

Provisional Placement Procedures

Minimum Criteria for a Provisional Placement

1. Child must originate from one of the counties covered by the agreement: Clark, Cowlitz, Multnomah, Washington or Clackamas.
2. Proposed placement resource must be a relative or someone with whom the child has an established relationship and has spent significant time with.
3. Proposed placement resource must be located in one of the counties covered by the agreement: Clark, Cowlitz, Multnomah, Washington or Clackamas.
4. For background check purposes, the proposed placement resource must not have resided outside of Washington and Oregon for more than 30 consecutive days within the last 3 years.
5. The child must not physically reside with the placement resource at the time of the provisional placement request or at any time before approval to place is granted by the receiving state.

Referral Process

Sending State Local Worker

1. Complete the Provisional Interstate Placement Request form.
 - a. Complete all fields of the form, or referral will not be accepted.
 - b. Conduct a direct interview with the placement resource in order to obtain information for section III of the form (Placement Resource Information).
 - c. In addition to obtaining information from placement resource, inform placement resource of need to cooperate with receiving state personnel assigned to do the study, to respond promptly to any and all requests for information and to be available for in-person visits at their home both before and after provisional placement approval.
2. Obtain Supervisor's approval to submit provisional placement request.
3. E-mail the Completed form to your state's ICPC office along with the following scanned-in documents for each child identified for placement
 - a. Completed form 100A
 - b. Court order indicating agency's custody of the child
 - c. Copy of abuse/neglect report and assessment that resulted in child entering care, if available
 - d. Psychological, medical or other relevant evaluations, if available

- e. Birth certificate and/or Soc. Sec. card, if available
4. Respond promptly to any requests for additional information needed to continue provisional placement process.

Sending State ICPC Office

1. Review Provisional Placement Request form and other documents submitted for completeness and to determine whether or not the request meets criteria.
 - a. If information is incomplete, complete section V of the request form and e-mail it back to the local worker and supervisor.
 - b. If request does not meet criteria, complete section V of the request form and return it to the local worker and supervisor.
2. Following receipt of complete request form and other required documents, complete section V of the request form, and E-mail all information to receiving state ICPC Office by close of business on the day received or no later than 10 AM on the next business day if information is received from local branch after 2 PM.
3. Respond promptly to any requests for additional information needed to continue provisional placement process.

Evaluation Process

Receiving State ICPC Office

1. Review Provisional Placement Request form and other documents submitted for completeness and to determine whether or not the request meets criteria.
 - a. If information is incomplete, complete section VI of the request form, and e-mail it back to the sending state ICPC office.
 - b. If request does not meet criteria, complete section VI of the request form and return it to the sending state ICPC Office.
2. Following receipt of complete request form and other required documents, complete section VI of the request form. Indicate noon on the 7th business day following receipt of a complete provisional placement request as the deadline for the local worker to complete the evaluation of the placement resource.
3. E-mail all information to local worker by close of business on the day received or no later than 10 AM on the next business day following receipt if information is received from sending state ICPC office after 2 PM.
4. E-mail completed Provisional Placement Request form, including signature of Receiving State ICPC office personnel indicating approval or denial of

provisional placement request, no later than close of business on the 7th working day after the date on which the placement request was e-mailed to the local branch in the receiving state.

Receiving State Local Worker

1. Ensure that any provisional placement requests received were sent by the receiving state ICPC office. Do not act on a request received from any other source, and instead, send it to the receiving state ICPC office.
2. As soon as possible following receipt of a provisional placement request from the sending state ICPC office, contact the identified placement resource to schedule an appointment at the placement resource's home.
3. Complete all activities necessary to approve or deny the provisional placement request before noon on the 7th business day following the date on which the request was received from the sending state (due-date and time is indicated in section VI of the request form).
4. Complete section VII of the Provisional Placement Request Form and e-mail it to the receiving state ICPC office before the deadline indicated in section VI of the provisional placement request form.

Placement Process

Sending State Local Worker

1. Place the child or children with the provisionally approved placement resource within no more than 20 days from the date of the provisional approval. If the placement is not made within 20 days, contact the sending state ICPC office to determine which of the following should occur:
 - a. Ask receiving state to continue evaluation of the proposed placement resource. Placement may be made if and when full placement approval is issued by the receiving state.
 - b. Withdraw the placement request.
 - c. Submit a new provisional placement request according the procedure above
2. Complete form 100B to indicate date of placement and transmit to the ICPC Office in the Sending state. Sending state will process and forward it to the receiving state ICPC Office. Sending of the 100A is critical , because, among other things, it serves as the signal to the receiving state to begin courtesy supervision of the placement

3. Contact the placement resource as soon as possible after provisional approval, and inform the placement resource of the need to complete the full approval process. Emphasize the need for the placement resource to promptly provide any requested information, to be readily available for interviews and home inspections and to take whatever steps are required by the receiving state to achieve full approval. Inform the placement resource of the fact that receiving state can require the child or children to be returned to the sending state if the placement resource fails to provide information and complete activities necessary for full approval within the timeframe required by the receiving state.

Receiving State Local Office

Begin courtesy supervision of the placement immediately upon being made aware of the child's physical placement in the home of the approved placement resource. Courtesy supervision must comply with all the requirements of ICPC Regulation 11.