

### Regulation 4: Residential Placement

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.

A Regulation 4 is for the purposes of placing a child in a residential facility or group home. In order to submit a Regulation 4 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, 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.
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. If the child is under a delinquency court order, THE ORDER MUST STATE THE FOLLOWING: <ul style="list-style-type: none"> <li>• the child has been adjudicated delinquent,</li> <li>• equivalent facilities in the sending state are not available, and</li> <li>• institutional care is in the best interests of the child and will not produce undue hardship.</li> </ul>
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.
Letter of Acceptance from the facility	Acceptance Letter	Prior to submitting the ICPC Request you must obtain written confirmation from the facility that they are willing to accept placement of the child.
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.
Placement Disruption Agreement	Disruption Agreement	This must be a thorough agreement that sets out what each agency is responsible for in the event of a placement disruption, including costs and transportation. The agreement must be signed by both the sending agency and the facility.