

## OUTGOING ICPC PACKET CHECKLIST

Below is the checklist for items needed for an Initial ICPC request.

- **100A form**
- **Cover Letter** (brief statement of what is being requested)
- **Pre-Screen Form (Reg. 2)** (form can be found on SharePoint)  
(Reg.7 for eligible parental request)
- **Social Summary** (brief description why agency is involved)
- **Case Plan/Family Service Plan (FSP)**
- **Current Court order** (must be within a year and shows that MS has custody)
- **TPR Court Order** (if the child is free for adoption and the request is for adoptive placement)
- **Medical information** (immunization records, prescribed medicines, medical conditions, etc.)
- **Psychological evaluation** (if applicable)
- **Medical/ Financial Plan** (form can be found on SharePoint)
- **IV-E documentation** (take a screenshot of the MACWIS eligibility screen, post it in a WORD document so that you can make it bigger and easy to read)
- **ICWA documentation**
- **Educational Information**



- **Demographic Information:** (Birth certificate and social security card or the application to show it has been requested)

Note: If a licensed foster family is moving to another state with the foster child, this is known as a **Regulation 1** request. You will need the following items:

-Items indicated in an initial ICPC request Plus the following:

- Copy of family's approved foster home study
- Copy of family's foster license
- 100B form for placement