

	<b>INDIANA DEPARTMENT OF CHILD SERVICES CHILD WELFARE MANUAL</b>	
	<b>Chapter 9:</b> Interstate Compact for the Placement of Children (ICPC)	<b>Effective Date:</b> November 1, 2008
	<b>Section 11:</b> Transportation Costs	<b>Version:</b> 1

<b>POLICY</b>	<b>OLD POLICY: N/A</b>
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The Indiana Department of Child Services (DCS) will pay all transportation costs related to the Interstate Compact for the Placement of Children (ICPC) out of state placement of a DCS ward. This includes travel costs related to the child returning to Indiana for visits with parents and/or siblings as well as travel costs for the Family Case Manager (FCM) to visit an Indiana child placed out of state through the ICPC program.

**Note:** The FCM must receive approval from the Deputy Director of Field Operations to visit an ICPC child placed out of state. In addition, travel arrangements for visits must be made ahead of time in order to qualify for the lowest airfare rates possible.

DCS will **not** pay any transportation cost associated with:

1. The ICPC placement of child from another state being placed in Indiana;
2. Private interstate adoptions; or
3. International adoptions.

For DCS wards, DCS will pay for the return of the child to the state of Indiana should the placement fail or no longer be in the child's best interest.

Code References

[IC 31-28-4: Interstate Compact on the Placement of Children](#)

<b>PROCEDURE</b>
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In preparation for visiting a child placed in another state, the FCM will prepare and submit a letter requesting permission to travel to their DCS Local Office Director.

The DCS Local Office Director will forward all travel request letters to the Deputy Director of Field Operations.

The Deputy Director of Field Operations will:

1. Approve or deny the travel request; and
2. Forward the approved or denied travel request to the FCM.

If the travel request is approved, the FCM will:

1. Contact DCS Travel Services to:
  - a. Make travel arrangements for them to visit a child placed out of state;
  - b. Make travel arrangements for Indiana wards to travel to and from out of state placements, as well as travel to and from visits with parents and siblings.

**Note:** Directions for making travel arrangements can be found in the DCS Travel Bulletin, located at <http://intranet.dcs.in.gov/pdf/DCSTravelBulletin2007.pdf>; and

2. Visit with the child once every (60) days.

**Note:** The DCS Deputy Director of Field Operations will also approve all travel costs for the child to travel to visit parents and/or siblings. The FCM should work with their Supervisor to make travel arrangements for Indiana children placed out of state who will be returning to Indiana to visit parents and/or siblings.

<b>PRACTICE GUIDANCE</b>
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N/A

<b>FORMS AND TOOLS</b>
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N/A

<b>RELATED INFORMATION</b>
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The DCS Travel Services can be reached at [DCSTravelInquiries@dcs.in.gov](mailto:DCSTravelInquiries@dcs.in.gov).