



# ICPC Checklist for RESIDENTIAL TREATMENT CENTER (RTC) Requests from Parents/Guardians:

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**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 FACILITY OR AGENCY.  
**Type of Care Requested**- Must reflect REIDENTIAL TREATMENT CENTER  
**Current Legal Status of Child**- Must reflect Parent Relative Custody/Guardianship.
- **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** – One of the Custodial Parents/Guardians needs to sign Section III on the “Signature of Sending Agency or Person” Line.

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**Assemble THREE Copies of Each of the Following Documents**

- √ **Cover Letter**- From the Parent/Guardian, must be signed and dated and briefly explain the reason for the request and the need for out of state placement; who will be financially responsible for the placement, and contact information for School District Contact Person.
- √ **Proof of Guardianship** – If legal guardian is submitting request, proof of guardianship is required.
- √ **Detailed Child Summary (Social History)**- This can be one of more of the following:
  - IEP
  - Psychological, or Psychiatric report as long as it describes the child's current functioning and need for residential placement. (*Required for Virginia Placements, Recommended for other States*)
- √ **Placement Disruption Agreement** – Required for Wisconsin Placements.
- √ **Child's Social Security Card & Birth Certificate** – (*Optional but Recommended*)
- √ **Facility Acceptance Letter** – Required for Placements in MA, WI, NC, GA, & FL, Recommended for all other States

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

**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.