



Tennessee Department of Children's Services

Public Agency ICPC Home Study Request Checklist

Interstate Compact on the Placement of Children (ICPC)

Child's Name: _____ Date of Birth: _____

This checklist guides Tennessee (TN) DCS caseworkers and contract agency caseworkers when submitting a request for a home study/placement under ICPC Regulations 1, 2, or 7. ICPC requests must be submitted to the TN ICPC team by uploading the ICPC packet in the ICPC instance in the CCWIS/NEICE system AND emailing the packet to tnicpc.ei-dcs@tn.gov.

	Reg 2	Reg 2	Reg 2	Reg 7	Reg 1
	Parent/Relative Home Study	Foster Home Study	Adoptive Home Study	Expedited Home Study (Relative)	Intact Family Relocation
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. A separate ICPC instance must be created in CCWIS/NEICE for each home study request. All documentation must be legible.					
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					☐
Request Packet: Assemble one packet for each home study request; scan and save as a single PDF; upload to the case as Document Type: "INITIAL HOME STUDY REQUEST PACKET PART 01," add "PART 02" only if a single file exceeds 30 MB.					
• <i>Cover Letter Requesting ICPC</i> (signed by caseworker and supervisor)	☐	☐	☐	☐	☐
• Court Order(s). <i>See instructions for additional details.</i>					
• Dated within the last twelve (12) months and signed by judge; must clearly establish State of Tennessee custody	☐	☐	☐	☐	☐
• Expedited Order of Compliance, dated within three (3) business days of submission (signed by Judge)				☐	
• Termination of Parental Rights, Surrender(s), and/or death certificate			☐		
• Financial Medical Plan (1 per child). Form CS-0795	☐	☐	☐	☐	☐
• Child Welfare Benefits Summary (1 per child). Form CS-0508	☐	☐	☐	☐	☐
• TFACTS Health Summary (Immunizations/Prescriptions)					
• Detailed Child Summary (1 per child). CANS and CFTM narrative dated within six months. Include 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)	☐	☐	☐	☐	☐
• Sending Agency's Case Manager Signed Statement ICPC Regulation No. 2 Form CS-0958	☐	☐	☐		☐
• Regulation 7 Combined Form signed by caseworker and supervisor. Form CS-0563 (also used for border agreements)				☐	
• Progress for last six months (case recordings or CFTM summary).					☐
• Initial, approved home study and current reauthorization narrative, if applicable					☐
• Current certificate/approval to board children (foster only)					☐

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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Page 1

• Proof of paternity – many states require court order or DNA testing for placement with father or unlicensed paternal relative. Contact TN ICPC at tnicpc.ei-dcs@tn.gov with questions.	May be required			May be required	
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