children with in the receiving state. This can also be the facility with whom the child has been or may be placed by a parent or legal custodian (see [ICPC Regulation 4](#)).

Private Agency Adoption: An adoption arranged by a licensed child welfare placing agency, domestic or international, that has been given legal custody or responsibility for the child including the right to place the child for adoption.

Provisional Approval: An initial decision made by the receiving state that the placement is approved subject to receipt of required additional information before final approval is granted.

Provisional Placement: A determination made in the receiving state that the proposed placement is safe and suitable and, to the extent allowable, the receiving state has temporarily waived its standards or requirements to not delay the placement. Completion of the receiving state requirements regarding training for prospective foster or adoptive parents shall not delay an otherwise safe and suitable placement.

Receiving State: The state to which a child is sent, brought or caused to be sent or brought, whether by public authorities or private persons or agencies, and whether for placement with state or local public authorities or for placement with private agencies or persons.

Relative Home Study: A home study conducted for the purpose of placing a child with a relative. Such a home study may or may not require the same level of screening as required for a foster home study or an adoptive home study.

Safe and Timely Interstate Home Study Report: An interstate home study report completed by the receiving state within 60 days after receipt of the request. The receiving state is not required to have completed, within the 60-day period, the parts of the home study involving the education and training of the prospective foster or adoptive parents.

Sending State: The state where the sending agency is located, or the state in which the court holds exclusive jurisdiction over a child, which causes, permits, or enables the child to be sent to another state.

Supervision: Monitoring of the child and their living situation by the receiving state after a child has been placed in a receiving state pursuant to a provisional approval or an approved placement under Article III(d) of the ICPC or pursuant to a child's relocation to a receiving state in accordance with [Regulation No. 1 of the ICPC](#).

Supervision report: Provided by the supervising case worker in the receiving state, it is a written assessment of a child's current placement, school performance, health and medical status, a description of any unmet needs and a recommendation regarding continuation of the placement.

UNITY: Unified Nevada Information Technology for Youth is Nevada's transitional Comprehensive Child Welfare Information System (CCWIS). This system is a mandatory tool for collecting data and reporting case management services provided to children and families.

Violation: Includes the sending, bringing, or causing to be sent or brought, of a child into the receiving state without prior ICPC approval.

STANDARDS/PROCEDURES

Role of the Family Programs Office (FPO) ICPC Team:

1. The FPO ICPC team services all statewide child welfare agencies and ICPC state offices for interstate requests, placements and supervision.
 - a. The team reviews all incoming and outgoing home study requests and ensures all referrals contain the required documentation following state laws and the Compact requirements.
 - b. The team will track and monitor the timeliness of home studies being conducted and request the status of each home study if not received within set federal timeframes.
 - c. The team will review completed home study packets received from the child welfare agencies and ICPC state offices to ensure the home study was completed according to state and federal guidelines.
 - d. The team forwards the recommendation of the receiving state regarding approvals.
 - i. It is the placing child welfare agency’s responsibility to make placement decisions.
 - ii. NRS 432B.393 should be considered when determining whether to place with a parent.

Initiating an Interstate Home Study Request:

1. All interstate requests must pass through the FPO ICPC team. The FPO ICPC team will review the request for the required documentation and enter the case into UNITY and NEICE. The case will be assigned to an FPO ICPC staff member and will be forwarded to the appropriate child welfare agency in and out of state for completion. Each request must contain the documents listed below.

