

**INTERSTATE COMPACT ON THE PLACEMENT OF CHILDREN (ICPC)  
Statement of Case Manager/ Potential Placement/ Party  
Under ICPC Regulation 7 (Expedited ICPC) CD-ICPC-101a**

**PURPOSE:**

Form CD-ICPC-101a is used to document and notify the ICPC offices (sending and receiving) of contacts with the proposed resource and their agreement to cooperate with the home study process. Staff may also submit it to the juvenile court to provide reasonable efforts to place with relatives. This is a mandatory form for all Regulation 7/ Expedited ICPC referrals.

**COPIES & DISTRIBUTION:**

This is a mandatory 3 page form. The original and two copies are *required* to be sent with the initial referral packet to the ICPC unit in Central Office. The Children's Service Worker should retain one copy to be placed in the ICPC section of the child's record. A copy of the completed document is to be provided to the proposed resource as well.

**INSTRUCTIONS FOR COMPLETION:**

This form is to be filled out in conjunction with contact with the identified proposed resource residing in another state.

Complete the indicated court/county information and Child's name as well as date of birth.

Complete number 1 & 2 with the name of the relative/ kinship being sought for possible placement of the child/ren.

Complete number 4 with the requested information for the relative/kinship provider and their relationship to the child/ren.

Complete number 5 by filling in the requested information for the proposed resource, to include date of birth and social security number.

Complete number 6 by filling in the requested information for all adults residing in the home. If there are more than two (2) additional adults residing in the home, please use an additional sheet of paper to show their information as well.

Complete number 7 by filling in the information as requested.

Complete number 8 by filling in the proposed resources name and reading to the proposed resource the financially responsible statement. The case manager is to verify at this time whether or not child care assistance will be necessary and document for which child.

Number 9 is to be completed by filling in the name of the proposed resource and reading the statement to them regarding the home study process and criminal/ child abuse/ neglect history checks being completed.

The case manager is to date, sign and fill in all pertinent information as requested at the end of the form. By doing so, the case manager is verifying that a pre-check has been completed and the required request has been or will be made to ICPC for a Regulation 7/ Expedited home study.

**MEMORANDA HISTORY:**

[CD11-92](#)