



Michael R. Pence, Governor
Mary Beth Bonaventura, Director

Indiana Department of Child Services
Room E306 – MS47
302 W. Washington Street
Indianapolis, Indiana 46204-2738

317-234-KIDS
FAX: 317-234-4497

www.in.gov/dcs

Child Support Hotline: 800-840-8757
Child Abuse and Neglect Hotline: 800-800-5556

Date: April 1, 2016

To: MaGIK Users

From: Mary Beth Bonaventura, Director
Jane Bisbee, Deputy Director of Field Operations
Corinne Gilchrist, Deputy Director of Placement Support and Compliance
Reba James, Deputy Director of Permanency and Practice Support
Wade Hornbacher, Deputy Director of Legal Operations
Department of Child Services (DCS)

Subject: Out-of-State Residential Facility Placements
DCS-16-01

The Indiana Department of Child Services (DCS) will consider placement of a child in an out-of-state residential facility when the placement is in the best interest of the child and all appropriate in-state facility options have been exhausted (including but not limited to, existing DCS contracted providers and/or services; offers of a one (1)-to-one (1) supervision rate to address the child's needs; and any potentially appropriate waivers and/or variances). When considering an out-of-state placement, facilities with an active DCS contract should be considered first. **DCS will not place a child in a residential facility without a fully executed contract** (see [IC 31-40-1-2](#)).

Note: Placement of a child in a facility that does not already have a fully executed contract will take in excess of 60 days. However, the DCS Director may make an exception and approve the placement.

All DCS contracted facilities, even those out of state, are subject to annual reviews.

Child in Need of Services (CHINS) Cases

The Family Case Manager (FCM) must submit a request for approval of out-of-state residential placement to the Deputy Director of Placement Support and Compliance, or OutofStatePlacement@dcs.in.gov. Written approval of the Residential Placement Committee (RPC) and written agreement of the Regional Manager (RM) of origin (if not included in the RPC) must be attached to the email request.



Protecting our children, families and future

The FCM will request court approval of the placement and initiate an Interstate Compact on the Placement of Children (ICPC) **only** upon receipt of the approval of the Deputy Director of Placement Support and Compliance. **The child may not be placed in the out-of-state facility prior to receiving court approval, approval of the DCS Director (or designee), and an approved ICPC.**

Note: The FCM should begin completing the ICPC packet at the time he or she submits the request for approval to the Deputy Director. However, the packet should not be submitted until the Deputy Director's approval is obtained.

Probation Cases

A request for approval of an out-of-state placement must be submitted to the Deputy Director of Juvenile Justice Initiatives and Support. **The child may not be placed in the out-of-state facility prior to receiving court approval, approval of the DCS Director (or designee), and an approved ICPC.**

Sincerely,

Mary Beth Bonaventura, Director



Protecting our children, families and future