Items	Description of Contents
ICPC Form 100A	Uniform form for all states
Cover letter	<ul style="list-style-type: none"> • Identifies the prospective caregiver. • Specifies the relationship of the child to the prospective caregiver and why the placement is being requested. • Discusses any special concerns about the child or the caregiver. • Discusses reasons the child(ren) came into care and their legal status. • Discuss the long-term goals for the case (permanency plan). • Asks the receiving state’s compact office to complete a home study.
Information about the child	<p>To the extent available at the time of the request, the worker must provide the following information.</p> <ul style="list-style-type: none"> • The worker’s name, address and phone number. • The child’s name, date of birth, Title IV-E eligibility and current placement. • An assessment of the child including: <ul style="list-style-type: none"> ○ Medical history and needs ○ Psychological, emotional, and social history and needs ○ Developmental and educational history and needs • The child’s current case plan or service plan, the most recent report filed with the court, and the placement resource confirmation form.
Legal documents	<p>The worker must provide all court orders and other court documents pertinent to the child’s legal status in the sending state.</p> <ul style="list-style-type: none"> • The original order giving the agency custody and the most recent order within the last six months. • The child’s birth certificate, or other birth verification that would verify age and citizenship. • The child’s social security card. • Financial/medical plan. • Verification of Title IV-E eligibility
Checklist	Complete the checklist (adoption/all other placements) with the submitted packets.

Incomplete referrals are placed in pending status for seven business days. If the requested documents are not received, the referral is returned to the sending agency unprocessed and may be resubmitted when the requested documents have been obtained.

UNITY Requirements to Submit a Request:

1. For outgoing cases, the child welfare agency completes the 100A screens in UNITY. The 100A information pre-populates onto the 100A form and shall be printed out for submission with the referral packet.
2. For incoming cases, the FPO ICPC team creates the case in UNITY and assigns a local worker to initiate the home study process.

FPO ICPC Team Responsibilities:

1. The responsibilities of the FPO ICPC team are listed below.
 - a. Review the ICPC packet from the child welfare agency to ensure all required information was submitted, including the referral checklist.
 - b. Sign the 100A indicating the packet is ready for forwarding to the receiving state.
 - c. Enter the referral into UNITY and NEICE.
 - d. Forward the packet to the receiving state's ICPC office.
 - i. Sending worker will receive confirmation email from the FPO ICPC team that their request has been forwarded for processing to the receiving state within five business days of receiving a complete packet.
 - e. Enter into UNITY and NEICE any additional communication needed for the ICPC request.
 - f. Notify the child welfare agency of any communication received from the receiving state.
 - g. Notify the child welfare agency of the receipt of approval or denial for placement from the receiving state.
 - h. If approved for placement by the placing child welfare agency, sign the 100B and forward to the receiving state's ICPC office indicating a placement will be made and to request a supervising case worker be assigned in the receiving state.
2. The FPO ICPC team should be contacted at NVICPC@dcs.nv.gov if a packet has been submitted and no response has been received within five business days.

Types of home studies:

1. Regulation 1 (intact family relocation): Ensures that an already safe and stable placement is uninterrupted if the child and family must relocate to another state. It mandates that the child(ren) will be supervised by the receiving state while they conduct their own home study. Requests must include the previous home study and license, if applicable, as well as the placement 100B form. A request is initiated after the family moves. Requests can be for relative, foster, or adoption; however, the request must be for the same type of home study that has already been approved (e.g., foster to foster). This type of request has a 60-day time frame; however, since the child is already placed, a provisional approval may be given by some states.
2. Regulation 2: Utilized for the purpose of a parent, relative, foster, or adoption placement. This type of request has a 60-day time frame. This is the standard ICPC process and applies to all cases except when there are scenarios where Regulation 1, Regulation 4 or Regulation 7 apply.
3. Regulation 4 (residential treatment): Request includes an acceptance letter from the facility where the minor is to be placed. This type of request has a three-day time frame.
4. Regulation 7 (expedited placement decision): Regulation 7 home studies expedite ICPC approval or denial. For this type of request, the placement resource must be a parent, stepparent, grandparent, adult uncle or aunt, adult brother or sister, or the child's guardian. These requests are completed within 20 business days from receipt of the request. Regulation 7 requests must include a court order containing specific language stating the reason the placement is in the best interest of the child. A court order signed by a judge must be received by the FPO ICPC team within seven days of the date the order was signed. The following are requirements for this type of request. The request must meet one of the listed criteria.

