



ICPC Checklist for RESIDENTIAL TREATMENT CENTER (RTC) Requests from School Districts:

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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 RESIDENTIAL TREATMENT CENTER OR INSTITUTIONAL CARE ARTICLE –IV.
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 – Must be signed and dated under.
Both the Authorized School Official AND one of the Custodial Parents/Guardian need to cosign Section III on the “Signature of Sending Agency or Person “ Line – They sign next to each other.

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Assemble THREE Copies of Each of the Following Documents

- √ **Cover Letter**- From the School District must be **signed** and **dated** and all information must be current and include:
 - Contact information for School Contact Person;
 - Identify child by name and type of Placement Requested;
 - Include name of Proposed Placement Facility;
 - Reason(s) for out-of-state placement;
 - Services needed while in care;
 - Include a detailed Financial/Medical plan for child (ie, boarding, medical and educational)
- √ **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
- √ **Child’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.
- √ **Facility Acceptance Letter**

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.