

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

**Program/Area:** Foster Care

**Title:** Inter-County Transfers (ICT)

**Number:** 718

**Status:** Revised

**Effective Date:** 1/22/2019

**Revision Date:** 7/24/2025

**Approved:** Signature on file

---

**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.

---

**POLICY**

An Inter-County Transfer (ICT) is the process of transferring a juvenile dependency court case between counties within the State of California. The ICT process allows court supervised child welfare service cases to be transferred to other California counties, under certain conditions set forth by the California Rules of Court and the California Welfare and Institutions Code (WIC). California counties follow the Child Welfare Directors Association (CWDA) Inter-County Transfer (ICT) Protocol when transferring cases among counties.

---

**BOOKMARKS**

- [Background](#)
- [Definitions](#)
- [Manual ICT](#)
- [Electronic ICT \(e-ICT\)](#)
- [References](#)
- [Attachments](#)

---

**BACKGROUND**

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.

---

**DEFINITIONS**

**ELECTRONIC INTER-COUNTY TRANSFER (e-ICT)**

The e-ICT is an electronic data transfer process used to facilitate the exchange of case information between counties through a digital network. This 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.

### **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.

### **INTER-COUNTY TRANSFER (ICT)**

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.

### **JURISDICTION**

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

### **MANUAL ICT**

Manual 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.

### **NOTIFICATION DATE**

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

### **RECEIVING COUNTY**

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

### **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

### **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).

## **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.

## **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 e-ICTs 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.

---

## **MANUAL ICT**

The manual ICT process is required for Approved Relative Caregiver (ARC), Foster Care (FC) and Legal Guardianship cases. Required forms and verifications will vary by program type.

## **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:

- AFDC-FG/U Worksheet - FC3A
- APPLICATION FOR CalWORKs - CW 2219
- Child Support Good Cause Claim for Noncooperation - CW51
- Determination of Federal AFDC-FC Eligibility - FC3

- Foster Child's Data Record and AFDC-FC Certification - SOC 158A
- Notice and Agreement for Child, Spousal and Medical Support - CW 2.1 NA
- Notification Of AFDC-Foster Care Transfer - FC 18
- Notification of Medi-Cal Intercounty Transfer - MC 360
- Rights, Responsibilities And Other Important Information For the Approved Relative Caregiver Funding Option Program (ARC) - ARC 1A
- Rights, Responsibilities and other Important Information for the CalWORKs Program - CW 2218
- Statement of Facts Supporting Eligibility for AFDC-Foster Care (FC) - FC2
- Statement of Facts Supporting Eligibility for Approved Relative Caregiver Funding Option Program - ARC 1
- Support Questionnaire - CW 2.1Q

Verifications as applicable	Description
Age Verification	Birth Certificate, Passport or other documentation of birth
Case Journal Entries	CalSAWS
Non-Citizen Status	Documentation of the child's non-citizen status or PRUCOL
School Verification	Documentation from school indicating expectation to graduate prior to 19 <sup>th</sup> birthday
SCI	Available documentation, such as Specialized Foster Care Request - F063-28-164
Social Security Number	Social Security Card or other verification of the child's SSN

## 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:

- AFDC-FG/U Worksheet - FC 3A
- Application for Cash Aid, CalFresh, and/or Medi-Cal/34-County CMSP - SAWS 1
- Child Support Good Cause for Noncooperation - CW 51
- Determination of Federal AFDC-FC Eligibility - FC 3
- Emergency Assistance Application - EA 1
- Foster Child's Data Record and AFDC-FC Certification - SOC 158A

- Notification of AFDC-Foster Care Transfer - FC 18
- Notification of Medi-Cal Intercounty Transfer - MC 360
- Referral To Local Child Support Agency (LCSA) - CW 371
- Resource Family Approval Certificate - RFA 05A
- Statement of Facts Supporting Eligibility for AFDC-Foster Care (FC) - FC 2
- Support Questionnaire - CW 2.1(Q)

