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.