

# DHS-4335, INTERSTATE COMPACT ON THE PLACEMENT OF CHILDREN (ICPC) CHECKLIST

Michigan Department of Health and Human Services (MDHHS)  
(Revised 12-23)

Use this checklist when making requests through the ICPC Office.  
The MDHHS caseworker may send the request to the Michigan ICPC office via email  
([MDHHS-MI-ICPC@michigan.gov](mailto:MDHHS-MI-ICPC@michigan.gov)) or via mail.

## SECTION 1 – CHECKLIST

- 100A Interstate Compact Placement Request (DHS-4332) with signatures
- Interstate Compact on the Placement of Children Placement Prescreening (DHS-4336) with signatures
- Cover Letter per policy requirements
- ICPC Financial/Medical Plan (DHS-4334) with signatures
- Initial Determination of Title IV-E Eligibility (DHS-352)
- Initial removal court order **and** current court order indicating agency has legal custody
- Initial Service Plan (ISP) and two most recent Updated Service Plans (USP)
- Birth Certificate – able to be sent later if unavailable currently
- Social Security Card or verification – able to be sent later if unavailable currently
- Education Records for the current school year (if applicable)
- IEP (if applicable)
- Current Medical Passport **and** current Immunization Record
- Current Specialized Assessments: Psychological, Trauma, Risk, etc. (if applicable)

## SECTION 2 – ADDITIONAL INFORMATION (may be required)

### 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 of supervisory reports.
- If you are requesting an Adoptive Home Study, Parental Rights Termination Orders are required.
- If this is a Regulation 7 (Priority/Expedited) request, a REG 7 court order and the Expedited Home Study Request Form (DHS-3750) are required..
- Sibling requests should be compiled into one (1) complete request for processing.
- Refer to Policy Manual Item ICM 100 through ICM 140 for ICPC requirements and procedures.

Contact our shared mailbox with any questions: [MDHHS-MI-ICPC@michigan.gov](mailto:MDHHS-MI-ICPC@michigan.gov).

Please mail packets to: Michigan ICPC Office  
235 South Grand Avenue, Suite 518  
Lansing, MI 48933

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**AUTHORITY:** Public Act 114, 1984.

**COMPLETION:** Required

**PENALTY:** Sending/Receiving Agency could lose their license