

INTERSTATE COMPACT ON THE PLACEMENT OF CHILDREN CHECKLIST FOR INTERSTATE PLACEMENT REQUESTS:

A How To Guide On Completing An ICPC Referral

The Information Listed Below Applies to Public Agency Placements (Except Psychiatric Residential Treatment Facility Placements)

- A. Cover letter requesting ICPC services
- B. ICPC 100A completed and signed by agency staff
- C. ICPC 100B completed and signed by agency staff if family unit has already moved
- D. Current custody order
- E. Current case history for the child
- F. Case medical/financial plan on each child along with documentation of IV-E eligibility and/or adoption assistance eligibility
- G. Service/Case/Permanency Plan
- H. Copy of Birth Certificate and Social Security Card
- I. Psychological evaluation
- J. Educational information
- K. Medical Information
- L. Case manager Statement of Interest as required for Regulations 2 & 7
- M. ICPC 101 Priority Home Study Request completed for all Expedited Requests
- N. Expedited court order for Regulation 7 (expedited) cases (**remember expedited requests should be in the NC ICPC within 3 days**)
- O. **If an adoptive placement**, include legal clearance documents & adoption profile.
- P. **If an adoptive placement**, include pre-placement assessment, if available
- Q. **If an adoptive placement**, include background information on birth family

Additional guidance:

Items A-L should always be included in the placement request in triplicate copies per placement resource. The only exception is the 100A, which requires 5 copies per child.

Items M-Q are conditional and are based on the type of placement requested. When these items are included in the request, please include triplicate copies per placement resource. Remember 5 copies per child of the 100A. ICPC 101 will always be the top page in all Expedited Requests.

Arrange packages with the cover letter and other common documents to all children on top; put the child specific information underneath.

For additional assistance in preparing a request for ICPC, please contact the North Carolina Division of Social Services' ICPC office at 919-527-6390.