

**County of Orange Social Services Agency  
Family Self-Sufficiency/Adult Services Division**

**Program/Area:** Foster Care Programs  
**Title:** **Inter-county Transfers (ICT)**  
**Number:** 718 **Status:** *Signature on File*  
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**Approval:**

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**PURPOSE**

The purpose of this policy is to provide a standardized procedure for transferring juvenile dependency cases and cases managed by Foster Care Eligibility Technicians (FCET) within the State of California. This policy establishes a protocol for transferring payment responsibilities from a “sending” county to a “receiving” county to ensure continuity of benefits. The protocol for each Foster Care (FC) program will vary between a manual Inter-county Transfer (ICT) and an electronic Inter-county Transfer (e-ICT) process depending on program type.

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**COUNTY OF RESPONSIBILITY**

The sending county retains payment responsibility until the case is accepted by the receiving county. For dependency cases, juvenile court transfers the jurisdiction of a child from one county (sending) to another county (receiving). Once the receiving county has accepted jurisdiction of the case, Children and Family Services (CFS) and Foster Care eligibility cases will follow.

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**DEFINITIONS**

**INTERCOUNTY TRANSFER**

A process of transferring responsibility for payment and services for dependency and non-dependency cases from one county to another within the State of California.

**MANUAL ICT**

Manual Inter-county Transfer (ICT) is a statewide protocol using a paper-based process to transfer cases between counties; the process ensures that foster care payment/benefits are uninterrupted from county to county.

**e-ICT**

Electronic Inter-county Transfer (e-ICT) is an electronic data transfer process used to facilitate the exchange of case information between counties through a digital network. The e-ICT process allows workers to electronically send case data (System Data Transfer) and documents (Imaged Document Transfer) from one county to another regardless of the receiving or sending county’s eligibility system.

**JURISDICTION**

Custody, care and control of a child as established by the juvenile court.

### **SENDING COUNTY**

The county which currently has jurisdiction and/or payment responsibility over a dependent placed child, non-minor dependent, relinquished child, child in voluntary placement, non-related legal guardian (NRLG) non-dependent, a Former Foster Youth (FFY) or an Unaccompanied Refugee Minors (URM).

### **RECEIVING COUNTY**

The county which received jurisdiction and/or payment/benefit responsibility over above-mentioned child or non-minor.

### **NOTIFICATION DATE**

The date in which the sending/receiving county becomes aware that jurisdiction or payment/benefit responsibilities have shifted.

### **TRANSFER PERIOD**

The period of time between when the sending county initiates the transfer request while remaining responsible for payment and the receiving county accepting payment responsibilities. ICTs and eICTs have a 30-day transfer period which begins the date of the notification of transfer, as reported on the [Notification Of AFDC-Foster Care Transfer](#) (FC 18) or the date of the electronic transfer notification of the ICT. When the 30th day falls on a Saturday, Sunday or a legal holiday, the first business day following the weekend or holiday is considered to be the last day of the 30-day transfer period.

Note: The transfer of payment responsibility may occur prior to 30 days, however, doing so requires mutual agreement of the counties involved.

### **EXPIRATION OF TRANSFER PERIOD**

The end of the month following the 30-day transfer period after the sending county either mails or electronically transfers the ICT notification to the receiving county or the end of the month in which payment is discontinued, whichever is earlier.

### **REGIONAL ICT COORDINATOR**

Each region has a designated ICT coordinator for Intake and Continuing. The [FSS Regional ICT Coordinators](#) are responsible for:

- Receiving notification of an incoming or outgoing ICT
- Forwarding the request to the appropriate worker
- Collaborating with the Statewide County ICT Coordinator as needed

## STATEWIDE ICT COORDINATOR

The Statewide ICT Coordinator is responsible for contacting other counties when issues need to be escalated. Regional staff should not be contacting other counties ICT coordinators on the [Statewide County ICT Coordinator List](#).

## TRANSFER CANCELLATION

A transfer cancellation occurs when circumstances change during the transfer period which result in the sending county to discontinue the ICT process and maintain payment responsibilities.

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## MANUAL ICT

The manual ICT process is required for Foster Care and Legal Guardianship cases. Required forms and verifications will vary by program type.

### FOSTER CARE

Juvenile court transfers jurisdiction of a child from one county (sending) to another county (receiving). The assigned social worker or CFS clerical staff will notify the FCET to initiate the transfer of the foster care eligibility case and will notify the FCET via Placement Information Change (PIC) to initiate the transfer of the FC eligibility case. FCET will then initiate the transfer by sending all pertinent documents to the receiving county by mail.

