

**DEPARTMENT OF CHILDREN AND FAMILY SERVICES**

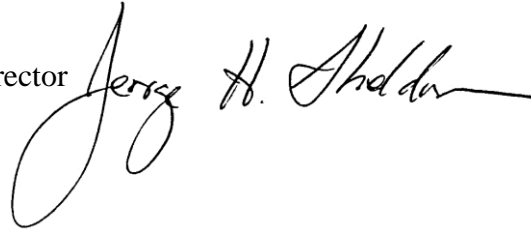
**POLICY GUIDE 2017.02**

**INTERSTATE COMPACT ON ADOPTION AND MEDICAL ASSISTANCE (ICAMA)**

**RELEASE DATE:** January 13, 2017

**TO:** DCFS and POS Staff

**FROM:** George H. Sheldon, Director



**EFFECTIVE:** Immediately

**I. PURPOSE**

The purpose of this Policy Guide is to inform Department and Purchase of Services (POS) staff of the Department's procedures for Interstate Compact on Adoption and Medical Assistance (ICAMA). At a future date, **Procedures 328, Interstate Placement of Children**, will be revised to include the information contained in this Policy Guide.

**II. PRIMARY USERS**

The primary users of this Policy Guide are DCFS and POS Permanency Supervisors and Caseworkers; DCFS and POS Foster Care Licensing Representatives and Supervisors, A&I Licensing Representatives and Supervisors; Child Welfare Agency, Child Care Institution and Group Home Administrators, Adoption Workers and Post Adoption Workers, Supervisors and Staff, Federal Eligibility and Determination Staff.

**III. BACKGROUND**

Currently 49 states and the District of Columbia have adopted ICAMA through legislation. ICAMA is an agreement between the member states that enables them to coordinate the provision of medical benefits and services to children receiving adoption assistance or in a subsidized guardianship placement in another state. When a child with special needs, receiving adoption assistance, is adopted by a family who is either living in another state at the time of the adoption or relocates to another state after the adoption, the ICAMA procedures apply. In addition, when a child with special needs lives in a subsidized guardianship (KINGAP) placement in another state at the time of the subsidized guardianship or relocates to another state after the subsidized guardianship the ICAMA procedures apply.



Medicaid benefits may change for the child when they move to another state as each state has its own standards for medical services. This means that a child may receive benefits equal to their sending state or benefits less than their sending state.

Medical assistance will be provided by the resident state to all Title IV-E eligible children. However, it is at the discretion of the resident state to provide medical benefits to children who are not Title IV-E eligible. Each state has the option to provide or not provide medical assistance for the children who are not Title IV-E eligible.

#### **IV. ICAMA PROCESS FOR CHILDREN ADOPTED IN ILLINOIS**

The following process is for children adopted in Illinois or placed into Subsidized Guardianship in Illinois.

Children from other states must start the process with their post adoption worker or ICAMA Coordinator in the state where the child was adopted or where the court ordered the subsidized guardianship.

- a) If a family is already residing out of state at the time that the adoption is finalized or subsidized guardianship is granted the Post Adoption Worker shall complete the ICAMA Referral Process as soon as the adoption or subsidized guardianship occurs in order to ensure the continuation of medical coverage for the child(ren).
- b) If a family relocates to another state after the adoption is finalized or subsidized guardianship is granted the Post Adoption Worker shall complete the ICAMA Referral Process so that medical assistance can be transferred to the new state.
- c) When a Post Adoption Worker is notified by a family that they are relocating to another state the Post Adoption Worker will verify all pertinent case information including:
  - child's name (a copy of the court order reflecting the change is required if the name of child was changed after the adoption);
  - birthdate;
  - social security number;
  - telephone number; and
  - complete mailing address.

Before an ICAMA Referral can be submitted the new address and any other new information for the adoptive family must be entered into the CYCIS Computer system.

