

ICPC REFERRAL CHECK LIST

Please ensure you are using the most current version of the PPS forms. Current forms can be accessed in the PPS Policy and Procedure Manual at:

<http://www.dcf.ks.gov/services/PPS/Pages/PPSFormsandAppendices.aspx>

BASIC DOCUMENTATION REQUIRED FOR ALL ICPC REFERRALS

(Please Submit Documents in Following Order)

- 100A Form (PPS 9130)
- Cover Letter
- Case Manager Statement (PPS 9100)
- Child Social History
- Custody Court Order/Journal Entry
- Current Case Plan
- Financial / Medical Plan (PPS 9140) , Including Copy of Eligibility Determination Worksheet
- Current Medical /Psychological /School Reports
- Birth Certificate
- Social Security Card

REGULATION 2

- Basic Documentation listed above

In addition to the above list, additional documents will be required as specified below

REGULATION 1

- Basic list above, plus:**
 - Previous Family Home Study
 - 100B Form (PPS 9135)

REGULATION 7

- Basic list above, plus:**
 - Regulation 7 Court Order
 - ICPC 101 Form (PPS 9145)

STATE WARD ADOPTIONS

- Basic list above, plus:**
 - Court Order Terminating Parental Rights / Relinquishments
 - Medical And Genetic Information for Child and both Biological Parents (PPS 5340, Forms I, II and III)
 - ICWA Statement
 - Case Manager Statement (PPS 9100) - Specific to Proceeding to Adoption at this Time

CWCMP ICPC Liaison Signature

Date

INCOMPLETE REFERRALS WILL BE RETURNED
See Further Explanations/Instructions on Reverse Side

Explanations/Instructions

Basic Documentation:

100A Form (PPS 9130) – Complete, sign and date 100A form for each child. (Form must correctly reflect supporting documents, i.e. IV-E status, ICWA status, etc...)

Cover Letter – Explain child’s situation, how child was brought into custody, why you are requesting the home study and note any special concerns you want specifically addressed.

Case Manager Statement (PPS 9100) – This form verifies that the potential placement resource has been contacted and provides basic information to initiate the ICPC request. Form should be signed/dated by appropriate case manager certifying the information is accurate. Form can also be shared with court to justify not submitting an ICPC request due to not meeting ICPC criteria.

Social History – Should include a description of current case history for the child, including custodial and social history, chronology of court involvement, social dynamics and a description of child’s current physical, educational, psychological needs.

Custody Court Order/Journal Entry – Must include Judge’s signature and dated within the year. If court order showing DCF custody is older than a year, also include a current order stating that previous orders are still in effect.

Case Plan – Please include child’s current case plan. If case plan has not yet occurred, please indicate when case plan will be forwarded in the cover letter.

Financial/Medical Plan (PPS 9140) – Please complete both financial and medical sections. Title IV-E eligibility should be verified by DCF, and the Title IV-E determination worksheets should now be included in referral documents.

Medical/Psychological/School Reports – Submit current records/reports for each child.

Birth Certificate – If not currently available, include a copy of the birth certificate request form. The birth certificate should be forwarded as soon as possible.

Social Security Card – If not currently available, include a copy of the social security card request form or verification memo from SSA.

Regulation 1:

Previous Family Home Study – Include copy of previous home study completed on resource family prior to child’s initial placement.

100B Form (PPS 9135) – Complete, sign/date a separate form for each child.

Regulation 7:

Regulation 7 Court Order (PPM, Appendix 9G) – Regulation 7 court order must be submitted in accordance with criteria specified in Regulation 7. Referral must also include documentation supporting specified criteria.

ICPC 101 Form (PPS 9145) – Complete, sign/date a separate form for each child.

State Ward Adoption:

Court Order Terminating Parental Rights/Relinquishments – Include signed court order showing parental rights have been terminated and custody placed with DCF. If parents relinquish to DCF, attach voluntary relinquishment form for each parent, including acceptance by DCF and signed court order showing custody with DCF.

Medical and Genetic Information (PPS 5340, Forms I, II and III) – Provides history of medical information on biological parents, extended family and child. Include all available medical records on child.

ICWA Statement – Statement is required in compliance with the Indian Child Welfare Act. If it is determined that child has Indian heritage, include letters sent to the tribes for notification.

