

Instructions For Completing ICPC Form 100B

Form ICPC-100B is used to (1) confirm that an approved placement in accordance with the Compact has been made, (2) withdraw a request prior to the homestudy, (3) indicate that an approved resource will not be used, (4) to report a change in the placement resource and/or type of care, (5) to close an ICPC case. It is an extremely useful tool for both the Compact offices and local agency staff in maintaining a current knowledge of the child's movement into, out of and, if pertinent, within the receiving state. It is also a very important mechanism for notifying another state when a placement under the Compact has been terminated and, thus, providing formal confirmation of case closure. If you open a case, you must close a case.

While it is the responsibility of the sending state to complete ICPC 100B's, the receiving state may complete the ICPC 100B if they become aware of a placement change or reason for termination.

Complete one form per child.

Section I: Identifying Information

Enter the full legal name and birth date of the child concerning whom this placement information is being reported.

Enter the names of the legal mother and the legal father as on the ICPC-100A.

Section 2: Placement Status

To confirm the Initial Placement, indicate the resource's name and address and the exact date of placement. For Type of Care, enter the same information that is marked for that item on Form ICPC-100A: Foster Family Care, Adoption, etc; with relative placements, specify the relationship.

If some aspect of the placement changes while the child remains in the receiving state, mark the Placement Change box and indicate the exact date of the change. If the child moves from one placement resource to another, mark all of the remaining boxes and enter the requested information. For example, if a child leaves his/her parents' home and is placed in a residential treatment center, fill in the center's name and address and indicate the new Type of Care. Subsequent ICPC-100B's will list the new Placement Resource under Identifying Information. Any additional moves to replace the child within the receiving state will be reflected in this same manner. If only the Name (e.g., mother re-marries) or Address (original placement resource moves) changes, mark and complete only those items which are applicable.

An ICPC 100B should be completed when there is a change of purpose in an existing placement, e.g., from foster care to adoption (Reg. 8).

Section 3: Compact Termination

If you have submitted Form ICPC-100A to request approval and have decided not to explore that resource further, mark the box for Placement Request Withdrawn and the date of your decision. This item will be used only when no action has yet been taken on Form ICPC-100A. If you are withdrawing more than one request, submit separate ICPC-100B's on each and list each respective Placement Resource.

Adoption Finalized: If an ICPC adoptive placement has been finalized, mark that box and the appropriate box for the state in which finalization occurred, Sending or Receiving.

Child Reached Majority/Legally Emancipated: Mark this box if the child has reached 18 and has simultaneously ceased to be the responsibility of the sending agency or if the child has become emancipated through such legal action as marriage or court decision.

Legal Custody and/or Guardianship Awarded to Returned To: This item is to be marked when final custody or guardianship (wording varies among states) has been disposed of with the concurrence of the receiving state. Indicate the Name and Relationship of the person(s) to whom this applies.

Treatment Completed: Mark this item when the placement resource has been providing a specific treatment-oriented service, that service has been completed and the child is, therefore, being discharged from the facility (e.g., Residential Treatment Center).

Sending State's Jurisdiction Terminated: This item is marked when the jurisdiction of the sending state has ended for some reason other than that which relates to the third category (Legal Custody . . .); for example, if formal legal custody/guardianship is not going to be addressed but both states agree that supervision is no longer required or if both states agree to transfer jurisdiction to the receiving state. If the sending state's jurisdiction is terminated without the concurrence of the receiving state (including custody/guardianship transfer), the decision was made unilaterally and that box should be marked as well.

Child Returned to Sending State: Mark this box when the child returns to the state he/she was placed from.

Child Moved to Another State: Mark this box when the child moves to a state other than the sending state.

Approved Resource Will Not Be Used For Placement: This box should be marked when you have received approved ICPC-100A's but have decided not to place the child with that resource.

Other: Please mark and specify if the reason for Compact Termination is not listed above, for example, the entire family moved to another state (new address should be indicated under Placement Change), the child ran away and his/her whereabouts are unknown, etc.

Date of Termination: Put down the exact date of the activity which terminated the Compact Agreement.

Section 4: Signatures

If a private individual or local agency is completing the form, please have a designated person sign the first block, identify his/her agency, and date the signature.

The second block should be signed and dated in the Compact Office.

Section 5: Distribution

Self-explanatory.