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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***](mailto:tnicpc.ei-dcs@tn.gov). | Public Agency  RTC Request | Court Jurisdiction  RTC Request | Private Parent  RTC 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.*** | | | |
| * 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 |  |  |  |