

Department of Children's Services
INSTRUCTIONS FOR USE OF FORM
CS-0796-2

Public Agency ICPC Home Study Request Checklist

- Review packet for legibility, completion, and consistency prior to submission. Verify that your responses are consistent throughout packet documentation (i.e., type of placement, IV-E status, proposed resource placement, etc.)
- TN ICPC cannot hold incomplete requests in pending status due to the high number of referrals. After reviewing a request, the TN ICPC Administrator will provide instructions and a deadline by which corrections and/or missing documents must be received. If missing documents are not received within that time frame, the request will be closed for resubmission.
- **Court Orders**
 - All requests require a court order dated within the twelve (12) months and signed by a judge. The order must clearly state that the child is in the custody of the State of Tennessee.
 1. If the child has been in custody over 1 year, you must include a court review, permanency plan review or other court hearing that shows the child is still in custody.
 - **Adoption requests** must also include a copy of the signed order(s) terminating rights of or accepting surrenders from both parents, or death certificate of one or both parents.
- **Reg 2 Requests:**
 - Must be entered in CCWIS/NEICE ICPC instance. Please refer to ICPC instance storyboard.
 - The TN ICPC office has five (5) days to process the referral.
- **Reg 7 Requests:**
 - Must be entered in CCWIS/NEICE ICPC instance as a priority request. Please refer to ICPC instance storyboard.
 - The expedited order of compliance and complete ICPC referral packet must be received by TN ICPC within three (3) business days of the judge's signature on the order.
 - Reg 7 requests are accepted for unlicensed relative home studies only – not for a foster or adoptive placement.
 - Requests are ineligible for Reg 7 home study if the child is already placed in the receiving state in violation of the ICPC.
 - The Reg 7 Order of Compliance affirms that the child meets one of the following criteria:
 1. Child is in an emergency placement (removed/remanded within last 30 days).
 2. Child experienced unexpected dependency due to sudden recent incarceration, death, or medical incapacitation of parent/guardian.

3. Child sought to be placed is four years of age or younger, including older siblings sought to be placed with the same proposed placement resource.
4. A child in the sibling group to be placed has a substantial relationship with the proposed resource.
5. The placement resource fits the definition of parent, stepparent, grandparent, adult sibling, aunt, uncle, or guardian under Article VIII(a) of the ICPC.

- **Reg 1 Requests:**

- Must be entered in CCWIS/NEICE as an intact request. Please refer to the ICPC Instance Storyboard.
- ICPC request must be initiated within 30 days of the intact family's relocation to the receiving state.
- Once a complete request is forwarded from TN ICPC to the receiving state, the receiving state will open supervision of the placement immediately, while the home study and licensing, if applicable, is in progress.
- The initial Tennessee home study and reauthorization narrative, if applicable, must be complete and contain all authorized signatures and dates. Incomplete home studies will not be accepted for Reg 1 requests.
- If the request is for a Title IV-E eligible child in a licensed foster or approved adoptive home, the child will be immediately eligible for Title IV-E Medicaid in the receiving state.