



NEW JERSEY DEPARTMENT
OF CHILDREN AND FAMILIES

New Jersey Department of Children and Families Policy Manual

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Establishing Supervision 8-30-99

The Interstate Services Unit notifies the Local Office of the placement date and sends a copy of the ICPC 100B, Interstate Compact Report on Child's Placement Status. After receiving the information from the Interstate Services Unit, the Supervisor and Worker review the material. Ensure a copy of the court order is in the material, documenting that the sending state retains custody of (and, thus, financial responsibility for) the child. The Worker verifies the child's presence in New Jersey, notifying the Interstate Services Unit if the child has not been placed. When an out-of-state agency has requested supervision in direct communication with the Local Office, the Interstate Services Unit must review the request; see [CP&P-VIII-D-1-200](#), before supervision is established except in an abuse/neglect referral. In that case the usual CPS procedures are followed, and the Interstate Services Unit is notified as soon as possible following the initial investigation.

After receiving approval from the Interstate Services Unit to establish supervision, the Worker documents all intervention in the NJS application. Note in the CWS Summary, DCF Form [3-1](#), that the out-of-state agency is financially responsible for the child. Enter the appropriate municipality code in NJS.

Procedures Related to Establishing Supervision 8-30-99

RESPONSIBILITY	ACTION REQUIRED
Supervisor	<ol style="list-style-type: none"> 1. Review the ICPC 100B noting the effective date of placement. 2. Assign to the Worker.
Worker	<ol style="list-style-type: none"> 3. Review materials noting the effective date of placement. Ensure a

	<p>copy of the court order (documenting custody is held by the sending state) is in the material.</p> <ol style="list-style-type: none"> 4. Verify the child's presence in New Jersey. 5. Notify the Interstate Services Unit in the event the child has not been placed. 6. Register the case according to CP&P-II-A-1-100. Use the NJS Identification number assigned for the home assessment.
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Payments (Foster Care, Medical Coverage, Educational Costs) 11-25-92

If the placement involves a foster family, the out-of-state agency is responsible for any foster care expenditures and medical coverage for the child. For medical coverage for children who are IV-E eligible, see [CP&P-V-A-3-600](#). The out-of-state agency is also responsible for providing specific information to the foster parent about how to obtain payment for other expenditures made on behalf of the child. It is important for the out-of-state agency to make the foster family aware of these procedures prior to placement in New Jersey or as soon as possible after placement.

If the foster family is having difficulty in locating medical providers to serve the child, CP&P can provide assistance to the foster family by asking the Local Medical Assistance Unit (LMAU) to help find providers who accept out-of-state Medicaid. The Interstate Services Unit acts as liaison to the out-of-state agency regarding problems related to obtaining medical providers and other services.

If a child requires special services, the Local Office informs the out-of-state agency and obtains their approval. The out-of-state agency advises the Local Office of the method of vendor payment if appropriate, before securing the required services.

If a New Jersey public school district requests payment of educational costs for a child residing with a non-related person or a relative, including one who cannot prove relationship, the sending state is responsible for tuition payments. Conflicts regarding payments of the educational costs are referred through the Area Director to the Interstate Services Unit. Tuition to a private school is the responsibility of the sending state, if permissible and in accordance with the sending state's policy and laws.

Supervision and Periodic Reports 5-16-2011

In accordance with Federal Regulation No. 1, Conversion of Intrastate Placement into Interstate Placement; Relocation of Family Units, and Federal Regulation No. 11, Responsibility of States to Supervise Children (see [CP&P-VIII-D-3-1100](#)), the out-of-state agency requests courtesy supervision of the placement and periodic supervision reports. The Worker and Supervisor shall submit all reports to the out-of-state agency, through the Interstate Services Unit (ISU). The frequency of these reports is usually specified on the ICPC 100A.

The ICPC Supervision Report - 30 Day includes: a summary of the contact, the child's progress, significant changes in the child's adjustment, recommendations for continued placement or supervision, information on any unmet needs of the child, and documentation of concurrence of the State's plan with the receiving State. Workers use this report for the first month a child is in an out-of-state placement.

See the ICPC Supervision Report - 30 Day. Workers can find this form and its instructions in the online Forms Manual.

The ICPC Supervision Report - 90 Day also includes: a summary of the contact, the child's progress, significant changes in the child's adjustment, recommendations for continued placement or supervision, an assessment of the current placement and caregivers, and progress toward achieving the current permanency goal. Workers complete this report at the end of the first 90 days from receipt of the ICPC 100B, and every 90 days thereafter until permanency is achieved.

See the ICPC Supervision Report - 90 Day. Workers can find this form and its instructions in the online Forms Manual.

The CP&P Form [26-81](#), Family Summary/Case Plan, completed by the Regional Reviewer during his or her review, may be used as, or substitute for, periodic supervisory reports. (To do so, coordinate scheduling and holding of six-month internal reviews with the progress report cycle.) More frequent progress reports may be needed or requested by the sending State, depending on the goals, time frames, and circumstances of the case. A tickler system may be used for progress report due dates.

