# ICPC Requests for Group Care

*Note: This guide only outlines the places where the group care ICPC process deviates from the standard ICPC process. Make sure that you already know the standard ICPC process, or follow along in the ICPC e-learning as you use this guide.*

## Out-of-State ICPC Placements

#### ICPC Requests & Approvals

An ICPC request and signed 100A are required prior to sending a dependent child out of state for a group care placement, but an approved home study is *not* required.

Submission of the 100B initiates basic medical coverage, but *not* courtesy supervision or access to other services.

#### ICPC Referral Packet

The ICPC Referral Packet for a group care request only requires one copy of each document, included in the following order:

1. The 100A form
2. A cover letter that
   1. Identifies the needs of the child/youth
   2. Indicates how and why those needs cannot be met in Washington State
   3. States that if the placement disrupts, the assigned Washington State Worker/Office will return the child/youth to Washington within 5 days
   4. Describes the financial/medical plan
3. An acceptance letter/email from the group care facility
4. The most recent court order
5. The most recent court report

The ICPC Referral Packet can be scanned as one document and emailed to the general Headquarters ICPC mailbox ( [WAICPC@dshs.wa.gov](mailto:WAICPC@dshs.wa.gov) ). Note that only group care requests may be scanned and emailed.

The receiving state has 3 days to approve the request sent by Headquarters ICPC.

#### Managing an ICPC Case

In the case of group care, there is no assigned Worker in the receiving state, and there is no courtesy supervision. You need to make arrangements for your monthly Health and Safety Visits either with the group care facility, or by contracting with a private agency. However, Health and Safety Visits for group care placements within 50 miles of the Washington State border may be completed by a Washington State Worker. You will also need to contract for any other services the youth may need, which are not directly provided by the group care facility.

Since there is no assigned Worker in the receiving state, you will not receive Quarterly Supervision Reports. However, you will receive reports from the group care facility, consistent with the facility’s reporting process. For example, some group care facilities provide a monthly report.

#### Closing an ICPC Case

You must also send the 100B form when the child completes treatment or returns to Washington State so both state’s ICPC Administrators can close the ICPC file on the child/youth.