- a. Unexpected dependency due to a sudden or recent incarceration, incapacitation or death of a parent or guardian. Incapacitation means a parent or guardian is unable to care for a child due to a medical, mental, or physical condition of a parent or guardian; or
- b. The child to be placed is four years of age or younger, including older siblings intended to be placed with the same proposed placement resource; or
- c. The court finds that any child in the sibling group to be placed has a substantial relationship with the proposed placement resource. Substantial relationship means the proposed placement has a familial or mentoring role with the child, has spent more than cursory time with the child, and has established more than a minimal bond with the child; or
- d. The child is currently in an emergency placement.

While the home study must be received within 20 business days of the receipt of the request, final approval of the home study remains contingent upon the receipt of local law enforcement, CANS and NCID background checks.

Elements of the interstate home study

The Interstate Compact for the Placement of Children requires the following contents to be included in a home study, whether the home study is completed by Nevada or any other state.

Items	Description of contents
Identifying information for placement resource	Includes full names of placement resource, place of birth, gender identity, religion, occupation, languages, education, physical description, hobbies, and number of contacts during the home study process, health report, and TBI test.
Marital information of applicant resource	Date, place and manner of verification, prior marriages, dates and reasons for termination. Marital information should include at least one contact individually with marriage partners and one joint visit.
Contact dates	Dates, who was contacted and the location. At least one contact must be in the home of the placement resource.
Motivation	Reason placement resource is requesting placement.
Discipline practices	Placement resource's discipline practices with current children and how they would anticipate disciplining the child considered for placement.
Needs of child to be placed	Childcare plans, discussion of child's specific needs including a discussion of child's medical history and prior behavior of child to the extent known, and response of placement resource to the needs of the child.
Physical environment	Includes fire and safety inspections of the home, where children will sleep, accommodation for personal space, description of home, the physical location of the home such as urban or rural, proximity to schools, medical facilities and general accessibility to services.
Others residing in the home	Names and ages of any others in the home 18 years of age and over, and whether they are related or not related to the placement resource.
Prior adoption or foster care experience of the placement resource	If none, please state.
Criminal Background Check (CBC)	Dates CBC were conducted on all adults who may have frequent contact with the child and the results of those checks.
Child Abuse and Neglect Screening (CANS)	Dates CANS checks were conducted on all adults who will have frequent contact with the children in the home. Additionally, CANS checks must be completed in every state in which they resided within the previous five years.
Ability to meet financial needs	Combined monthly net income, any additional sources of income, average monthly expenditures, resource's ability to meet the additional financial impact of adding members to the household, and discussion regarding applying for other funds including financial assistance available if the child will be adopted.
Emergency care plan	Plan in case of incapacitating illness or death of placement resource and date of discussion with designated caretaker.
Social and family network supports	Description of relationships of placement resource with extended family, other social network such as church, social clubs, or other activities.

Items	Description of contents
References	References must include at a minimum five who have known the placement resource for not less than two years and no more than two references may be from the placement resource's own family.
Evaluative conclusions	Based upon the evaluation, address the placement resource's ability to protect and nurture children, meet their developmental needs or developmental delays and willingness to provide a safe and stable home.
Recommendation	Specifically articulate whether the placement is approved or denied and reason. The assessment shall be signed by the assigned worker and reviewed and signed by the supervisor.

Approvals and denials

1. The FPO ICPC team receives approved and denied home study from each jurisdiction and other state ICPC offices. The documents are reviewed, and the approval or denial is entered into UNITY and NEICE and forwarded to the appropriate worker and supervisor or ICPC office.
 - a. Approvals: The completed home study report, foster care license if applicable, approved and signed 100A and NEICE transmittal are sent to the assigned worker and supervisor or the placing child welfare agency for a final placement determination. The placement should be made within six months of the date the 100A is signed. If placement cannot be made within that time frame, an extension may be requested. Extensions are granted on a case-by-case basis and are usually for a short period of time and must be agreed upon by both the sending and receiving state.
 - b. Denials: The denial letter and home study, signed 100A and NEICE transmittal are sent to the assigned worker and supervisor. The FPO ICPC team then closes the ICPC portion of the case in UNITY and NEICE.
 - c. Withdrawal: The prospective placement resource is no longer interested or willing to proceed with the home study process. The signed 100A indicating state withdrawal and a NEICE transmittal stating it is closed will be sent to the assigned worker. The FPO ICPC team then closes the ICPC portion of the case in UNITY and NEICE.

