

ICAMA Guidelines for Adoption Workers

When a child moves or is placed with a family outside the adoption assistance (AA) state

Each state party to the Interstate Compact on Adoption and Medical Assistance (ICAMA) has a designated compact administrator to manage day-to-day administration of the compact.

If you have any questions, don't hesitate to pick up the phone and contact your state's ICAMA administrator.

To contact the AAICAMA Secretariat office call: 202-682-0100



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Does ICAMA apply?

The answer is yes, if:

- a. The child has an adoption assistance agreement in effect
- AND**
- b. **One** of the following situations exist:
 - the child is being placed with an adoptive family in another state
(and written approval has been obtained “to place” the child under the Interstate Compact on the Placement of Children (ICPC)).*
 - OR
 - the child is moving to another state with his/her adoptive family after finalization.

If you have checked **both a and one box under b** ICAMA does apply.

What is the ICAMA protocol in your state?

To find out ask your supervisor how the ICAMA process is initiated **in your state**. This is important because the process varies by state.

- Ask specifically what your role is in the ICAMA process.
- Ask what forms & documents you are required to prepare.

ICAMA Process: An Overview

Required ICAMA Form and Document:

NOTE: Two documents are necessary to initiate the ICAMA process

- Adoption Assistance Agreement (AAA)**
copy of the child’s most recent AAA
- ICAMA 6.01**
This form notifies the new resident state that a child covered by an adoption assistance agreement with another state has moved or is moving into that state and may be eligible for to receive Medicaid from the new state. The child’s ability to receive Medicaid from the new state depends on whether the child is eligible for Title IV-E or state-funded adoption assistance (AA):
 - If Title IV-E eligible: the child is **automatically eligible** for Medicaid from the new state.
 - If state-funded eligible (i.e., non IV-E): the child is **not guaranteed** Medicaid from the new state. The child will receive Medicaid from the new state **only**:
 - If the new state has a policy of COBRA-reciprocity and
 - If the new state extends reciprocity to your state; then the child **will receive Medicaid** as it is offered in the new state.

*If the child is being placed for adoption with a family in another state, a family assessment and written approval to place the child must be obtained through the Interstate Compact on the Placement of Children (ICPC) BEFORE the ICAMA process can be initiated. If the ICPC process has not been initiated/completed, contact your state ICPC Administrator

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The ICAMA Process specifically

Depending on your state, your responsibilities for the ICAMA process will likely follow one of the two approaches described below:

- A**
1. You will call and notify your state ICAMA Compact Administrator (ICA) of a child's placement or move to another state,
and
 2. You will forward a copy of the most recent AAA to your compact administrator. The ICA will complete the 6.01 and forward both documents to the ICA in the new state.

OR

- B** You or another agency worker will be responsible for completing the ICAMA 6.01.

Below is the information needed to complete the ICAMA 6.01

Section A

Child Identifying Information

(You can enter up to 3 children from the same family on one form)

- Child(ren)'s name, valid Social Security number (SSN)(pseudo SSNs are not acceptable) , birth date, gender, race, and ethnicity.
- Adoptive parents' name, race, and ethnicity.
- Current adoptive family's address.
- Adoptive family's address in the new state.
- Basis of Medicaid eligibility for each child (i.e., Title IV-E, SSI, etc.).
- Date requested for MA opening in new state.

Section B

Medicaid coverage for children eligible for state-funded AA: to be completed by your state's ICA

- Does the new state offer Medicaid coverage for state-funded AA eligible children.

Section C

Other medical coverage

- Continued eligibility for other medical assistance from AA state.
- Other Medical Coverage thru SSI, third party coverage, Tri-Care, or private insurance.

Section D

Referral information: to be completed by your state's ICA

Section E

Certification: to be completed by your state's ICA

Your state's ICA will then forward the ICAMA 6.01 and a copy of the AAA to the ICA in the new residence state and will send a copy of the ICAMA 6.01 to the adoptive parents.

Your state's ICA administrator will also send the ICAMA 6.02 to the adoptive parents to inform them that the new resident state was notified of the move or placement.

**Remember... When in doubt, pick up the phone
and talk with your ICAMA administrator.**

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The ICAMA Process: Keeping parents informed and prepared

Talk with the parents after you have forwarded the ICAMA 6.01 and AAA to your state's compact administrator:

- Inform the parents that necessary paperwork for the child has been completed and will be sent to the new state of residence and that they will receive copies.
- If the child is receiving state-funded (i.e., non-IV-E) adoption assistance from your state, talk with the parents about how medical services and benefits may be provided in the new state of residence.
- If the child is receiving state-funded adoption assistance from your state, tell parents that the new state may require citizenship and identity documents for the child to meet new Medicaid requirements.
- If the child has been receiving Medicaid from your state, explain that the Medicaid services offered in the new state may differ from those offered by your state.
- Inform the parents that it can take up to 45 days (depending on the new state's internal procedures) to obtain a new Medicaid card in new state of residence. They may need to refill a child's medications before they move to the new state.
- If the parents have any questions about the new Medicaid card or available services,* they should contact the ICA in the new state of residence, whose name and contact information are on Section D of the ICAMA 6.01.
- If the child is receiving an adoption assistance payment from your state, be sure you have the correct mailing address(es) of the new or any interim residences.

NOTE:

*Additional state-specific information on available services can be found on the Adoption Assistance state pages at:

http://www.childwelfare.gov/adoption/adopt_assistance/

For additional copies of this checklist contact AAICAMA at:
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To download an electronic version go to:
<http://aaicama.aphsa.org/>