

## 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 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 the FACILITY or AGENCY.
  - **Type of Care Requested** - Must reflect RESIDENTIAL 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 **must** sign on the "Signature of Sending Agency or Person" line.

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

**Cover Letter** – A signed and dated letter from the parent/guardian briefly explaining

- The reason for the request and the need for out of state placement,
- Who will be financially responsible for the placement, and
- Contact Information.

**Proof of Guardianship** - If legal guardian is submitting request, proof of guardianship is required.

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

- Individualized Education Program (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 and Birth Certificate** - Optional but recommended

**Facility Acceptance Letter** - Required for placements in Massachusetts, Wisconsin, North Carolina, Georgia, and Florida; recommended for all other states.

**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.