Placement:

1. When the child is placed, a 100B is generated from UNITY for an outgoing ICPC or received from the other state's ICPC office. This document is notification that the child has been placed and supervision should begin. The receiving state has thirty days from the notification of placement to begin supervising the child. The local worker may coordinate with the receiving state to arrange for travel.
2. It is the responsibility of the FPO ICPC team to:
 - a. Forward a copy of the 100B from the sending state to the receiving state's child welfare agency for assignment to a supervising caseworker and enter the placement into UNITY and NEICE.
 - b. If an approved placement will not be utilized, the receiving state is notified via a 100B through the FPO ICPC team and forwarded to the appropriate worker or ICPC office.

Supervision (Regulation 11):

Supervision requirements outlined below apply to cases where Nevada is the sending and the receiving state.

1. Supervision must begin when the child is placed in the receiving state, pursuant to an approved placement under [Article III\(d\) of the ICPC](#) and the receiving state has received a 100B form from the sending state indicating the date of the child's placement. Supervision can and should begin prior to receipt of the form 100B if the receiving state has been informed by other means that they child has been placed pursuant to an approved placement under [Article III\(d\) of the ICPC](#).
2. Supervision must include face-to-face visits with the child at least once a month and beginning not later than 30 days from the date the child is placed. Most visits must occur in the child's home. Face-to-face visits must be performed by a child welfare caseworker in the receiving state. The purpose of the face-to-face visits is to help ensure the ongoing safety and well-being of the child. If significant issues of

concern are identified during a face-to-face visit or at any time during a child's placement, the receiving state shall promptly notify the local worker and the central compact office in the sending state. Refer to statewide policy [0205 Caseworker Contact with Children, Parents, and Caregivers](#) for additional information.

3. The child welfare caseworker assigned to supervise a child placed in the receiving state shall complete a written supervision report at least once every 90 days following the date of the receipt of the 100B form. Quarterly reports are exchanged by the state ICPC offices. The assigned worker will submit the report to their state's ICPC office who will forward it to the other state's ICPC office for tracking. At a minimum, such reports shall include the items listed below.
 - a. Date and location of each face-to-face contact with the child since the last supervision report was completed.
 - b. A summary of the child's current circumstances, including a statement regarding the ongoing safety and well-being of the child.
 - c. 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 Individual Education Program (IEP) documents.
 - d. A summary of the child's current health status, mental health, the dates of any health-related appointments that have occurred since the last supervision report was completed, the identity of any health providers seen, and copies of any available health related evaluations, reports, or other pertinent records.
 - e. An assessment of the current placement and caretakers, such as the physical condition of the home, caretaker's commitment to child, current status of caretaker and family, any changes in family composition, health, financial situation, work, legal involvement, social relationships, and child care arrangements.
 - f. A description of any unmet needs and any recommendations for meeting identified needs.
 - g. The supervising caseworker's recommendation regarding continuation of the placement.
4. Supervision must continue until:
 - a. The child reaches the age of majority or is legally emancipated; or
 - b. The child's adoption is finalized; or
 - c. Legal custody of the child is granted to a caregiver, or a parent and jurisdiction is terminated by the sending state; or
 - d. The child no longer resides at the home approved for placement of the child pursuant to [Article III\(d\) of the ICPC](#); or
 - e. Jurisdiction over the child is terminated by the sending state; or
 - f. Legal guardianship of the child is granted to the child's caregiver in the receiving state.
5. Any time issues with communication between states occur, the FPO ICPC team should be contacted at NVICPC@dcsf.nv.gov so that the team can mediate the issues. Examples of times when the FPO ICPC team can assist.
 - a. Monthly communication
 - b. Quarterly reporting
 - c. Updates on pending home studies

