



OKLAHOMA DEPARTMENT OF HUMAN SERVICES

Interstate Compact on the Placement of Children

Out-of-State Placement Request Checklist



Child	Placement provider
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Form 04IC006E (ICPC-107) is utilized for identifying required documents for placement of a child out-of-state who is under jurisdiction of an Oklahoma court. The Child Welfare (CW) worker sends the referenced documents through interoffice mail to Children and Family Services Division (CFSD) Interstate Compact on the Placement of Children (ICPC), Sequoyah Building.

Part I. For a parent, relative, or foster home request.

Complete and mail for each child one original and four copies of:

- Form 04IC002E (ICPC-100-A), Interstate Compact on the Placement of Children Request;

Note: When the child is not in Oklahoma Department of Human Services (OKDHS) custody, the judge signs Form 04IC002E as the sending agency or person. Current legal status of the child is marked as court jurisdiction only on Form 04IC002E as the court is responsible for the planning and financial needs of the child.

Complete, if applicable, and mail three copies of:

- Form 04IC001E (ICPC-105), Request Cover Sheet;
- most recent court order verifying jurisdiction and custody. According to ICPC regulations, adjudication of the child or assignment of legal custody to OKDHS is not required for placement. The home study must be approved prior to placement. There are some exceptions, such as a foster family that moves out-of-state with the child
- Form 04IC005E (ICPC-106), Social Summary/History, for each child;
- Title IV-E eligibility determination screen print. The CW worker verifies IV-E eligibility for the child by checking IV-E status on KIDS IV-E Eligibility screen and prints this screen;
- Form 04IC012E (ICPC-104), Financial/Medical Plan. Foster care reimbursement is offered unless the placement provider is the parent or the child is not in OKDHS custody;
- letter from the child's tribe showing the child is a member or is eligible for membership, when the Indian Child Welfare Act (ICWA) applies to the child;
- Form 04KI008E (CWS-KIDS-10), Treatment Plan, or 04KI012E (CWS-KIDS-24), Individualized Service Plan (ISP), for the child;
- immunization record;

- birth certificate. If certificate is not available, CW worker sends an application per OAC 340:75-13-9;
- Social Security card. If card is not available, CW worker sends an application per OAC 340:75-13-10;
- Form 04KI008E or 04KI012E for the parent(s) when the request is for placement with the parent(s) and any other documentation supporting parent(s)' completion of treatment and service plan goals and progress; and
- other available case documents, such as psychological evaluations, medical records, therapist and counseling reports, educational information, and discharge summaries.

Part II. For a Regulation 7 priority placement request.

Mail all documents listed in Part I and three copies of:

- Form 04IC010E (ICPC-101), Sending State Priority Home Study Request; and
- specific court order for a home study utilizing Regulation 7, per OAC 340:75-1-86.

Note: Regulation 7 priority placement request is mailed via overnight express to CFSD ICPC within three working days of the court order.

Part III. For a residential treatment center (RTC) placement request.

Complete and mail an original and four copies of:

- Form 04IC002E;

Complete, if applicable, and mail three copies of:

- Form 04IC005E;
- most recent court order verifying jurisdiction and custody; and
- most recent psychological evaluation, therapist and counseling report, and discharge summary.

Note: Placement must be approved prior to sending the child out-of-state.

Original - local CW case record