The Supervisor and assigned Worker review the placement situation and establish casework goals and the contact schedule. In general, a monthly contact requirement is established, unless there is a need for more frequent visits. CP&P supervision can vary from monthly home visits to intensive casework services, depending on the individual case situation.

Safety Assessments are performed using the CP&P Form [22-6](#), New Jersey Child Safety Assessment (Resource Homes), in accordance with policy at [CP&P-IV-A-2-100](#), Assessing Child Safety in Out-Of-Home Placement Settings.

During supervision, continually evaluate the placement and provide casework services relevant to the goals of the case. As a part of the on-going casework service provided, conduct regular interviews with the caregiver and the child to assess the child's adjustment. Interview the child in private as well as in the presence of the caregiver.

Although the placement of a child in New Jersey by an out-of-state agency which retains legal and financial responsibility for the child is not subject to child placement review (N.J.A.C. 10:133H-3.11, see [CP&P-IV-A-3-200](#)), the child's placement shall be reviewed by the Regional Reviewer once every six months while the Division provides courtesy supervision. The review serves as an added safeguard, to ensure that the child is safe and receiving appropriate supervision and services, including permanency planning, while residing in New Jersey. The Regional Reviewer, who is responsible for holding reviews for the Local Office which is providing courtesy supervision, shall conduct the review.

The Regional Reviewer holds the first review six months after the Interstate Services Unit granted approval of the placement.

**Procedures Related to Supervision, Regional Reviews and Periodic Reports
12-22-2003**

RESPONSIBILITY	ACTION REQUIRED
Supervisor/Worker	1. Determine appropriate contact schedule (MVR) with child and caregiver.
Worker	2. Initiate contact schedule. See child in private during the MVR, as well as in the presence of the caregiver.
Supervisor/Worker	3. Evaluate, on an on-going basis, the placement situation and provide necessary casework services.
Regional Reviewer	4. Establish and use a tickler system for progress reports/regional reviews. 5. Conduct regional review once every six months throughout the child's placement under the Interstate Compact. (Hold

	<p>the first review six months after Interstate Services Unit approves the placement.) Complete a case plan, CP&P Form 26-81, Family Summary/Case Plan, at the review.</p> <p>6. Provide a copy of the CP&P Form 26-81, Family Summary/Case Plan, to the Worker for the case record.</p>
Regional Reviewer or Worker	<p>7. Send three copies of the case plan, CP&P Form 26-81, to the Interstate Services Unit, to serve as the "progress report" for the out-of-state agency.</p>
Interstate Services Unit	<p>8. Review and approve use of CP&P Form 26-81 as the progress report. Forward copies to the out-of-state agency.</p>

Problems During Supervision 11-25-92

During supervision, the placement may become unsatisfactory, and other plans for the child may need to be made. The needs of the child and the terms of the agreement made with the out-of-state agency responsible for the child are considered. If the disruption of the placement involves suspected abuse/neglect, follow policy and procedures in [CP&P-II-C-5-800](#) and [CP&P-II-C-2-700](#).

When a problem develops, the Local Office immediately advises the out-of-state agency through the Interstate Services Unit and requests that an alternate plan be established by that agency. If the situation is urgent, the Local Office may work directly by telephone with the out-of-state agency with the approval of the Interstate Services Unit.

Alternate Plan by OSA 11-25-92

If an alternate plan is made by the out-of-state agency, CP&P assists in making arrangements for the return of the child, but travel expenses are the responsibility of the out-of-state agency. Supervision is terminated as outlined in Volume II when the child is returned.

Temporary Alternate Plan by CP&P 11-25-92

If the out-of-state agency cannot develop a suitable alternate plan, the Local Office may need to be involved in further planning for the child. This involves mutual consent between the responsible out-of-state agency and CP&P (including approval from the Interstate Services Unit). After receiving the Interstate Services Unit written approval and authorization to proceed, as well as verification of the continued financial responsibility of the out-of-state agency, the Worker makes appropriate arrangements for the care of the child. If urgent, verbal approval and authorization from the out-of-state agency with approval of the Interstate Services Unit may be accepted until written authorization is received.

As long as the out-of-state agency continues to be financially responsible, the child continues with the assigned municipality code indicating that the out-of-state agency is responsible. Any expenditures made in his behalf are paid by the out-of-state agency. Special services require approval from the out-of-state agency.

If the case review determines there is no alternative but for CP&P to accept temporary social and financial responsibility for the child, approval is obtained from the Local Office Manager (via the CP&P Form [16-76](#)) and the Interstate Services Unit before any change in financial responsibility. Financial responsibility is changed by contacting Information Services and requesting that a new Municipality at Application be assigned to the case. The municipality is assigned according to [CP&P-III-C-1-200](#).

