

ICPC Checklist for ALL Private/Independent/Non-Public Agency Adoption Requests - Incoming & Outgoing:

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

- **Section I IDENTIFYING DATA** - ALL fields must be completed.
- **Section II PLACEMENT INFORMATION** - Must reflect FULL NAME, ADDRESS and TELEPHONE NUMBER of PROSPECTIVE ADOPTIVE PARENT OR AGENCY TO WHOM THE CHILD HAS BEEN SURRENDERED.
 - **Type of Care Requested** - Must reflect ADOPTIVE.
 - **Current Legal Status of Child** - PARENTAL RIGHTS HAVE BEEN TERMINATED, FREE FOR ADOPTION.
- **Section III SERVICES REQUESTED - Initial Report Requested** - Must reflect ADOPTIVE.
 - **Supervisory Services** - Must reflect ANOTHER AGENCY HAS AGREED TO SUPERVISE.
 - **Supervisory Reports Requested** - Generally reflects OTHER.
 - **Signature of Sending Agency or Person** - Must be signed and dated.

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Assemble THREE Copies of Each of the Following:

Cover Letter – Include certification by a licensed attorney, authorized agent of a private agency or independent entity that the consent or relinquishment is in compliance with the sending state, or where requested, the receiving state.

Birth Mother Consent, Surrender, or Termination of Parental Rights (TPR) - Consent to place the child with an identified adoptive parent, independent placement, or surrender to an agency or TPR.

Birth Father Consent or 111A DRL Affidavit - Consent to place the child with an identified adoptive parent, independent placement, or surrender to an agency or TPR. If birth father is not identified, cannot be located or did not sign a surrender or consent, there must be a sworn statement signed by the birth mother, agency representative, or an attorney that attests that the requirements of NYS DRL 111-A (regarding notice to the father) have been met.

Adoptive Parent Legal Risk Acknowledgement - A statement from the adoptive parents acknowledging that due to certain circumstances, explained in the statement, the adoption is at risk of failure. If there is no birth father consent, surrender or termination, the statement must include acknowledgement of birth father's rights as a risk.

Adoptive Parent Home Study - The study must include a clear recommendation of approval as adoptive parents and verification of background clearances. Approval of the home study by an adoption agency or a NYS DRL 115-D certification order is required.

Identification of Supervising Entity - The agency or individual providing supervision of the adoption until finalization must be entered on the 100A **AND** must also be provided via the home study or in a statement from the supervising entity (adoption agency, social worker, court-appointed disinterested party) acknowledging the agreement to provide supervision.

***For requests into NY: If the adoption is finalizing outside of New York State, the supervision must be provided by a NYS-authorized agency.

Information on Biological Parents - Social and medical histories on the birth mother, or if possible, both parents.

Indian Child Welfare Act (ICWA) Statement – Acknowledgment that the possibility of any Native American heritage in the birth parents family has been asked and answered;

Child's Medical Records or Hospital Discharge Summary - Information from the hospital or physician regarding the health of the child.

OR

Child's Current Social, Medical and Education History (*if applicable*).

Medical Authorization: Authority for the prospective adoptive parents to provide medical care. Must be signed by the entity who has custody of the child (Financially Responsible Entity on the 100A).

Verification of Sending Agency's License/Certification - must be included.

NY Fee Disclosure Form, OCFS-4690 (Applies only to requests to NY) - All fees and payments made and to be made by the adoptive parents are listed, to whom the payments were made, and the circumstances of placement explained, including how the birth mother and adoptive parents connected. The document must be notarized.

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

NOTE: **Form 100B** 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.