

<b>POLICY</b>	<p>The Department of Human Services (DHS), Bureau of Juvenile Justice (BJJ), Interstate Compact for Juveniles (ICJ) office is responsible for coordinating the activities surrounding the placement of an out-of-state delinquent in a community-based setting in Michigan.</p> <p>Family divisions of a Michigan circuit court as well as local DHS offices may request interstate services from other states for an individual youth under their jurisdiction.</p>
<b>PURPOSE</b>	To provide supervision for youth placed with a parent, relative or legal guardian in Michigan.
<b>AUTHORITY</b>	Interstate Compact for Juveniles Act, MCL 3.711. Social Welfare Act, MCL 400.115a(a)(l).
<b>PROCEDURE</b>	
<b>Requests for Services</b>	<p><b>Note:</b> The placement of a youth who has not been adjudicated as a delinquent is handled through the Interstate Compact on the Placement of Children, Bureau of Children's Services.</p> <p>The following requests are referred to local DHS offices for services:</p>
<b>Home Evaluations</b>	<ul style="list-style-type: none"> <li>• Home evaluations of a parent, relative or legal guardian of a delinquent youth who is under the court or state supervision of another state.</li> </ul>
<b>Supervision</b>	<ul style="list-style-type: none"> <li>• Supervision of the placement of a delinquent youth with a parent/relative/legal guardian when the youth is under the court or state jurisdiction of another state.</li> </ul>
<b>Visitation</b>	<ul style="list-style-type: none"> <li>• The JJS must meet bimonthly with the out of state youth and parent/guardian or as agreed upon by the sending state.</li> </ul>
<b>Quarterly Reports</b>	<ul style="list-style-type: none"> <li>• A quarterly report DHS-555, Interstate Compact for Juveniles Quarterly Progress Report (see <a href="#">RFF 555</a>) written narrative or initial service plan must be completed every three months as long as the youth continues to be a ward (see <a href="#">delinquent ward</a> in the JJG Glossary).</li> </ul> <p>The reports must be emailed to:</p> <ul style="list-style-type: none"> <li>• RuedisaleM@michigan.gov.</li> <li>• BeattieS@michigan.gov (copy).</li> </ul>
<b>Travel Permits</b>	The purpose of a travel permit is for the protection of the public. DHS-3034, Out-of-State and Travel Permit and Agreement to Return (see <a href="#">RFF 3034</a> ) is mandatory in the following instances:

- DHS-3034 travel permits are issued for the purpose of testing a proposed placement. **The permit must not exceed 30 calendar days. A referral packet must be completed by the JJS, sent to and received by the Interstate Compact for Juveniles Office within five working days of placement.**
- Travel permits (for visits/vacations) and agreement to return must be issued to juvenile probationers and parolees whose adjudicating offense includes, but is not limited to, the following:
  - Sex offenses.
  - Violent offenses that have resulted in personal injury or death.
  - Offenses committed with a weapon.

Travel permits must contain instructions requiring the probationer or parolee to return to the sending state. **A travel permit must be issued if a visit will exceed 48 hours. The maximum length of a stay must not exceed 30 calendar days.**

#### ICJ REFERRAL PROCESS

There are specific procedures to follow when a placement with a parent, relative, or legal guardian across state lines is requested. There are also specific forms which must be used. A summary chart of the forms and procedures can be found at the end of this section.

#### SENDING LOCAL AGENCY

Referrals must be initiated by the agency with legal custody of the youth, hereinafter referred to as the sending agency.

#### PLACEMENT OF ADJUDICATED DELINQUENTS IN ANOTHER STATE

The DHS or court worker prepares the initial referral packet and forwards it to the Michigan Interstate Compact for Juveniles Office. This packet must include the following documentation in triplicate:

- DHS-3038, Parole or Probation Investigation Request (see [RFF 3038](#))(form IV).
- DHS-3040 Application for Services and Waiver (see [RFF 3040](#)) (form IA / VI).
- DHS-3034, Out-of-State Travel Permit and Agreement to Return (see [RFF 3034](#)) (unless previously sent).
- Social History (i.e., initial social study, family background, medical, etc.).

- Current **certified** court order indicating youth's legal status and agency having legal custody.
- Cover letter on DHS letterhead which includes:
  - A summary of the youth's current situation and the permanency plan for the child.
  - Rationale for the out-of-state placement request.
  - Specific concerns to be evaluated by the receiving state.
  - The minimum standards for the (parent/relative/legal guardian) home evaluation are the same standards as those for a home evaluation in Michigan.
    - A request must be made of the receiving state to provide the information outlined in the home evaluation.
    - A criminal history check must be requested for all adults living in the household.
    - A central registry check must be conducted for all adults living in the household.
  - The home evaluation must also include details of the proposed placement's ability to provide for the child both financially and medically.
- Any other pertinent information.