Required forms/verifications include but are not limited to the following:

- [Notification Of AFDC-Foster Care Transfer](#) FC 18
- [Application for Public Assistance SAWS 1](#)
- [Statement of Facts Supporting Eligibility for AFDC-Foster Care](#) FC 2
- [Foster Child's Data Record AFDC-FC Certification](#) SOC 158A
- [Approval of Family Caregiver Home](#) SOC 815 / [Resource Family Approval Certificate](#) RFA 05A
- [Determination of Federal AFDC-FC Eligibility](#) FC 3
- [AFDC-FG/U Worksheet](#) FC 3A
- [Emergency Assistance](#) EA 1
- Child Support
  - [Support Questionnaire](#) CW 2.1(Q)
  - [Referral To Local Child Support Agency](#) CW 371
  - [Child Support–Good Cause for Noncooperation](#) CW 51

Verifications as applicable	Description
Age Verification	Birth Certificate, Passport or other documentation of birth
Non-Citizen Status	Documentation of the child's non-citizen status or PRUCOL

Social Security Number	Social Security Card or other verification of the child's SSN
Minute orders	Detention, Jurisdictional/Dispositional/ Permanency Hearing
POEM	All documentation supporting the determination that the child is, or is not, federally eligible
School Verification	Documentation from school indicating expectation to graduate prior to 19 <sup>th</sup> birthday
SCI	Available documentation, such as <a href="#">Specialized Foster Care Request</a>

Note: Foster Care cases which are county only funded (9X) are transferred only by director level mutual agreement of both the sending and receiving counties.

### NON-RELATED LEGAL GUARDIAN (NRLG)

When a FCET is notified by CFS that a non-dependent child placed with a NRLG receiving AFDC-FC moves out of Orange County, an ICT to the appropriate California county of residency is initiated by the FCET.

Required forms/verifications include but are not limited to the following:

- [Notification Of AFDC-Foster Care Transfer](#) FC 18
- [Application for Public Assistance SAWS 1](#)
- [Statement of Facts Supporting Eligibility for AFDC-Foster Care](#) FC 2
- [Foster Child's Data Record AFDC-FC Certification](#) SOC 158A
- [Mutual Agreement For 18 Year Olds](#) SOC 155B (If applicable)
- [Six-Month Certification Of Extended Foster Care Participation](#) SOC 161 (if applicable)
- [Mutual Agreement For Extended Foster Care](#) SOC 162 (if applicable)

Verifications as applicable	Description
Age Verification	Birth Certificate, Passport or other documentation of birth
Non-Citizen Status	Documentation of the child's non-citizen status or PRUCOL
Social Security Number	Social Security Card or other verification of the child's SSN
Income	Child's Income
Property	Child's Property
Documentation of Guardianship	Letter of guardianship or minute order establishing guardianship
School Verification	Documentation from school indicating expectation to graduate prior to 19 <sup>th</sup> birthday

SCI	Available documentation, such as <a href="#">Specialized Foster Care Request</a>
Notification to Reapply	Written notification of responsibility to apply for a redetermination of eligibility in the receiving county.

NOTE: If the [NRLG](#) moves out of California, Foster Care eligibility ends.

## PROBATE GUARDIANSHIP

Legal Guardianships established through Probate Court are non-dependent, non-court involved guardianships. Although Probate Guardianships do not require court involvement, the county transfer does require a Foster Care eligibility case transfer. When the legal guardian moves to another county the FCET is to initiate an ICT.

Youths in Probate guardianship may continue to receive benefits up to age 19 if they remain in the guardian's home provided they are attending high school, vocational or technical training on a full time basis or pursuing a high school equivalency certificate and are reasonably expected to graduate/complete the program prior to their 19th birthday. They are not eligible to extended foster care.

Required forms/verifications include but are not limited to the following:

- [Notification Of AFDC-Foster Care Transfer](#) FC 18
- [Application for Public Assistance SAWS 1](#)
- [Statement of Facts Supporting Eligibility for AFDC-Foster Care](#) FC 2
- [Determination of Federal AFDC-FC Eligibility](#) FC 3
- [AFDC-FG/U Worksheet](#) FC 3A
- [Mutual Agreement For 18 Year Olds](#) SOC 155B (if applicable)
- [Foster Child's Data Record AFDC-FC Certification](#) SOC 158A

Verifications as applicable	Description
Age Verification	Birth Certificate, Passport or other documentation of birth
Non-Citizen Status	Documentation of the child's non-citizen status or PRUCOL
Social Security Number	Social Security Card or other verification of the child's SSN
IEVS	Income Eligibility Verification System prints
School Verification	Documentation from school indicating expectation to graduate prior to 19 <sup>th</sup> birthday
Legal Authority	for youth age 18+ Probate Guardianship
SCI	Available documentation, such as <a href="#">Specialized Foster Care Request</a>

## KINSHIP GUARDIAN ASSISTANCE PROGRAM (Kin-GAP)

Non-dependent children placed with a related legal guardian are the responsibility of the county of jurisdiction where dependency was dismissed. An ICT is only initiated when the KinGAP child is actively receiving CalWORKs in their county of residence (sending) and then becomes eligible to KinGAP funding in the county of jurisdiction (receiving). At the initial request of the receiving county to complete an ICT, the sending county will convert the case from CalWORKs to KinGAP and then have the KinGAP case transferred to the receiving county. The FCET will follow transfer procedure.

