

CONTENT

ICPC REFERRAL PACKET

Proposed Placement with Birth Parent, Relative, or Foster Care

- Form ICPC-100A on EACH child, completed and signed by person/agency with authority to be the "sending agency" as defined in Article II (b) (**original and 4 copies**)
- Cover letter (**in triplicate**) that includes -
 - a. reason out-of-state placement is being pursued;
 - b. statement indicating the person/agency/court that has legal custody of each child;
 - c. permanency goal and brief statement of case plan for each child (including identification of specific service(s) needed by each child) and the expected achievement date(s);
 - d. plans for meeting cost of care in other state, including who is financially responsible for each child;
 - e. indication of each child's eligibility or ineligibility for
 - Title IV-E Medicaid benefits;
 - SSI benefits;
 - f. request for evaluation of the proposed caretaker and identifying information about the proposed caretaker, including type of resource (e.g., foster family, relative family, etc.).
- Social summary on EACH child (**in triplicate**)
- Court order(s) on EACH child (**in triplicate**) that shows –
 - a. court has jurisdiction over each child;
 - b. date of adjudicatory hearing for each child;
 - c. person/agency who has legal custody of each child;
 - d. person/agency who has physical custody of each child;
 - e. projected date of next court hearing for each child.

- Case plan for each child (**in triplicate**), including expected achievement date(s)
- Medical report(s) on each child (**in triplicate**) from physician, psychiatrist, and/or psychologist, and immunization record for each child

Other Correspondence May include (not required):

- Educational report(s) for each child (**in triplicate**), including IEP, if applicable, and any documentation for special education needs for each child
- Permanency planning review team report(s) (**in triplicate**) on each child
- Written service agreement with birth parent(s), if applicable (**in triplicate**)

Basic Steps for Coordinating an Outgoing ICPC Request

1. Interview the resource relative

- ☐ Determine interest and ability of this resource to meet the child(ren)'s needs.
- ☐ Determine degree of relationship, if any/type of placement.
- ☐ If a relative, does the child qualify for Priority Placement (Reg. 7) based on new information obtained (spent substantial time in the home of the relative.)?

2. Secure necessary court documentation

- ☐ Documentation of legal status (Underlying Court Order)
- ☐ Custody Order; Priority Order of Compliance
- ☐ Most recent Court Summary or Social History

3. Complete the ICPC-100A form and the ICPC Financial - Medical Plan

- ☐ One child per 100A
- ☐ Original ICPC form and required copies

4. Write the cover letter

- ☐ On letterhead?
- ☐ Supervisory signature included?
- ☐ Summarize key facts of the case

5. Arrange to physically relocate the child to the placement resource

- ☐ 100A received first?

6. Submit the ICPC-100B form and related materials.

- ☐ Cover letter if appropriate.
- ☐ New documents relevant to the case.

7. Ongoing case management

- ☐ Receive or obtain quarterly reports

8. ICPC Termination of Supervision

- ☐ Concurrence?
- ☐ Court Order secured?
- ☐ ICPC-100B form completed?