

INTERSTATE COMPACT ON THE PLACEMENT OF CHILDREN (ICPC) CHECKLIST

Michigan Department of Health and Human Services

Please use this checklist when making referrals through the ICPC Office.

Either send **three** complete referral packets to the Interstate Compact Office, **OR** scan **one** completed referral packet to MDHHS-MI-ICPC@michigan.gov.

- 100A Interstate Compact Placement Request (DHS-4332) with signatures
- Interstate Compact on the Placement of Children Placement Prescreening (DHS-4336) with signatures
- Cover Letter
- ICPC Financial/Medical Plan (DHS-4334) with signatures
- Initial Funding Determination (DHS-352)
- Initial removal order and current order indicating agency has legal custody
- Initial Service Plan (ISP) and two most recent Updated Serve Plans (USP)
- Birth Certificate
- Social Security Card or verification
- Education Records for the current school year
- IEP (if applicable)
- Current Medical Passport and current immunization record
- Current Specialized Assessments: Psychological, Trauma, Risk, etc. (if applicable)

Additional information may be required:

- If this is a Regulation 1 Relocation Request, include a 100B Interstate Compact Report on Child's Placement Status (DHS-4333) most recent approved home study and 6 months supervisory reports.
- If you are requesting an Adoptive Home Study, Termination Orders are required.
- If Regulation 7 (Priority/Expedited), a REG 7 Court Order is required.
- Sibling requests should be compiled into one (1) complete request for processing.
- Refer to Manual Item ICM 100 through ICM 140 for ICPC requirements and procedures.

Contact our shared mailbox with any questions: MDHHS-MI-ICPC@michigan.gov

Please mail packets to: Michigan ICPC Office
235 South Grand Avenue, Suite 1315
Lansing, MI 48933

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AUTHORITY: Public Act 114, 1984.

COMPLETION: Required.

PENALTY: Sending/Receiving Agency could lose their license.