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

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
  - **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.

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.

11/27/12