

Regulation 1: Relocation of the Family Unit

The Documentation Tab of the ICPC Referral will stop you from moving forward if you are missing certain pieces of work. The documents that the system checks are not the only documents required.

Regulation 1 is a situation where the child is currently living in Wisconsin with a resource approved by your agency, and you are requesting approval for the resource to move to another state with the child. In order to submit a Regulation 1 ICPC Referral, you must upload the following documentation on the Documentation Tab:

Required Document	Upload As	Comments/Required Content
Cover Letter	Cover Letter	Identify child to be placed and contact information of the proposed resource. Include a brief statement of legal status, how the placement is going, plans for the move, and long term plan for the child. Note any special circumstances or considerations for placement.
100A and 100A Signed	100A and 100A Signed	This is a template that will fill with information that was entered into the ICPC Referral, but it must be launched, printed, signed and uploaded as an image prior to submission to the ICPC Office.
100B	100B or Other	This is only required if the child has already moved.
Court order placing the child, or a statement about the agency's authority to place the child and supervision will be ongoing	Court Order	This could be several types of court orders, depending on the status of the case.
Family and Social History documentation	Various	This can be documented in the court report, permanency plan, or other existing document, but must include: <ul style="list-style-type: none"> <li>• Placement and social history,</li> <li>• Court involvement,</li> <li>• Social dynamics,</li> <li>• Special needs of the child,</li> <li>• Information about the child's placement history in WI,</li> <li>• Other information relevant to the placement of the child.</li> </ul> This social history is most often contained in the court order.
Worker Statement and Worker Statement Signed	Worker Statement and Worker Statement Signed	This is a template that will fill with information that was entered into the ICPC Referral, but it must be launched, printed, signed and uploaded as an image prior to submission to the ICPC Office.
Case plan or permanency plan	Case/ Permanency Plan	A link to the permanency plan will appear on the documentation tab and does not need to be uploaded separately. If there is no case or permanency plan for the child, this is not required prior to submission.
Financial/Medical Plan and Financial/Medical Plan Signed	Financial/ Medical Plan and Financial/Medical Plan Signed	This is a template that will fill with information that was entered into the ICPC Referral, but it must be launched, printed, signed and uploaded as an image prior to submission to the ICPC Office.
Birth Certificate	Birth Certificate	Some states require this for all ICPC requests, and should be uploaded to ensure timely processing.
Petition or Order for Termination of Parental Rights	Court Order	This is required if the request is for the purposes of adoption.
Any licensure, certification, or approvals from the sending state, including verification of completed training	Applicable image type	These documents should be uploaded separately as images as applicable.

Existing home study and any updates to that home study	Home Study	If the family is licensed, this would be the SAFE Home Study and any updates. If the family is not licensed, there may not be a home study to attach (note in the cover letter).
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