Procedures Related to Problems During Supervision 11-25-92

RESPONSIBILITY	ACTION REQUIRED
Worker	1. Evaluate and determine that placement requires alternate planning.
Supervisor and Worker	2. Discuss alternatives and make recommendations.
Manager	3. Prepare a report to the out-of-state agency, and send it in triplicate to the Interstate Services Unit. 4. Telephone, (if an emergency situation and with Interstate Services Unit approval) the out-of-state agency and request that an alternate plan be established. 5. Terminate case if the out-of-

	state agency makes another plan; or develop alternate plan with out-of-state agency and Interstate Services Unit authorization if appropriate.
Supervisor, Worker, and Clerk	6. Complete CP&P Form 16-76 , Special Approval Request, when CP&P plans to accept temporary social and financial responsibility for the child.
Office Manager	7. Approve or disapprove Special Approval Request (CP&P 16-76) and return to the Worker and Supervisor.
Supervisor, Worker, and Clerk	8. Update NJS as appropriate.

Termination of Supervision 11-15-92

Supervision may be terminated when:

- pre-established by agreement between CP&P and the referring state via the ICPC 100A;
- requested by the Local Office with concurrence of the Interstate Services Unit and the out-of-state agency;
- requested by the out-of-state agency with concurrence of the Local Office and the Interstate Services Unit;
- the child reaches the age of majority of the sending state, even if the age of majority is greater than 18; or
- the child is self-supporting.

Supervision may not be terminated while the out-of-state agency is continuing to financially support the placement.

CP&P Initiation of Termination of OSA Placement Supervised by CP&P 11-15-92

The Worker completes an assessment of the case situation, which includes a discussion with the placement resource. When the Worker and Supervisor determine

that supervision is no longer necessary, they make a recommendation to the out-of-state agency that supervision be terminated. The Worker and Supervisor provide a current evaluation and the reasons for recommending termination. The Supervisor forwards this information to the Interstate Services Unit for submission to the out-of-state agency.

When the Interstate Services Unit receives the OSA response, they notify the Local Office.

Actual termination must be mutually agreed upon by CP&P and the out-of-state agency. The Interstate Services Unit acts as liaison to resolve differences when there is no mutual consent. Termination is recorded as outlined in [CP&P-III-C-8-100](#) and the placement resource is notified.

Procedures Related to CP&P Initiation of Termination of OSA Placement Supervised by CP&P 11-25-92

RESPONSIBILITY	ACTION REQUIRED
Worker and Supervisor	<ol style="list-style-type: none"> 1. Discuss and review placement situation. 2. Review the terms of placement agreement. 3. Determine that supervision is no longer necessary.
Worker	<ol style="list-style-type: none"> 4. Prepare letter to out-of-state agency, with recommendation to terminate. Include current evaluation and list reasons for recommendation.
Supervisor	<ol style="list-style-type: none"> 5. Review evaluation and sign letter. Forward in triplicate to the Interstate Services Unit for review and transmittal to out-

	of-state agency.
Interstate Services Unit	6. Review and approve recommendation for termination and transmit materials to out-of state agency.
Out-of-State Agency	7. Review recommendation and <ul style="list-style-type: none"> • notify Interstate Services Unit of concurrence of termination, or • request through Interstate Services Unit that CP&P continue supervision.
Interstate Services Unit	8. Notify Local Office of out-of-state agency's decision.
Worker	9. After the out-of-state agency has agreed with the decision to terminate supervision, process the case closing per CP&P-III-C-8-100 . 10. Notify the placement resource when

	supervision is terminated.
Out-of-State Agency	11. Complete the ICPC 100B and court order and forward to Interstate Services Unit.

OSA Initiation of Termination of OSA Placement Supervised by CP&P 11-25-92

When requested by the out-of-state agency, the current situation is evaluated by the CP&P Worker including a discussion with the caregiver. The Worker and Supervisor send a report and recommendation to the Interstate Services Unit for transmittal to the OSA.

If the Local Office concurs with the out-of-state agency's request, the date of termination is included in the report and the case is terminated. The placement resource is informed when service is terminated. If the Local Office determines that there is a continued need for supervision, the Worker includes the reasons in the report. The Interstate Services Unit acts as liaison regarding the continued responsibility of the out-of-state agency.

Procedures Related to OSA Initiation of Termination of OSA Placement Supervised by CP&P 11-25-92

RESPONSIBILITY	ACTION REQUIRED
Worker and Supervisor	1. Review request for termination from out-of-state agency.
Worker	2. Prepare a current evaluation for out-of-state agency with recommendation, including effective date for termination, if appropriate.
Supervisor	3. Review and approve report and recommendation to out-of-state agency and forward in triplicate to the Interstate Services Unit for transmittal to the out-of-state agency.
Interstate Services Unit	4. Review report and transmit

	to out-of-state agency.
Worker	<p>5. Process case closing per CP&P-III-C-8-100, when appropriate.</p> <p>6. Notify placement resource when supervision is terminated.</p>