

Please Place Your District Letterhead Here

Memorandum

To: _____
From: _____
CC: WV ICPC Office
Date: _____
Re: _____

Request for Parent Evaluation:

On _____ I received a request for a PARENT homestudy/evaluation from the WV ICPC office. The request was for appropriate staff in our Region to provide a placement evaluation regarding _____ who is the biological parent of _____ a child currently in the custody of the state of _____. The child was initially placed due to _____.

I have carefully reviewed the ICPC referral material. The ICPC referral material references adjudication and/ or allegations of abuse/ neglect involving _____. Elaborate here any specific case concerns.

Based on the nature of this referral I am forwarding this evaluation request to your office for completion in accordance with the Protocol for Evaluating Parent/ Guardian Placements. Along with the complete ICPC referral packets, for your convenience, I am attaching a copy of the Parent/ Guardian Evaluation format. The WV ICPC Transmittal specifies home study due dates and the packet includes a copy of the "Safe and Timely Progress Form" for your completion and forwarding along with your completed home study report to the WV ICPC office and to my office.

If your recommendation is for placement with this parent and placement is made, the referring state of _____ has already requested courtesy supervision and quarterly reports. This will begin after the 100B is received by the sending state.

Please feel free to contact me or Homefinding Specialist _____ if you have any questions or concerns regarding the home study process and/ or the CIB/ NCIC process. Thank you for your attention to this matter.