

Residential Care
EZ Way to Prepare an Approvable ICPC Packet

Documents required for all packets (some states require additional documents as indicated below)

1. **Cover Letter-** This needs to state the following: Where placement is requested, why placement is requested, who is responsible for paying medical expenses, and contact information of the child's worker. **This is a required document and must be on your district letterhead.**
2. **Complete the 100A in FACTS.** If FACTS is down for any reason you can do the 100A in pen, but it must be very legible. Additionally, you need to sign your name and it needs to be legible. If your signature is illegible, then just print your name. **This form is required for processing.**
3. **Obtain the Court Order- A proper court order is required for processing-**
 - a. If the child is in custody through CPS and there are no legal issues/delinquency charges, then the order showing custody with WVDHHR is required. The court order must be current. **(Petitions are not needed).**
 - b. If the child being placed does have juvenile charges, then it is necessary to have language required by WV Code Chapter 49-7-101, Article VI: Equivalent facilities for the child are not available in the sending agency's jurisdiction; and institutional care in the other jurisdiction is in the best interest of the child and will not produce undue hardship.
 - c. If the youth is in custody through CPS but has criminal charges/ status offences, the language above must be in the order. If the language is not included, and the youth is delinquent, the other state will not approve the placement. Further, the facility cannot accept the child for placement as it would cause serious issues with licensing in their state and may even lead to the closure of the facility.
- 3 **Updated Child Social Summary.** The following documents may be used if available: a current court report, current admission/discharge notes from another facility, or a recent psychiatric report. Any report dated more than 60 days old, must have an addendum explaining events of the past few weeks which have led to a recommendation for out of state placement. A social assessment form can be completed to cover this required form. It is located on the forms sections under the ICPC on the BCF website. If you have questions about this, please contact an ICPC specialist. **(CAPS Assessments will not be accepted)**
- 4 **Child's Current Case Plan-** a comprehensive individualized program of action for a child and his/her family establishing specific goals and objectives and deadlines for meeting these goals and objectives. If this is not covered in the child's social summary additional information will need to be provided. **Florida, Georgia, and Virginia will not accept a case for processing if this information is not in the packet.**
- 5 **Facility Letter of Acceptance.** The facility accepting the child must provide the worker with a letter stating that the child is appropriate and has been accepted into the program. This must be a formal letter on the agency/facility letterhead. **(emails from the agency/facility will not be accepted)**

- 6 **IV-E verification** - This should be the IV-E worksheet that is completed and placed in the FACTS filing cabinet by an IV-E worker. If this is not completed, please indicate in your cover letter that it has not been determined yet. **The following states require this document prior to accepting for processing: Alabama, Florida, Georgia, Indiana, Michigan, Missouri, Ohio, Pennsylvania, Virginia**
- 7 **Medical/Financial Form**- This is a document that is specific to ICPC. It is located on the BCF website under ICPC in the forms section. If you have problems locating the form or need help filling it out, you will need to contact a specialist. **This is required to be in the packet prior to processing.**
- 8 **Most recent educational information**- This can be in the form of an IEP or current report card. If you do not have this information, please indicate it in the cover letter. **The following states require this prior to processing: Pennsylvania, Virginia**
- 9 **Most recent medical information(including current psychological evaluations if available)**- If this information is not captured under document #3 listed above, please provide current medical information such as last check up notes, vaccine record, or write a short summary on medical needs of the child. If you are unable to obtain this information at the time the request is submitted, please indicate that in your cover letter. **The following state require this prior to accepting for processing: Pennsylvania, Virginia**

PREPARING THE PACKET FOR SUBMISSION:

- **All packets need to be emailed to the specialist listed below. If you have any questions you will need to reach out to the specialist.**
- **PLEASE DO NOT SEND INCOMPLETE PACKETS** Wait until you have all the pieces together before submitting the ICPC referral packet to our office.
- **If you have a situation which you feel requires immediate action, please do not hesitate to contact the specialist listed or the Deputy Compact Administrator by emailing Andrea.N.RamseyMitchell@wv.gov**

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