Required forms/verifications include but are not limited to the following:

- [Notification Of AFDC-Foster Care Transfer](#) FC 18
- [Application for Public Assistance SAWS 1](#)
- [Statement of Facts Supporting Eligibility for Kinship Guardianship Assistance Payment](#) KG 2
- [Approval of Family Caregiver Home](#) SOC 815
- [Resource Family Approval Certificate](#) RFA 05A
- [Agency-relative guardianship Disclosure](#) SOC 369
- [Kin-GAP Mutual Agreement For 18 Year Olds](#) KG 1
- Child Support
- [Support Questionnaire](#) CW 2.1(Q)
- [Referral To Local Child Support Agency](#) CW 371
- [Child Support–Good Cause for Noncooperation](#) CW 51

Verifications as applicable	Description
Age Verification	Birth Certificate, Passport or other documentation of birth
Non-Citizen Status	Documentation of the child's non-citizen status or PRUCOL
Social Security Number	Social Security Card or other verification of the child's SSN
Income	Child's Income
Property	Child's Property
Relationship	Verification of relationship between the legal guardian and child
Court Documentation	Letter of guardianship or minute order establishing guardianship
School Verification	Documentation from school indicating expectation to graduate prior to 19 <sup>th</sup> birthday
SCI	Available documentation, such as <a href="#">Specialized Foster Care Request</a>
Immunizations	Verification of age appropriate immunizations

Notification to Reapply	Written notification of responsibility to apply for a redetermination of eligibility in the receiving county.
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### APPROVED RELATIVE CAREGIVER (ARC) PROGRAM

The county of jurisdiction is responsible for ARC payments even if the child is placed in another county, as long as the child resides in California. If jurisdiction is reassigned to another county, the ARC case and payment responsibilities are transferred to the new county of jurisdiction.

Required forms/verifications include but are not limited to the following:

- [Notification Of AFDC-Foster Care Transfer](#) FC 18
- [ARC Program Application ARC 1](#)
- [ARC Caregiver Rights and Responsibilities](#) ARC 1A
- [Foster Child's Data Record and AFDC-FC Certification SOC 158A](#)
- [Statement Of Facts Supporting Eligibility For AFDC-Foster Care](#) FC2
- [Determination of Federal AFDC-FC Eligibility](#) FC3
- [AFDC-FG/U Worksheet](#) FC3A Supplemental
- [Application for CalWORKs \(Non-Needy Caretaker Relative With Relative Foster Child\)](#) CW2219
- [Rights and Responsibility for CalWORKs \(Non-Needy Caretaker Relative With Relative Foster Child\)](#) CW2218
- [Notice and Agreement for Child](#) CW 2.1 NA
- Child Support Questionnaire CW 2.1Q
- [Child Support - Good Cause Claim For Noncooperation](#) CW51

Verifications as applicable	Description
Age Verification	Birth Certificate, Passport or other documentation of birth
Non-Citizen Status	Documentation of the child's non-citizen status or PRUCOL
Social Security Number	Social Security Card or other verification of the child's SSN
Case Narratives	CalWIN
School Verification	Documentation from school indicating expectation to graduate prior to 19 <sup>th</sup> birthday
SCI	Available documentation, such as <a href="#">Specialized Foster Care Request</a>

### ELECTRONIC ICT (e-ICT)

The e-ICT process is required for Former Foster Youth (FFY), Unaccompanied Refugee Minors (URM) and CalWORKs cases.

An e-ICT is initiated when the beneficiary moves from one county to another and reports a permanent change of county residence. The county of residence of a youth is determined by where the youth's legal guardian is physically located. The youth's legal guardian must reside at least 30

continuous days at a new address with the intent to remain in that county prior to having a case transfer.

Required forms and verifications will vary by program type.

### **FORMER FOSTER CARE YOUTH (FFY)**

FFY who were receiving foster care benefits on their 18<sup>th</sup> birthday are eligible to FFY Medi-Cal (MC) until the age of 26 under aid code 4M. FFY MC follows the youth when they move to another county. FFY MC cases follow the 30-day transfer period. The FCET will follow the transfer procedure outlined in the [Former Foster Youth \(FFY\) processing guide](#).

