

**INTERSTATE COMPACT ON THE PLACEMENT OF CHILDREN (ICPC)
Statement of Case Manager/ Potential Placement/ Party
Under ICPC Regulation 2 (regular ICPC) CD-ICPC-104**

PURPOSE:

Form CD-ICPC-104 is used to document and notify the ICPC offices (sending and receiving) of contacts with the proposed resource and their agreement to cooperate with the home study process. Staff may also submit it to the juvenile court to provide reasonable efforts to place with relatives. This is a mandatory form for all ICPC referrals with the exception of the Regulation 7/ Expedited referrals.

COPIES & DISTRIBUTION:

This is a 2 page form. The original and two copies are *required* to be sent with the initial referral packet to the ICPC unit in Central Office. The Children's Service Worker should retain one copy to be placed in the ICPC section of the child's record. A copy of the completed document is to be provided to the proposed resource as well.

INSTRUCTIONS FOR COMPLETION:

This form is to be filled out in conjunction with contact with the identified proposed resource residing in another state.

Complete the indicated court/county information and Child's name as well as date of birth.

Complete number 1 with the name of the relative/ kinship being sought for possible placement of the child/ren.

Complete number 3 & 4 with the requested information for the relative/kinship provider and all adults residing in the home. If there are more than two (2) additional adults residing in the home, please use an additional sheet of paper to show their information as well.

Complete number 5 by filling in the appropriate numbers for each question.

Number 6 & 7 are to be read to the proposed resource and the Children's Service Worker is to verify that the proposed resource understands that this is what will be required of them.

The case manager is to date, sign and fill in all pertinent information as requested at the end of the form.

MEMORANDA HISTORY:

[CD11-92](#)