

The Seven Steps to ICPC

(Please include checklist with Packet)

1. Fill out the ICPC Form 100A document in SAFE. (**Sign** & make 5 copies)
2. Pull and make 3 copies of:
 - Mental health assessment
 - Dental and medical forms -Check with nurse YES
- Is the Health Check completed or medication needed?
 - Signature Child and Family Plan
 - Two most recent Signature Progress Summaries
 - All educational information (Report cards, IEP's)
 - Birth certificates and social security cards
 - Signed** court orders requesting the ICPC or just verifying that DCFS has custody or jurisdiction
3. Complete the ICPC 6 - "ICPC Request Cover Letter/Case Manager Statement" form found in SAFE.

This form is twofold: Provides for a cover letter and confirms the case manager made contact with the proposed placement in the receiving State. ICPC regulations require that the proposed placement be pre-screened prior to submitting an ICPC request. The pre-screening process insures that the proposed placement is an appropriate resource and is willing to cooperate with the ICPC process.
4. Complete the medical/financial plan document on SAFE. (3 copies)
Only choose one plan that applies to the type of home study.
5. Submit these documents to your regional ICPC Coordinator.
6. SUBMIT YOUR 100B's: When you receive the approval to place, please submit 100B's to notify the receiving state that the child is coming and to setup supervision. Your case must remain open until the receiving state has given you permission to close it
7. SUBMIT YOUR 100B's: When there is termination of DCFS custody, the child returns to Utah, or you decide not to use a home that you requested a study to be done on, submit your 100B's to close the ICPC case.

*Financial responsibility will always primarily be Utah's responsibility until the courts have terminated jurisdiction and our case is closed, even if the family is supporting the child's needs in the other state.

****If requesting a Regulation No. 7 (Expedited), include all of the above as well as ICPC 3-"Regulation 7 Order of Compliance" signed by the Judge, ICPC 5-"Regulation 7 Cover letter/Case Manager Statement" and ICPC 101-"Sending State Priority Home Study Request".**

(See DCFS Guidelines Section 703 for Regulation 7 mandatory timeframes).