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

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.

- **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.

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.

7/2015