

## TIPS/REMINDERS for ICPC packets during COVID

- Review the ICPC checklist- If you do not understand what is being asked or are lacking some documents, please contact the ICPC specialist for clarification.
- Make sure your cover letter has details regarding the case and the name and contact information of the assigned worker.
- All packets need to be emailed to the appropriate ICPC specialist. Their contact information is at the bottom of this document.
- Requests should be scanned in one attachment for easier processing.
- The State ICPC office will only hold incomplete home study packets for 2 weeks and residential placement packets 30 days. You will be notified on missing documents vis email.
- If the court or MDT discusses placing a child across state lines prior to ICPC approval, always explain that this is a violation of the Compact and the state can deny any services requested that are covered by the Compact. The services impacted by a violation of the Compact include supervision of that child in placement, completion of a home study on the placement resource, medical coverage for the child, and adoption finalization by the receiving state.
- When an appropriate relative is identified as a possible placement resource, the request should be submitted as soon as possible. Home Study approvals take at least 60 days or longer, so submit your request as soon as you can.
- Regulation 7 timeline – The completed packet with a signed court order requesting the study to be expedited needs to be in the State ICPC Office within 3 business days of the Judge’s signature. These packets can be emailed to our office.
- Timeframes on approvals - Once you have an approval a home study or residential placement, the home study approval is valid for 6 months and the residential placement approval is valid for 30 days. Extensions can be requested of the other state if the planned placement date is after the 30 day approval deadline date.
- Status updates on a request that has already been submitted should be requested through the proper ICPC channels. This means you need to contact a WV ICPC specialist to ask for an update. This can take a few days to get a response so make sure you ask in a timely manner.
- ICPC State Office staff are available for questions, so please ask questions of you do not know how to handle something.
- **If you have a situation which you feel requires immediate action, please do not hesitate to contact the specialist listed or the Deputy Compact Administrator by emailing [Andrea.N.RamseyMitchell@wv.gov](mailto:Andrea.N.RamseyMitchell@wv.gov)**

**Nicole Chapman**

ICPC Specialist

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Caseload A-L (Under the oldest child's last name)

**Alicia Hawkins**

ICPC Specialist

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Caseload M-Z (Under the oldest child's last name)