Verifications as applicable	Description
Age Verification	Birth Certificate, Passport or other documentation of birth
Minute Orders	Detention, Jurisdictional/Dispositional/ Permanency Hearing
Non-Citizen Status	Documentation of the child's non-citizen status or PRUCOL
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 Specialized Foster Care Request - F063-28-164
Social Security Number	Social Security Card or other verification of the child's SSN

**Note:** Foster Care cases which are county only funded (45) 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:

- Application for Cash Aid, CalFresh, and/or Medi-Cal/34-County CMSP - SAWS 1
- Foster Child's Data Record AFDC-FC Certification - SOC 158A
- Mutual Agreement For 18 Year Olds - SOC 155B (If applicable)
- Mutual Agreement for Extended Foster Care - SOC 162 (if applicable)
- Notification of AFDC-Foster Care Transfer - FC 18
- Notification of Medi-Cal Intercounty Transfer - MC 360
- Six-Month Certification Of Extended Foster Care Participation - SOC 161 (if applicable)

- Statement of Facts Supporting Eligibility for AFDC-Foster Care (FC) - FC 2

Verifications as applicable	Description
Age Verification	Birth Certificate, Passport or other documentation of birth
Documentation of Guardianship	Letter of guardianship and minute order establishing guardianship
Income	Child's Income
Non-Citizen Status	Documentation of the child's non-citizen status or PRUCOL
Notification to Reapply	Written notification of responsibility to apply for a redetermination of eligibility in the receiving county.
Property	Child's Property
School Verification	Documentation from school indicating expectation to graduate prior to 19 <sup>th</sup> birthday
SCI	Available documentation, such as Specialized Foster Care Request - F063-28-164
Social Security Number	Social Security Card or other verification of the child's SSN

**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:

- AFDC-FG/U Worksheet - FC 3A
- Application for Cash Aid, CalFresh, and/or Medi-Cal/34-County CMSP - SAWS 1
- Determination of Federal AFDC-FC Eligibility - FC 3
- Foster Child's Data Record AFDC-FC Certification - SOC 158A

- Mutual Agreement For 18 Year Olds - SOC 155B (if applicable)
- Notification of AFDC-Foster Care Transfer - FC 18
- Notification of Medi-Cal Intercounty Transfer - MC 360
- Statement of Facts Supporting Eligibility for AFDC-Foster Care (FC) - FC 2

Verifications as applicable	Description
Age Verification	Birth Certificate, Passport or other documentation of birth
IEVS	Income Eligibility Verification System prints
Legal Authority	For youth age 18+ Probate Guardianship
Non-Citizen Status	Documentation of the child's non-citizen status or PRUCOL
School Verification	Documentation from school indicating expectation to graduate prior to 19 <sup>th</sup> birthday
SCI	Available documentation, such as Specialized Foster Care Request - F063-28-164
Social Security Number	Social Security Card or other verification of the child's SSN

### **RELATED LEGAL GUARDIAN – KINSHIP GUARDIANSHIP 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:

- Agency-Relative Guardianship Disclosure - SOC 369
- Application for Cash Aid, CalFresh, and/or Medi-Cal/34-County CMSP - SAWS 1
- Child Support Good Cause for Noncooperation - CW 51
- Kin-GAP Mutual Agreement For 18 Year Olds - KG 1
- Notification Of AFDC-Foster Care Transfer - FC 18
- Notification of Medi-Cal Intercounty Transfer - MC 360
- Referral To Local Child Support Agency (LCSA) - CW 371
- Resource Family Approval Certificate - RFA 05A

- Statement Of Facts Supporting Eligibility For Kinship Guardianship Assistance Payment Program - KG 2
- Support Questionnaire - CW 2.1(Q)

Verifications as applicable	Description
Age Verification	Birth Certificate, Passport or other documentation of birth
Court Documentation	Letter of guardianship and minute order establishing guardianship
Immunizations	Verification of age appropriate immunizations
Income	Child's Income
Non-Citizen Status	Documentation of the child's non-citizen status or PRUCOL
Notification to Reapply	Written notification of responsibility to apply for a redetermination of eligibility in the receiving county.
Property	Child's Property
Relationship	Verification of relationship between the legal guardian and child
School Verification	Documentation from school indicating expectation to graduate prior to 19 <sup>th</sup> birthday
SCI	Available documentation, such as Specialized Foster Care Request - F063-28-164
Social Security Number	Social Security Card or other verification of the child's SSN

## ELECTRONIC ICT (e-ICT)

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

An e-ICT is initiated when the youth moves from one county to another and reports a permanent change of county residence. The county of residence of a youth is determined by the physical location of their permanent residence. The youth 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.