Case closures:

1. ICPC cases can be closed, with concurrence, for the following reasons.
 - a. The child is reunified with the parent; or
 - b. The child has been returned to the sending state; or
 - c. The child reaches the age of majority; or
 - d. The child is adopted; or
 - e. Guardianship is granted.
2. When closure occurs, the sending state caseworker will prepare the 100B indicating the reason for closure with the attached copy of the court order and route it to the FPO ICPC team who will then complete the following.
 - a. Forward the closure notification received from the sending state, 100B, and court order dismissing the receiving state from continued supervision to the child welfare agency.

- b. Maintain a copy of the final 100B and court order.
 - c. Close the ICPC case assignment and program in UNITY and maintain a copy of the closed file internally.
3. If the sending child welfare agency determines they will not utilize an approved placement, the 100B must be generated by the assigned worker and sent to the FPO ICPC team, who will notify the receiving state that the placement will not be used, and the case is closed.
 4. If there is a case to be closed that has a pending ICPC assignment, email the FPO ICPC team at NVICPC@dcs.nv.gov so that the ICPC assignment can be closed.

Timeline:

1. Per [Section 471\(a\)\(26\)\(i\)\(II\) of the Safe and Timely Interstate Placement of Foster Children Act](#), it is required that the receiving state return the results to the sending state with 60 days and the home study must indicate how the placement is in the best interests of the child. This time frame precludes training and education for prospective foster or adoptive parents as well as receipt of FBI results. Although the training requirements are not included within this timeframe, they are still required for licensure and approval.

Documentation: Whenever possible, electronic referrals are preferred and can be submitted electronically at NVICPC@dcs.nv.gov or via NEICE. For those referrals sent via U.S. mail, the referral is scanned and saved internally in a case file specific to the child, family, or placement resource.

Case file documentation (paper)

File location	Data required
<ul style="list-style-type: none"> • Nevada ICPC maintains a comprehensive electronic file for all incoming and outgoing requests internally. 	<ul style="list-style-type: none"> • Original case documents and case documents for each subsequent home study request • Signed 100A • Signed 100B, if placement is approved and made • Foster care license, if applicable • Supervisory reports • All correspondence

UNITY documentation (electronic)

Applicable UNITY screen	Data required
<ul style="list-style-type: none"> • CFS306F (Case log tool) 	<ul style="list-style-type: none"> • Name, DOB, SSN, IV-E eligibility, ethnicity, SOGIE characteristics • Responsible for planning (person or agency requesting the home study) • Placement resource information, including address and phone number

JURISDICTIONAL ACTION

Development of internal policies: The child welfare agencies are to develop their own internal policy and procedures to ensure ICPC packets and home studies are completed and submitted in a timely manner as outlined in this policy. The child welfare agencies are to assign staff for the purpose of caseworker visits upon the request of the ICPC team.

Supervisory responsibility: The supervisor or designee assigned by the child welfare agency will ensure ICPC packets are completed in compliance with this policy, submitted timely, and that all home visits and caseworker contacts are aligned with this policy.

STATE RESPONSIBILITIES

DCFS FPO will monitor compliance with this policy and provide technical assistance regarding program development and implementation to the child welfare agencies.

POLICY CROSS REFERENCE

Policies: [0205 Caseworker Contact with Children, Parents, and Caregivers](#)

ATTACHMENTS

- FPO 0701A – ICPC Financial Medical Plan Update
- FPO 0701B – ICPC General Checklist
- FPO 0701C – PR Statement Confirmation
- FPO 0701D – ICPC Regulation 2 Adopted 2011
- FPO 0701E – Revised 101 Form
- FPO 0701F – Residential Treatment Facility (RTC) ICPC Guide