Tennessee Department of Children's Services

Court Jurisdiction Only (CJO) ICPC Home Study Request Checklist

Interstate Compact on the Placement of Children (ICPC)

Child's Name: _____ Date of Birth: _____

This checklist guides Tennessee (TN) judicial offices when submitting a request for a home study/placement under ICPC Regulations 2 or 7. The referral may be completed by the Judge's office, attorney, or DCS court liaison if DCS has an open case and is instructed by Judge/magistrate. ICPC requests must be submitted via email to the TN ICPC office at ***tnicpc.ei-dcs@tn.gov***.

	Reg 2 Relative/Kin Home Study	**Reg 2** Parent Home Study	**Reg 7** Expedited Home Study (Relative)	**Reg 7** Expedited Home Study (Parent)
Note: If the sending agency is seeking a home study on more than one out-of-state resource, please create a separate request packet specific to each request.				
Forms: One for each child, created separately from the packet.				
• **ICPC 100A Form CS-0525** ***Judge must sign and date.***	☐	☐	☐	☐
Request Packet: Assemble one packet for each home study request; scan and save as a single PDF; email as Document Type: "CJO INITIAL HOME STUDY REQUEST PACKET PART 01," add "PART 02" only if a single file exceeds 30 MB.				
• Cover Letter Requesting ICPC	☐	☐	☐	☐
• **Court Order(s).** ***See next page for additional details.***				
• Dated within the last twelve (12) months and signed by judge; must clearly establish jurisdiction of county/State.	☐	☐	☐	☐
• Expedited Order of Compliance, dated within three (3) business days of submission (signed by Judge)			☐	☐
• Proof of living circumstances (if temporary custody with someone other than parent)	☐	☐	☐	☐
• Detailed Child Summary (1 per child). Include assessments if applicable.	☐	☐	☐	☐
• Financial-Medical Plan (1 per child). Form **CS-0795**	☐	☐	☐	☐
• Regulation 7 Combined Form: ICPC 101 and Signed Statement of Sending Agency Case Manager (1 per packet). Form **CS-0563**			☐	☐
• Sending Agency's Case Manager Signed Statement ICPC Regulation No. 2 Form **CS-0958**	☐	☐		
• Child(ren)'s birth certificate(s)	☐	☐	☐	☐
• Child(ren)'s Social Security card(s)	☐	☐	☐	☐
Additional documents: Provide with initial request packet if available, some states may require them to assign the case.				
• Proof of paternity – many states require court order or DNA testing for placement with father or unlicensed paternal relative. Contact TN ICPC with questions.	**May be required**	**May be required**	**May be required**	**May be required**