

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.**

Placement Requests (Referral Packets) should always include these documents in triplicate per placement resource. **For additional assistance in preparing a request for ICPC, please call 304-558-7980 and ask for an ICPC worker.**

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.

_____ Current case history for the child

_____ 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

_____ Copy of Birth Certificate and Social Security Card

_____ Psychological evaluation/ Information

_____ Educational Information

_____ Medical Information

_____ 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.

_____ 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

All documents need to be submitted within 3 business days of the date on the court order.