

## CONTENT

### ICPC REFERRAL PACKET CHECKLIST

#### *Proposed Placement with Birth Parent, Relative, or Foster Care*

The ICPC Referral Packet for placement with a birth parent, relative or foster care in another Member State should include in triplicate:

- **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. 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**)
  - a. Psychological information
  - b. Educational information
- **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.
- **Financial\Medical Plan Form**
  - a. Plans for meeting cost of care in other state, including who is financially
  - b. Responsible for each child.
  - c. Indication of each child’s eligibility or ineligibility for
    - Title IV-E Medicaid benefits;
    - SSI benefits;
- **Priority Regulation 7 Request (form 101) and Priority Order.**
- **Pre-screening Forms**
- **Criminal Records Check**
- **Indian Child Welfare clearance**