

**Residential Care**  
**EZ Way to Prepare an Approvable ICPC Packet**

**DOCUMENTS REQUIRED FOR ALL PACKETS (ALL STATES)**

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.
  
3. **Obtain the Court Order.**
  - 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.
  
4. **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. (See attached social summary form that can be used if needed). **(CAPS Assessments will not be accepted)**
  
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. **Medical/Financial Plan Form-** This is a document that is specific to ICPC. It is located on the BCF website under the ICPC 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.**

- 7. Out of State Face Sheet-** You will need to discuss with your supervisor how to get the OOS face sheet approval. The OOS face sheet must be signed.

These are the basic documents which must be contained in your ICPC packet. However, some states require other documents and information in addition to the documents indicated above. Below are additional documents required by specific states:

**Alabama:**

- Verification of IV-E status;

**Pennsylvania:**

- A cover letter written by the child's worker, and must be on your districts letterhead and indicate the following:
  - Who is responsible for paying medical expenses;
  - The reason the youth is in custody, CPS or YS;
  - The contact information for the child's worker and the worker's signature;
- The child's most recent report card; (If the youth has a GED or completed high school, please include a copy of the certificate OR state in the cover letter that the youth has completed his education)

**Florida:**

- Verification of IV-E status;
- Copy of the current Child's Case Plan;
- Cover letter.

**Ohio:**

- Verification of IV-E status;

**Missouri:**

- Verification of IV-E status;
- Most recent social assessment, including Mental Health diagnosis.

**Michigan:**

- Verification of IV-E status;

**Virginia:**

- Child's Case Plan;
- Verification of IV-E status;
- Most current medical and/or psychological evaluations;
- Most recent educational report;
- Copy of recent IEP, if one exists;
- Copy of birth certificate;

- Copy of social security care;
- Cover letter outlining:
  - The reason for custody and placement
  - The date placement needed
  - Background/history regarding child’s placement in foster care

**Georgia:**

- Verification of IV-E status;
- Child’s Case Plan.

**Indiana:**

- Verification of IV-E status;

**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 REFERRALS.** 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](mailto:Andrea.N.RamseyMitchell@wv.gov)**

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**PRIVATE/PARENTALS PLACEMENTS:**

**These documents are needed for parental placements:**

1. **100A signed by parent** (If not the biological parent then we will need a court document giving legal permission such as adoption /guardianship papers.)

2. **Statement of assurance signed by parent** *(If the person is not the biological parent, ICPC must include a legal document stating the signer of the 100A and Statement of Assurance is the adoptive parent or the legal guardian of the child.)*
3. **Acceptance letter from the facility**
4. **Updated Child Summary** – An admission or discharge summary from a past hospital stay will work, or a written statement from the parent describing the behaviors leading to the admission.