



The Commonwealth of Massachusetts
 Executive Office of Health and Human Services
 Department of Children and Families
 600 Washington Street, 6th Floor
 Boston, MA 02111

CHARLES D. BAKER
 Governor

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MARYLOU SUDDERS
 Secretary

KARYN E. POLITO
 Lieutenant Governor

LINDA S. SPEARS
 Commissioner

ICPC List of Documents Needed for ICPC Referral

- **100-A on i-familynet** print and SIGN where it says Signature of Sending Agency/Person
- **Signed copy of the ICPC cover letter** complete BOTH Cover Letter sections on i-familynet
- **Names and DOBs and SS#s of all adults living in the out of state home**
- **Current Mitt/Court order showing the Department has custody of the child**
- FOR ADOPTION requests please provide commitment MITT & TPR decrees
- **Birth certificate/record of birth OR** proof of request to vital records if pending
- **Social Security Card** or Number- or proof of request to SSAdmin- *will send w/o but is needed to initiate Medicaid in some states.*
- **Title IVE Eligibility Verification** (Call PCG at 617-717-1280 for eligibility letter)
- **Medical Plan** if not Title IV-E eligible
- **Current Action Plan** signed by all parties to the case if possible
- **Current Assessment** (Adoption Assessment if appropriate)
- **Immunization Records**
- For children that are medically involved, please provide **RECENT** medical records related to their current diagnosis/prognosis/treatment and medical needs.
- **List of current medications/dosage and why they are prescribed for the child**
- **Recent psychological evaluations/reports**
- **School reports/educational records/Current IEP**
- **Earlier social summary/progress reports**
- **Home study of the proposed resource** if they are currently an approved foster parent for the child or if they are already licensed in the receiving state
- **Step down letter from a clinician** if the child is currently in a STARR/Group home/Residential placement

*****The ICPC unit is not alerted by ifamilynet when a new ICPC request is sent via the workflow. Please remember to notify the ICPC unit after sending the ICPC workflow.**

ICPC Case Assignment based on the last name of eldest child:

Margarita (Rita) Ho (A-K)	Margarita.Ho@mass.gov	(617) 748-2452
Sharon Curry (L-O)	Sharon.F.Curry@mass.gov	(617) 748-2251
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