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|  | **Tennessee Department of Children’s Services****Residential ICPC Request Checklist** ***Interstate Compact on the Placement of Children (ICPC)*** |

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| Child's Name: |       | Date of Birth: |       |

This checklist guides Tennessee (TN) DCS caseworkers, contract agency caseworkers, court jurisdiction, and private parent referrals when submitting placement requests under ICPC Regulation 4: Residential Placement, ICPC requests must be submitted via NEICE by one of your agency’s authorized NEICE users.

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|  | **Reg 4** | **Reg 4** | **Reg 4** |
| ***Note***: For DCS, create the case and upload the ICPC 100A separately in CCWIS/NEICE. Combine all other documents from the RTC checklist, scan, and save as a single PDF, and upload to the case as Document Type: ICPC-RTC Packet. For court and parent requests, scan/email the packet to TN ICPC at ***tnicpc.ei-dcs@tn.gov***. | Public AgencyRTC Request | Court JurisdictionRTC Request | Private ParentRTC Request |
| **Forms:** One for each child, created and uploaded to CCWIS/NEICE ICPC instance separate from the packet. |
| * **ICPC 100A Form CS-0525**
 | [ ]  | [ ]  | [ ]  |
| * **ICPC 100B Form CS-0523 (if placed in violation)**
 | [ ]  | [ ]  | [ ]  |
| FORM ICPC 100B: This form is used to open and close the ICPC. If placement is approved by the receiving state, submit a signed and dated ICPC 100B to TN ICPC. **See next page for additional details.**  |
| * *Cover Letter Requesting ICPC* (signed by caseworker and supervisor)
 | [ ]  | [ ]  |  |
| * **Court Order(s). *See instructions page for additional details.***
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| * Dated within the last twelve (12) months and signed by judge; must clearly establish State of Tennessee custody
 | [ ]  |  |  |
| * Delinquency Adjudications and Institutional Placement Order Pursuant to Article VI (signed by Judge) if applicable
 | [ ]  |  |  |
| * Custody/Guardianship Court Order for Legal Guardian
 |  | [ ]  | [ ]  |
| * Financial Medial Plan Form **CS-0795**
 | [ ]  |  |  |
| * Child Welfare Benefits Summary Form CS-0508
* Health Summary (Immunizations/Prescriptions)
 | [ ]  |  |  |
| * Detailed Child Summary – CANS and CFTM Summary dated within six months. Include psychological assessments if applicable.
 | [ ]  |  |  |
| * Family Permanency Plan dated within 1 year.
* Education Passport and School Enrollment Letter (include records)
 | [ ]  |  |  |
| * Child(ren)’s birth certificate(s)
 | [ ]  | [ ]  | [ ]  |
| * Child(ren)’s Social Security card(s)
 | [ ]  |  |  |
| * Facility Acceptance Letter
 | [ ]  | [ ]  | [ ]  |
| * Court Jurisdiction/Private Parent Request: Financial/Medical Agreement and Disruption Agreement
 |  | [ ]  | [ ]  |