

INTERSTATE COMPACT ON THE PLACEMENT OF CHILDREN CHECKLIST FOR PLACEMENT REQUESTS

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.**

Regulation 2 Requests (Relative, Foster, Adoptive, and Parent Home Studies) :

- _____ Cover Letter Requesting ICPC services-If any items are missing, you would need to state why they are missing and the estimated time on when the items will be received. If you have any concerns about the placement resource, please add that to the cover letter.
- _____ 100-A completed and signed by agency staff (Agency staff is the case worker that wants to place the child.)
- _____ Current Custody Order/Court Order-The order must indicate that DHHR has legal custody of the child/children.
- _____ Case medical/financial plan on each child
- _____ Documentation of IV-E eligibility- this is the actual worksheet that is completed by the IV-E worker and imported into the FACTS filing cabinet. You might need to talk to the IV-E worker that covers your office.
- _____ Service/Case/ Permanency Plan- Service (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. This should be the most updated case plan you completed with the family.
- _____ Current case history for the child-an organized record concerning an individual, their family and environment that includes social, medical, psychological and educational history and any other additional information that may be useful in determining appropriate placement.
- _____ Copy of Birth Certificate and Social Security Card- photocopies are accepted
- _____ Psychological evaluation/ Information- if this is available, please add it to the packet.
- _____ Educational Information-Current IEP or report card
- _____ Medical Information- Most recent well child visit report/ current vaccine record
- _____ Case Manager Statement of interest as required for Regulation 2

****If the placement resource already has an approved home study AND is approved through a private agency in the other state, please submit the approved home study as well as a contract between the WV DHHR and the private agency in the other state****

REGULATION 7 Expedited Requests (Relative and Parent Home Study Requests): In addition to the documents listed above for the Regulation 2 request, you will need the additional documents when requesting an expedited request. All documents need to be submitted within 3 business days of the date on the court order.

- _____ Case Manager Statement of Interest as required for Regulation 7
- _____ Court order outlining how the case meets Regulation 7
- _____ ICPC 101 Form for a Priority Home Study Request