

## ICPC Referral Packet Checklist

### The ICPC referral packet must contain (in the following order) an:

- ☐ ICPC cover letter which includes:
  - The child(ren)'s name, date of birth, race, sex, social security number;
  - The placement resource's name, address, telephone number, social security number, and relationship to the child(ren);
  - The SSW's office address, telephone number, email address; and
  - A brief overview regarding the referral request.(Refer to ICPC Cover Letter located on the Related Resources browser)
- ☐ Completed ICPC -100A ICPC Request
- ☐ Current court commitment/custody orders dated within the last 12 months
- ☐ Continuous Quality Assessment (CQA)
- ☐ Family Case Plan
- ☐ Out-of-Home Child Plan (if applicable)
- ☐ Social History/Needs Assessment (if available,)
- ☐ Medical records/history (to include immunization records)
- ☐ School records (if applicable)
- ☐ Completed ICPC Financial/Medical Plan form
- ☐ Title IV-E eligibility (OOHC-1262-Title IV-E Eligibility/Reimbursement Summary form),
- ☐ Copy of the birth certificate
- ☐ Copy of the social security card
- ☐ Verification of paternity for interstate home evaluation request on the biological father if they are not listed as the father on the birth certificate provided, which may include paternity testing, a marriage license or child support documentation/court order
- ☐ Indian Child Welfare Act eligibility for children of Native American heritage (if applicable)

### Instructions:

- Please do not combine placement resources in the same referral packet. If you are requesting an Interstate home study on more than one placement resource in the same state then each placement resource must have its own comprehensive referral packets specific to that placement resource.
- As specified in SOP 10.3, if the child is not in DCBS custody the judge must sign the 100A form as this type of case is considered to be Court Jurisdiction Only (CJO). Some states will not honor these types of requests since the state agency does not have custody. A court order for the home study is also necessary for CJO cases.

### Please mail the completed packets to the following address for processing:

#### *Out of Home Care Referrals:*

Deputy Compact Administrator  
275 East Main Street, 3E-D  
Frankfort, KY 40621

#### *Adoption Referrals:*

Deputy Compact Administrator  
275 East Main Street 3C-E  
Frankfort, KY 40621

If you need any assistance, please call the KY ICPC office at 502-564-2147. The KY ICPC office fax is 502-564-5995.