



Tennessee Department of Children's Services

Residential ICPC Request Checklist

Interstate Compact on the Placement of Children (ICPC)

Child's Name: _____ Date of Birth: _____

This checklist guides Tennessee (TN) DCS caseworkers, contract agency caseworkers, court jurisdiction, and private parent referrals when submitting placement requests under ICPC Regulation 4: Residential Placement.

	Reg 4	Reg 4	Reg 4
Note: For DCS, create the ICPC instance case and upload the ICPC 100A separately in CCWIS/NEICE. Combine all other documents from the RTC checklist, scan, and save as a single PDF, and upload to the case as Document Type: ICPC-RTC Packet. For court and parent requests, scan/email the packet to TN ICPC at tnicpc.ei-dcs@tn.gov.	Public Agency RTC Request	Court Jurisdiction RTC Request	Private Parent RTC Request
Forms: One for each child, created and uploaded to CCWIS/NEICE ICPC instance separate from the packet.			
• ICPC 100A Form CS-0525	☐	☐	☐
• ICPC 100B Form CS-0523 (if placed in violation)	☐	☐	☐
• Cover Letter Requesting ICPC (signed by caseworker and supervisor)	☐	☐	
• Court Order(s). See instructions page for additional details.			
• Dated within the last twelve (12) months and signed by judge; must clearly establish State of Tennessee custody	☐		
• Delinquency Adjudications and Institutional Placement Order Pursuant to Article VI signed by Judge (if applicable)	☐		
• Custody/Guardianship Court Order for Legal Guardian		☐	☐
• Court Jurisdiction/Private Parent Request: Financial/Medical Agreement and Disruption Agreement		☐	☐
• Financial Medical Plan Form CS-0795	☐		
• ICPC Behavioral/Medical Health Referral CS-1234	☐		
• Child Welfare Benefits Summary Form CS-0508	☐		
• Health Summary (Immunizations/Prescriptions)	☐		
• Detailed Child Summary – CANS and CFTM Summary dated within six months. Include psychological assessments if applicable.	☐		
• Family Permanency Plan dated within 1 year.	☐		
• Education Passport and School Enrollment Letter (include records)	☐		
• Child(ren)'s birth certificate(s)	☐	☐	☐
• Child(ren)'s Social Security card(s)	☐		
• Facility Acceptance Letter	☐	☐	☐

Check the "Forms" Webpage for the current version and disregard previous versions. This form may not be altered without prior approval.

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