

Interstate Compact on the Placement of Children (ICPC)

Referral Packet Checklist

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

ICPC Cover Letter Statement of Family Case Manager which includes:

The child(ren)'s name, date of birth, race, sex, and 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.

Completed ICPC-100A ICPC Request;

Current court commitment/custody order dated within the last twelve (12) months;

Assessment (ADT): or the Structured Decision Making (SDM) Safety and Risk Assessment;

DPP-1281 Family Case Plan;

DPP-178 Acknowledgement Statement Options and Available Services for Relative and Fictive Kin Caregivers;

Out of Home Care Plan (if applicable);

Social history/needs assessment (if available);

Medical records/history, including immunization records and the DPP-106 forms series;

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 Department for Community Based Services (DCBS) custody the judge must sign the ICPC-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.