## V. OUT OF STATE ICAMA REFERRAL PROCESS

An ICAMA Referral Packet is required for Post Adoption children to receive medical coverage in another state. The ICAMA Referral Packet consists of the following:

- a) The completed **ICAMA Referral Form, CFS 490-17**, information needs to be verified with the adoptive parent as information can change or can be incorrect in our system;
- b) The IV-E Eligibility Determination Notice completed by “ICPC Cobra”. The Post Adoption Worker emails the child’s name and CYCIS ID number to “ICPC Cobra”. The subject of the email is “for adoption”. The Post Adoption Worker will receive the Determination Notice from “ICPC Cobra” usually within 2 working days.
- c) The **CFS 1800-C-A, Adoption Assistance Agreement** form;
- d) All court orders on the adoption and name changes.
- e) A start date for the medical card in the new state should be requested on the ICAMA Referral Form. The initial start date for the new state must be after the adoptive family has left Illinois because the Illinois Medical card number will be deactivated the day before the start date of the new Medical card.

The ICAMA Referral Packet cannot be processed until all forms are completed.

These documents are emailed to “ICAMA Coordinator” at:  
[DCFS.InterstateCompactGeneral@illinois.gov](mailto:DCFS.InterstateCompactGeneral@illinois.gov).

The ICAMA Coordinator will enter this information into the ICAMA National Database which will enable the new state to provide a new medical card to the family. The best estimate of when the family will receive their medical coverage from the new state is approximately 45 days after the Post Adoption Worker submits the completed ICAMA Referral Packet to the ICAMA Coordinator at the Illinois Interstate Office. The new state is allowed up to 45 days after they are notified by Illinois to issue the new medical card.

### **Updated Information for ICAMA**

- a) Many of the adopted/subsidized guardianship children who are IV-E eligible will receive medical coverage past the age of 18. However, if we do not notify the state where the child is residing a few months before the child reaches the age of 18 then most states will stop the medical coverage at age 18. When this happens it takes a new request by the Post Adoption Worker to restart the medical coverage. This results in the child losing months of medical coverage, as well as additional work on the part of the Post Adoption Worker. To prevent this loss in medical coverage the

Post Adoption Worker shall email the ICAMA Coordinator at Illinois Interstate Office a copy of the Final Notice of Intent to Discontinue Subsidy Payments, **CFS 1800-M-2** form for any out of state youth. The Post Adoption Worker shall email the **CFS 1800-M-2** form to the ICAMA Coordinator as soon as the **CFS 1800-M-2** is approved.

- b) After a family has moved out of state, any changes in the following are to be forwarded to the ICAMA Coordinator at Illinois Interstate Office:
- children's name, a copy of the court order reflecting the change is required if the name of child was changed after the adoption;
  - social security number;
  - telephone number; and
  - complete mailing address, even if family is in the same house and the address is has changed (e.g., Previous address listed as RR. 1, Quincy, Illinois and is now 123 Oak Lane, Quincy Illinois), or they move to another state or move to Illinois.

The ICAMA Coordinator will send this information through the ICAMA Database so that the family can continue to receive their medical card.

- c) When a decision has been made to close a child's post adoption/subsidized guardianship case this information needs to be forwarded to the ICAMA Coordinator. Include the child's name, CYCIS ID # and the reason for case closing.

## **VI. NEW FORM**

### **CFS 490-17, Interstate Compact on Adoption and Medical Assistance (ICAMA) Referral Form (1/2017)**

This form is available on the "T" Drive and DCFS Website.

## **VII. QUESTIONS**

Questions about this policy guide should be directed to the Office of Child and Family Policy at 217-524-1983 or via Outlook to OCFP – Mailbox. Non Outlook users may e-mail questions to [cfpolicy@idcfs.state.il.us](mailto:cfpolicy@idcfs.state.il.us).

## **VIII. FILING INSTRUCTIONS**

Please file this Policy Guide immediately following **Procedures 328, Interstate Placement of Children.**