



Checklist for PUBLIC ADOPTIVE Request:

5

Make FIVE Copies of 100A Document for each child, with **SECTIONS I, II & III** completely filled in

- **Section I IDENTIFYING DATA**- ALL fields must be completed
- **Section II PLACEMENT INFORMATION**- Must reflect FULL NAME, ADDRESS & TELEPHONE NUMBER OF POTENTIAL ADOPTIVE RESOURCE
Type of Care Requested- Must reflect ADOPTIVE, the TYPE OF SUBSIDY to be provided and the STATE in which the adoption will finalize must be selected
Current Legal Status of Child- Must include Parental Rights Terminated-Right to Place For Adoption
- **Section III SERVICES REQUESTED Initial Report Requested** - Must reflect ADOPTIVE,
Supervisory Services - Must reflect either REQUEST RECEIVING STATE TO ARRANGE SUPERVISION OR ANOTHER AGENCY HAS AGREED TO SUPERVISE (if the latter is selected a copy of the contract with the Supervising Agency must be included)
Supervisory Reports Requested - Generally reflects QUARTERLY.
Signature of Sending Agency or Person – Must be signed and dated.

3

Assemble THREE Copies of Each of the Following Documents

- √ **Cover Letter**- Must be signed and dated and all information must be current.
 - It should outline who you are & how you can be contacted;
 - who the child is; where you want to send the child;
 - who the resource is in relation to the child;
 - what kind of report you are requesting;
 - what kind of placement you wish to make;
 - how the child came into care &
 - what the plan is for the child.
- √ **Court Orders**- ORDER must be current
 - signed by a judge or court representative and
 - clearly state that the current legal status of child(ren) is that parental rights have been terminated (TPR); or an extra judicial or judicial surrender of parental rights has been issued or death certificate of one or both parents is provided. A COURT ACTION SUMMARY IS NOT ACCEPTABLE.
- √ **Financial/Medical Plan**- Both forms must be signed and dated and must be consistent with the child(ren)'s IV-E eligibility and Type of Care requested.
- √ **Certification of Title IV-E Eligibility for Medicaid (One per child)** - Must be signed and dated. The determination must match the Title IV-E selection on the 100A
- √ **Detailed Child Summary (Social History)**- **Must be detailed,**
 - specific and current and describe the child's birth family,
 - why the child is in placement, and why an interstate request for placement is necessary.
 - Address the child's history from any available records,
 - including the present living situation (how the child is coping with those around him/her, important events in his/her life, whether positive or negative), and
 - provide the child's physical description.
 - include the medical history of the child, including any hospitalizations, illnesses, and current medical reports, if available.
- √ **Family Assessment Service Plan (FASP):** AKA CASE/SERVICE PLAN
- √ **Child(ren)'s Social Security Card & Birth Certificate** - If copies of either documentation are not available at the time of the ICPC request, this must be indicated in the cover letter and the documents must be forwarded as soon as they are available.
- √ **Case Managers Statement Form**- Must be completed fully, signed and dated by case worker and supervisor.

Mail the THREE copies of the Assembled Packet, with the FIVE copies of the 100As to the NY ICPC.

NOTE: Form 100B DOCUMENT must be submitted when placement is made after approval of the request by the receiving state. (*i.e., the counter-signed Form 100A is received*). This will alert the receiving state of the placement, and will initiate supervision.

Form 100B is also required to close or withdraw a request.