Please use this checklist as a guide when making referrals through the ICPC Office located at 235 S. Grand Ave., Suite 1315, Lansing, MI 48933

Send three complete referral packets to the Interstate Compact Office, including:

- DHS-4332 (100A) with signatures
- DHS-4336 Placement Pre-Screening Form (NEW) must be completed prior to ICPC referral and a signed copy included in the ICPC referral packet.
- Cover Letter
- DHS-4334 Financial/Medical Plan with signatures
- DHS-352 Initial Funding Determination
- Current Court Order indicating child’s legal status and agency having legal custody
- Social History, including ISP, USP’s, and permanency plan
- Birth Certificate
- Social Security Card
- Education Records, including IEP, grades, reports, etc.
- Medical/Dental/Immunization Records
- Psychological evaluations, counseling and/or therapy reports, etc (if available or required by receiving state)

HELPFUL HINTS:

- DHS-4333 (100B) to verify placement after ICPC approval, withdraw request, or terminate compact.
- DHS-972, Foster Home Licensing Requirements For Relative Caregivers.
- DHS-875, Waiver of Foster Home Licensure for Relative Placement
- Placement approval will be valid for six months from the ICPC approval date on the DHS-4332 (100A)
- If you are requesting an Adoptive Home Study, include Termination Orders.
- Refer to Manual Item FOM 932.1 through FOM 932.3 for ICPC requirements and procedures.

Department of Human Services (DHS) will not discriminate against any individual or group because of race, religion, age, national origin, color, height, weight, marital status, sex, sexual orientation, gender identity or expression, political beliefs or disability. If you need help with reading, writing, hearing, etc., under the Americans with Disabilities Act, you are invited to make your needs known to a DHS office in your area.