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|  | INDIANA DEPARTMENT OF CHILD SERVICES CHILD WELFARE MANUAL | |
| | Chapter 8: Out-of-Home Services | Effective Date: June 1, 2008 |
| | Section 5: Out of County Placements | Version: 1 |

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| POLICY | OLD POLICY: 403.34 |
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The Indiana Department of Child Services (DCS) will make every effort to place a child in out-of-home care within the county having wardship of the child, unless one (1) of the following circumstances exists:

1. The noncustodial parent being considered as a potential resource resides in another county;
2. Another suitable relative caregiver resides in another county;
3. The county responsible does not have any open, appropriate resource homes available;
4. Placement in another county will allow a sibling group to be placed together; and
5. The child requires residential treatment and there is no facility in the responsible county that can meet the child's needs.

A local DCS office (herein called the "placing DCS local office") may place a child in another county if permission is obtained from the DCS local office in the county that licensed the home (herein called the "receiving DCS local office"). This does not apply to placements involving homes licensed by a Licensed Child Placing Agency (LCPA).

If the resource home is unlicensed the following applies:

1. The placing county and the receiving county must decide which DCS local office has the responsibility for licensing of the home; and
2. The placing county may license the home only if the DCS Local Office Director in the receiving county gives his or her written permission to do so. See Related Information Licensing Out of County Homes.

Code Reference

N/A

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| PROCEDURE |
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The Family Case Manager (FCM) will:

1. Encourage the convening of a Child and Family Team (CFT), and refer to the child's Placement Needs Summary to determine the most appropriate placement for the child. See separate policies, [8.1 Selecting a Placement Option](#) and [5.7 Family Team Meetings](#);
2. Notify his or her Supervisor if the most appropriate placement is in a relative home in another county or a resource home located in another county;
3. Document all reasons why the out of county placement was selected.
4. Develop a Visitation Plan for the child with the parent, guardian, or custodian. See separate policy, [8.12 Developing the Visitation Plan](#);
5. Obtain court approval for the placement recommendation; and

6. Continue all other case management duties, unless instructed otherwise by his or her Supervisor.

The Supervisor in the placing county will:

1. Work with his or her DCS Local Office Director to:
 - a. Obtain necessary permission to place the child,
 - b. Determine which DCS local office will license the home if currently not licensed, and
 - c. Determine the protocol for monitoring the home.
2. Notify the FCM of what arrangements have been made for the monitoring of the home; and
3. Assure that all involved parties (e.g., FCM, the DCS Local Office Directors, and Regional Managers in the placing and receiving counties, etc.) know what arrangements have been made for supervision of the home and visitation

PRACTICE GUIDANCE

N/A

FORMS AND TOOLS

[Tool 8.A Placement Needs Summary](#)

RELATED INFORMATION

Licensing Out of County Homes

The DCS Local Office Director must grant permission before a placing county may license a home, such as a relative home, in another county. The placing county should request a Child Protection Services (CPS) check, card file check, and any other relevant information on the family in their county of residence before completing the licensing process.

Out of State Placements

This policy does not apply to placement out of state.