

Adoptive Placement Request Checklist

For additional information on rules governing ICPC, review [ICPC Regulations, Articles](#) and Ohio [ORC](#) & [OAC](#).

Request Contains	Adoptive Placement Request Requirements
	Signed 100A Form DCY 01661 ICPC Request
	Cover Letter and Case Manager Statement Include the following: <ul style="list-style-type: none"> • Name, office location, telephone number and email of the caseworker and supervisor • Information on the Proposed Placement Resource: <ul style="list-style-type: none"> ○ Names ○ Physical address and phone number/e-mail ○ How the resource was identified and adoption match made ○ Confirmation the potential placement resource is interested in being a placement resource for the child and is willing to cooperate with the ICPC process ○ Describe the number and type of bedrooms in the home of the placement resource to accommodate the child under consideration and the number of people, including children, who will be residing in the home.
	Legal documentation of permanent custody or permanent surrender (If older than a year, an entry of review hearing within the last year must also be included).
	Child Summary – a Child Study Inventory form may substitute for this <ul style="list-style-type: none"> • Child’s full name, date of birth • Brief summary of why the child came to the agency’s attention and past custodial history • Permanency plan goal • Family composition and relationships, with current visitation schedule • Child’s developmental status • Physical health (medical needs, appointments, immunizations) • Mental/behavioral health needs (diagnoses, services, medications) • Education status (school, grade level, IEP/504 plans, attendance) • Services the child will need in the receiving state (e.g., school enrollment, medical care, counseling) • Strengths, interests, and any special needs
	Child's case plan
	Form DCY 01616 Social and Medical History
	Financial/Medical Plan - DCY 02424 ICPC Placement Financial Information Include any Title IV-E Eligibility verification and an explanation of the current status as available. Some states may require additional documentation of IV-E eligibility. Subsidy eligibility/determination and any agreements made with the proposed placement should be included.
	Child's social security number, birth certificate, and immunization record. (If available)
	Family’s home study (if already completed)
	Contract with a private agency for supervision (if placement is to be with family who completed homestudy through a private agency)