**SENDING STATE  
(MICHIGAN) ICJ  
OFFICE**

Materials must be reviewed by the sending state ICJ office who keeps one set of the materials and sends two sets to the receiving ICJ.

**RECEIVING STATE  
ICJ OFFICE**

The receiving state ICJ office reviews the materials, keeps one set and sends one set to the local agency.

**RECEIVING STATE  
LOCAL AGENCY**

The local agency in the receiving state receives and reviews materials. They also:

- Complete the home study and any additional actions as necessary for the specific referral.
- Provide three copies of the home study, including a recommendation regarding the appropriateness of the placement to the requesting state ICJ office.

**Note:** If the proposed placement is not with a parent, relative or guardian, the receiving agency may refuse to provide supervision if the receiving state does not approve the placement.

- Send the packet to the receiving ICJ office.

#### RECEIVING STATE ICJ OFFICE

The receiving state ICJ office reviews the materials, keeps one set of materials and sends two sets to the sending (Michigan) ICJ office.

**Note:** In Michigan, all decisions regarding the appropriateness of placement are the responsibility of the local juvenile justice specialist or juvenile court probation officer. The Michigan ICJ office will not alter the agency's recommendation unless the recommendation violates the Interstate Compact for Juveniles Act.

#### SENDING STATE ICJ OFFICE

The sending state ICJ office reviews the materials received. One set of materials must be retained by the sending state ICJ and a second set of materials must be forwarded to the local sending agency that has legal jurisdiction of the youth.

#### SENDING STATE LOCAL AGENCY

The sending state local agency:

- Reviews the materials and determines whether or not the placement will be used.
- Completes and sends a DHS-3039, Report of Sending State Upon Parolee or Probationer Being Sent To The Receiving State (see [RFF 3039](#)) and three copies of any updated service plans/special reports to the sending state's ICJ office if placement will be used.

#### SENDING STATE ICJ OFFICE

The materials must be reviewed by the sending state ICJ office who keeps one set of materials and forwards two sets to the receiving ICJ office.

#### RECEIVING STATE ICJ OFFICE

The receiving state ICJ office:

- Reviews materials, keeps one set of materials and takes appropriate action as indicated.
- Sends one set of the material to the local agency.

#### RECEIVING STATE LOCAL AGENCY

The receiving state local agency reviews materials and takes appropriate action as necessary.

**Note:** If the placement is with a parent, relative or legal guardian, the receiving agency must provide supervision even if the receiving state opposed the placement.

### VIOLATION OF PROBATION OR AFTERCARE (PAROLE)

When a youth has been placed in another state and violates parole/probation, the following process must take place:

#### Receiving State Local Agency

DHS-1907, Violation of Probation or Aftercare (parole) Report, must be prepared and sent by the receiving state local agency to the receiving ICJ office.

#### Receiving State ICJ Office

The receiving state ICJ office reviews the DHS-1907, Violation of Probation or After-Care Parole Report (see [RFF 1907](#)) and sends the report to the sending ICJ office.

#### Sending State ICJ Office

The sending state ICJ office reviews the DHS-1907 and determines what actions, if any, to take.

### SUMMARY CHART

SITUATION	FORM	PROCEDURES
Request for travel permit. For temporary (less than 30 days) placement or to test a placement.	DHS-3034, Out of State Travel Permit and Agreement to Return.	DHS-3034 is prepared by local agency and signed by youth, then forwarded to Interstate Service.
Request for placement of a delinquent youth in own home or relative home, or other appropriate placement.	DHS-3038, Parole or Probation Investigation Request (form IV).	DHS-3038 is prepared by local agency then forwarded to Interstate Services who will route to proper state (PA ACT 150 wards are parole and court wards are probation).
	DHS-3040, Application for Services and Waiver (form IA / IV).	Youth signs. <b>Parent/ relative/guardian in the receiving state signs. (NOTE: Not to be signed by parent/ guardian in Michigan).</b> Probate Judge then signs for court ward cases. DHS worker signs for ACT 150 state wards.
	DHS-3039, Report of Sending State Upon Parolee or Probationer Being Sent To The Receiving State (form V).	After the receiving state approves out-of-state placement, DHS-3039 must be completed and signed by agency staff. DHS-3039 is then forwarded to Interstate Services who will route to receiving state.
Delinquent youth from another state supervised in Michigan violates parole/probation.	DHS-1907, Violation of Probation or After-care Parole Report.	Local agency initiates and forwards DHS-1907 with attachments, to Interstate Services who routes to sending state.