

## The Seven Easy Steps to ICPC

1. Fill out the 100A document on SAFE. Make five copies of this.
2. Pull and make three copies of: (Ask your support people to help with this.)
  - Mental health assessment
  - Dental and medical forms
  - Service plan
  - Two progress summaries
  - Functional assessment
  - All educational information
  - Birth certificates and social security cards
  - **Signed** court orders requesting the ICPC or just verifying the DCFS has custody or jurisdiction
3. Prepare a cover letter telling the other state:
  - Why you are requesting an ICPC
  - Why the children entered care in Utah
  - What the long term goals are for the children
  - Whether or not the children are IV-E eligible
  - Who is financially responsible for these children.\*
  - Include anything else that you feel is pertinent to the successful placement of the children. Make sure you include past criminal history on the child, you should have already asked the family in the other state regarding a criminal history.
4. Complete the medical/financial plan document on SAFE. Make three copies of this.
5. Submit these documents to your regional ICPC coordinator.
6. SUBMIT YOUR 100B'S: When you receive the approval to place please submit 100B's to notify the receiving state that the child is coming and to set up supervision.
7. SUBMIT YOUR 100B'S: When there is termination of DCFS custody, the child returns to Utah, or you decide not to use a home that you requested a study to be done on, submit your 100B's to close the ICPC case.

\*Financial responsibility will always primarily be Utah's responsibility until the courts have terminated jurisdiction and our case is closed, even if the family is supporting the child's needs in the other state.