

# ICPC REFERRAL PACKET RESIDENTIAL FACILITY CHECKLIST

- Cover letter stating why placement is being considered
- Acceptance letter or verification of acceptance from facility (may include financial arrangements and daily rates)
- Court orders showing MS has custody (current within a year)
- Form ICPC-100A completed and signed by “sending agency or person” for each child.
- Social history for each child that includes the basis on which the residential treatment facility was selected.
- Educational, medical, psychiatric, and/or psychological reports on each child, if appropriate.
- Verification of each child’s eligibility for Title IV-E Medicaid benefits, current and in the proposed placement.
- Financial/Medical Plan (form can be found on SharePoint)
- Disruption agreement- who will be responsible for the child returning to the sending state if disruption of the placement occurs or when treatment is completed. (May be included in acceptance letter)

Note: When a court is proposing to place a child into a residential treatment facility, the ICPC-100A must be signed by the sending judge or authorized agent of the public agency on behalf of the sending court in keeping with ICPC Article V. The agency or an officer of the court is responsible for preparing the ICPC Referral Packet, using the guidelines developed by the Sending State ICPC office. A copy of the court order must be included to show who has legal custody of the child.