

# Did You Know?

The worker must complete ICPC Home Evaluations within twenty (20) business days of receipt of the request from the ICPC office when a priority placement (Regulation 7) is requested or complete the home study within forty-five (45) calendar days of receipt of the request from the ICPC office.

- When completing the home evaluation, worker follows guidelines in SOP 4.5.4 (Background Checks for Kinship Care Providers or Relative Caregivers) and documents the results in the home study;
- The worker sends a letter of non-compliance to the family and the ICPC office after two (2) failed attempts (first by phone, then by mail) to contact the proposed placement resource in order to complete the home study. The placement can be denied based on non-compliance with the home study process when the family cannot be contacted to complete all necessary steps.
- Once everything is completed, the worker will meet with the FSOS to establish the results of the home study (i.e. approval or denial).
- The worker emails or mails (via regular mail), one (1) copy of the home study and background checks to the ICPC office (as requested on the cover letter), to include the child's placement date, if the parent or relative home is utilized.

Please refer to SOP 10.6 for additional information.



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If you would like more information on this content, please contact the Out of Home Care Branch at (502)-564-2147.