

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

Michigan Department of Health and Human Services (MDHHS)  
Policy and Legislative Office  
(Revised 7-22)

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

The MDHHS caseworker may send the referral package to the Michigan ICPC office via email ([MDHHS-MI-ICPC@michigan.gov](mailto:MDHHS-MI-ICPC@michigan.gov)) or via mail.

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- 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](mailto: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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The Michigan Department of Health and Human Services will not exclude from participation in, deny benefits of, or discriminate against any individual or group because of race, sex, religion, age, national origin, color, height, weight, marital status, partisan considerations, or a disability or genetic information that is unrelated to the person's eligibility.

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

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