

NEW YORK STATE
OFFICE OF CHILDREN AND FAMILY SERVICES
RESIDENTIAL PLACEMENTS CHECKLIST FOR CASEWORKERS
Regulation 4
INTERSTATE COMPACT ON THE PLACEMENT OF CHILDREN (ICPC)

This checklist is for use by New York (NY) local department of social services (LDSS) and voluntary authorized agency (VA) caseworkers when submitting placement requests under ICPC Regulation 4: Residential Placement. ICPC requests must be submitted via the web-based NEICE System by one of your agency's authorized NEICE users. In NEICE, create the case and upload the **ICPC 100A**. Assemble all other documents, scan and save as a single PDF, and upload to the case as Document Type: *Reg 4 – Residential Treatment*.

If you have questions, contact NY ICPC at ocfs.sm.NYSICPC@ocfs.ny.gov or 518-474-9406. For additional information and guidance on other types of ICPC requests, see <https://ocfs.ny.gov/programs/adopt/ICPC/>.

- FORM ICPC 100A:** Complete ALL fields, sign, and date.
- COVER LETTER:** A current letter, signed and dated, to include:
 - your name and contact information
 - name and date of birth of the child, and name of proposed placement facility
 - reason(s) for child's out-of-state placement and services needed during placement
 - name of agency responsible for medical, boarding, and educational costs and
 - name of agency responsible for returning the child to the home state in the event of a placement disruption.
- FACILITY ACCEPTANCE LETTER:** A current letter, signed and dated by an authorized representative of the proposed placement facility.
- COURT ORDER:** A current, signed order (*dated within the last six months*) that clearly states the child is in the care and custody of your agency. A COURT ACTION SUMMARY IS NOT ACCEPTABLE.

NOTE: If referred youth is an Adjudicated Juvenile Delinquent, the court order must contain language that meets the requirements of ICPC Article VI. Institutional Care of Delinquent Children.

A child adjudicated delinquent may be placed in an institution in another party jurisdiction pursuant to this compact but no such placement shall be made unless the child is given a court hearing on notice to the parent or guardian with opportunity to be heard prior to his being sent to such other party jurisdiction for institutional care and the court finds that:

1. Equivalent facilities for the child are not available in the sending agency's jurisdiction; and
2. Institutional care in the other jurisdiction is in the best interest of the child and will not produce undue hardship.

- CERTIFICATION OF TITLE IV-E ELIGIBILITY (FORM, OCFS-5050b):** Sign, date, and ensure selections match the child's Title IV-E determination on the **ICPC 100A**.
- EDUCATIONAL & PSYCHOSOCIAL DOCUMENTS:** IEP and/or Psychological/Psychiatric report that describes the child's current functioning and need for residential placement.
- Current, approved **FAMILY ASSESSMENT SERVICE PLAN (FASP)**.
- SOCIAL SECURITY CARD & BIRTH CERTIFICATE:** If documents are unavailable at the time of ICPC referral, please state this in the cover letter and upload the copies to the NEICE case, once available.

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- FORM ICPC 100B:** This form is used to open and close the ICPC. If placement is approved by the Receiving State (*i.e., you receive the counter-signed ICPC 100A*), submit a signed and dated **ICPC 100B** to NY ICPC.
 - complete sections I, II, and IV to PLACE the child.
 - complete sections I, III, and IV if you WILL NOT place the child with the approved placement resource.
 - complete sections I, III, and IV upon treatment completion or other termination of the child's placement.