

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

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.
  - **Name of agency or person responsible for planning for child** - Name, Address, Telephone Number of Parent/Legal Guardian.  
(**Note:** some states may require that both the parent and school information be listed under responsible for planning.)
  - **Name of agency or person financially responsible for child** - Name, Address, Telephone Number of School District.
- **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 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. **Both** the authorized school official **AND** one of the custodial parents/guardian need to cosign on this line next to each other.

3

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

**Cover Letter** - A letter from the school district must be signed, dated and all information must be current. 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;
- A detailed financial/medical plan for child (i.e., boarding, medical and educational).

**Detailed Child Summary (Social History) - This can be one of more of the following:**

- Individual Education Plan (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 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:** 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.