

# INTERSTATE COMPACT ON THE PLACEMENT OF CHILDREN CHECK LIST

Michigan Department of Human Services

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.

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