**Note:** Required forms and verifications will vary by program type.

## 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.

## 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:

- Application for Medi-Cal for Former Foster Care Youth - MC 250A (when available)
- Medi-Cal Intercounty Transfer Packet Receipt - MC 360 R (for sent ICT)
- Notice of Action of Foster Care discontinuance
- Notification of Medi-Cal Intercounty Transfer - MC 360
  - Only when e-ICT is unavailable and a manual ICT is necessary
- Statement Of Citizenship, Alienage, and Immigration Status - MC 13 for Non-citizen youth

Verifications as applicable	Description
Age Verification	Birth Certificate, Passport or other documentation of birth
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
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

**Note:** The MC 360 form is not required when using e-ICT through CalSAWS. If the county is not able to initiate an e-ICT due to system outage, the county must use the MC 360 form to send a manual ICT.

## 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 e-ICT.

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

---

## 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  
ACIN I-05-09, I-101-10  
ACWDL 18-02, 18-02E

---

## ATTACHMENTS

- Agency-Relative Guardianship Disclosure - SOC 369
- Emergency Assistance - EA 1
- Emergency Assistance Application - F063-25-367
- Former Foster Youth (FFY) Processing Guide
- Foster Child's Data Record and AFDC-FC Certification - SOC 158A
- FSS Regional ICT Coordinator
- Inter-County Transfer (ICT) Processing Guide
- JA Inter-County Transfer -Manual
- JA Inter-County Transfers – Receiving County
- JA Inter-County Transfers – Sending County
- Mutual Agreement For 18 Year Olds - SOC 155B
- Mutual Agreement for Extended Foster Care - SOC 162
- Policy 100-E11 Inter-County Transfer
- Resource Family Approval Certificate - RFA 05A
- Rights, Responsibilities And Other Important Information For the Approved Relative Caregiver Funding Option Program (ARC) - ARC 1A
- Six-Month Certification Of Extended Foster Care Participation - SOC 161
- Southern Counties Foster Care Eligibility Intercounty Transfer Protocol  
CWDA Intercounty Transfer (ICT) Protocol
- Specialized Foster Care Request - F063-28-164
- Statewide County ICT Coordinator List

### CalSAWS Repository Forms:

- AFDC-FG/U Worksheet - FC 3A
- APPLICATION FOR CalWORKs - CW 2219
- Application for Cash Aid, CalFresh, and/or Medi-Cal/34-County CMSP - SAWS 1
- Application for Medi-Cal for Former Foster Care Youth - MC 250A
- Child Support Good Cause for Noncooperation - CW 51

- Determination of Federal AFDC-FC Eligibility - FC 3
- Kin-GAP Mutual Agreement for 18 Year Olds - KG 1
- Medi-Cal Intercounty Transfer Packet Receipt - MC 360R
- Notice and Agreement for Child, Spousal and Medical Support - CW 2.1 NA
- Notification of AFDC-Foster Care Transfer - FC 18
- Notification of Medi-Cal Intercounty Transfer - MC 360
- Referral to Local Child Support Agency (LCSA) - CW 371
- Rights, Responsibilities and other Important Information for the CalWORKs Program - CW 2218
- Statement of Citizenship, Alienage, and Immigration Status MC 13
- Statement of Facts Supporting Eligibility for AFDC-Foster Care (FC) - FC 2
- Statement of Facts Supporting Eligibility for Approved Relative Caregiver Funding Option Program - ARC 1
- Statement Of Facts Supporting Eligibility For Kinship Guardianship Assistance Payment Program - KG 2
- Support Questionnaire - CW 2.1(Q)