**ICPC Process**

**Request**
1. Submits 100A and completes request documents to send to VA-ICPC.
2. Reviews request for completeness and forwards to RS.
3. Reviews request for completeness and forwards to Receiving Agency.
4. Reviews request. Conducts family assessment in accordance with their State laws and regulations. Makes recommendation about the suitability of the potential caregiver.

**Decision**
5. Reviews family assessment for completeness and compliance with state laws. Approves or denies placement. Signs 100A. Sends to VA-ICPC.
6. Reviews the family assessment and 100A. Sends to Sending Agency. If denied, closes case.
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.

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

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

**Closure**
14. Reviews and signs 100B to close and forwards to RS-ICPC. Closes case.
15. Reviews 100B to close and forwards to Receiving Agency. Closes case.
16. Closes case. Submits any outstanding supervision reports, as needed.

*All documents are sent through the NEICE system.*

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