

## **WORKER CHECKLIST FOR ICPC REFERRAL SUBMISSIONS**

The Checklist below is a “How to Guide” on completing an ICPC referral for the placement of a child in another state. **This checklist should *NOT* be used when making a Residential Treatment Facility placement.** (NOTE: Agency staff is the case worker that wants to place the child.)

- \_\_\_\_\_ Cover Letter Requesting ICPC services
- \_\_\_\_\_ 100-A completed and signed by agency staff
- \_\_\_\_\_ ICPC 100-B completed and signed by agency staff ***if*** family unit has already moved
- \_\_\_\_\_ Current Custody Order/Court Order/Expedited court order for Reg. 7
- \_\_\_\_\_ Current case history for the child
- \_\_\_\_\_ Case medical/financial plan on each child w/ documentation of IV-E eligibility and/or adoption assistance eligibility
- \_\_\_\_\_ Service/Case/ Permanency Plan
- \_\_\_\_\_ Copy of Birth Certificate and Social Security Card
- \_\_\_\_\_ Psychological evaluation/ Information
- \_\_\_\_\_ Educational Information
- \_\_\_\_\_ Medical Information
- \_\_\_\_\_ Case Manager Statement of interest as required for Regulations 2 and 7
- \_\_\_\_\_ ICPC 101 Priority Home Study Request completed for Expedited Requests

### **FOR ADOPTION PLACEMENTS**

- \_\_\_\_\_ Include legal clearance documents and adoption
- \_\_\_\_\_ Include pre-placement assessment, if available
- \_\_\_\_\_ Include background information on birth family if available

Additional Guidance:

Placement Requests (Referral Packets) should always include these documents in triplicate per placement resource. The only exception is the 100 A, which requires 5 copies per child.

ALL EXPEDITED REQUESTS SHOULD BE SUBMITTED TO WV ICPC OFFICE WITHIN **3 BUSINESS DAYS**.

**For additional assistance in preparing a request for ICPC, please call 304-558-7980 and ask for an ICPC worker.**