Required forms/verifications include but are not limited to the following:

- Notice of Action of Foster Care discontinuance
- [Medi-Cal for Former Foster Care Youth MC 250A](#) (when available)
- [Notification of Medi-Cal Intercounty Transfer MC 360](#)
- [Medi-Cal Intercounty Transfer Packet Receipt MC 360 R](#) (for sent ICT)
- [Statement Of Citizenship, Alienage, and Immigration Status MC 13](#) for Non-citizen youth

<b>Verifications as applicable</b>	<b>Description</b>
Age Verification	Birth Certificate, Passport or other documentation of birth
Non-Citizen Status	Documentation of the child's non-citizen status, immigration document or PRUCOL
Social Security Number	Social Security Card or other verification of the child's SSN
Court Order	When available, a copy of the Court Order that terminated dependency
MEDS	INQ7 screen indicating month the youth went from Foster Care to FFY Medi-Cal

### **UNACCOMPANIED REFUGEE MINORS (URM)**

URMs are non-dependents, non-court involved and are considered to have probate guardianship. They are eligible to receive full-scope Medi-Cal as foster youth and former foster youth; these benefits are managed by the Foster Care Regional Center FCETs. URM services are managed by partner agencies who serve as probate guardian who in turn apply for MC on behalf of URM. When a URM moves to another county a notification or request for an ICT can originate from either the service provider or URM. The FCET is to initiate the case transfer ICT within 7 business days of receipt of the notification from either the URM or the provider. The notified county is responsible for initiating the eICT.



NOTE: The sending county may only discontinue Medi-Cal benefits after confirmation of receiving county's effective begin date.

## CalWORKs

Non-needy caretaker relatives who receive CalWORKs for a child(ren) not participating in the ARC Program will continue to receive CalWORKs benefits from the county of residence. To complete a CalWORKs e-ICT, refer to [Policy 100-E11 Inter County Transfer \(ICT\)](#).

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## REFERENCES

EAS Manual 40-105, 40-125, 40-183, 40-187, 40-188, 40-189, 40-190, 42-403, 45-201, 45-203, 90-100, 90-105  
ACL [97-12](#), [99-97](#), [12-12](#), [12-48](#), [16-92](#), [18-02](#)  
ACIN [I-05-09](#), [I-101-10](#);  
Southern Counties Foster Care Eligibility Intercounty Transfer Protocol  
[CWDA Intercounty Transfer \(ICT\) Protocol](#)

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## FORMS

- [Application for CalWORKs \(Non-Needy Caretaker Relative With Relative Foster Child\)](#) CW2219
- [Rights and Responsibility for CalWORKs \(Non-Needy Caretaker Relative With Relative Foster Child\)](#) CW2218
- [ARC Program Application](#) ARC 1
- [ARC Caregiver Rights and Responsibilities](#) ARC 1A
- [Notification Of AFDC-Foster Care Transfer](#) FC 18
- [Agency-relative guardianship Disclosure](#) SOC 369
- [Application for Public Assistance SAWS 1](#)
- [Statement of Facts Supporting Eligibility for AFDC-Foster Care](#) FC 2
- [Foster Child's Data Record AFDC-FC Certification](#) SOC 158A [Kin-GAP Mutual Agreement For 18 Year Olds](#) KG 1
- [Mutual Agreement For 18 Year Olds](#) SOC 155B
- [Mutual Agreement For Extended Foster Care](#) SOC 162
- [Approval of Family Caregiver Home](#) SOC 815
- [Resource Family Approval Certificate](#) RFA 05A
- [Six-Month Certification Of Extended Foster Care Participation](#) SOC 161
- [Specialized Foster Care Request](#) F063-28-164
- [Statement of Facts Supporting Eligibility for Kinship Guardianship Assistance Payment](#) KG 2
- [Determination of Federal AFDC-FC Eligibility](#) FC 3
- [AFDC-FG/U Worksheet](#) FC 3A
- [Emergency Assistance](#) EA 1
- [EA Application](#) F063-25-367
- [Notice and Agreement for Child](#) CW 2.1 NA
- [Support Questionnaire](#) CW 2.1(Q)
- [Referral To Local Child Support Agency](#) CW 371
- [Child Support–Good Cause for Noncooperation](#) CW 51
- [Medi-Cal for Former Foster Care Youth MC 250A](#)
- [Notification of Medi-Cal Intercounty Transfer](#) MC 360
- [Medi-Cal Intercounty Transfer Packet Receipt](#) MC 360 R

- [Statement Of Citizenship, Alienage, and Immigration Status MC 13](#)

OCCSSA