

# ICPC Checklist for RESIDENTIAL TREATMENT CENTER (RTC) Requests from LDSS:

5

**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 of FACILITY or AGENCY.
  - **Type of Care Requested** - Must reflect RESIDENTIAL TREATMENT CENTER OR INSTITUTIONAL CARE – ARTICLE - IV.
  - **Current Legal Status of Child** - Must reflect SENDING AGENCY HAS CUSTODY, COURT JURISDICTION ONLY, OR PROTECTIVE SUPERVISION.
- **Section III SERVICES REQUESTED - Initial Report Requested - N/A**
  - **Supervisory Services** - Must reflect ANOTHER AGENCY HAS AGREED TO SUPERVISE.
  - **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, dated and all information must be current.

- It should outline who you are and how you can be contacted;
- Who the child is and where you want to send the child;
- What kind of placement you wish to make;
- Include name of proposed placement facility;
- How the child came into care and what the plan is for the child (include services needed and reason(s) for out-of-state placement).

**Court Orders** - PLACEMENT ORDER must be current (dated within the last six months)

- Signed by a judge or court representative; and
- Clearly state that the child is in the care and custody, or guardianship and custody, of the Commissioner of a Local Department of Social Services or the Commissioner of NYC Administration for Children's Services or Court Jurisdiction only. A COURT ACTION SUMMARY IS NOT ACCEPTABLE.

**Financial/Medical Plan** - Both forms must be signed, dated, and must be consistent with the child(ren)'s Title IV-E eligibility and type of care requested.

**Certification of Title IV-E Eligibility for Medicaid (One form 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.**

- Describe the child's birth family;
- Why the child is in placement;
- 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);
- 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)** - Also known as the CASE/SERVICE PLAN.

**Child(ren)'s Social Security Card and 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.

**Facility Acceptance Letter**

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

**Note: If Referred Youth is an Adjudicated Juvenile Delinquent, said Court Order must contain Article VI Language similar to Below:**

**Article VI. Institutional Care of Delinquent Children:** A child adjudicated delinquent may be placed in an institution in another party Jurisdiction pursuant to this compact but no such placement shall be made unless the child is given a court hearing on notice to the Parent or guardian with opportunity to be heard prior to his being sent to such other party jurisdiction for institutional care and the court finds that:

1. Equivalent facilities for the child are not available in the sending agency's jurisdiction; and
2. Institutional care in the other jurisdiction is in the best interest of the child and will not produce undue hardship.

**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.