



ICPC Community Based Care Transmittal

Must accompany all correspondence from worker/Community Based Agency

Lead Community Based Agency: _____
Contracted Community Based Agency: _____
County: _____
Worker: _____ Phone #: _____
Supervisor: _____ Phone #: _____

Child(ren)'s Name(s) (list alphabetically): _____
Date Submitted to Lead CBC ICPC Liaison: _____
State correspondence is being sent to: _____

☐ **Requesting** a Home Study ☐ Adoptive ☐ Relative ☐ Foster Home ☐ Parent (1 packet)
☐ **Submitting** a Home Study ☐ Adoptive ☐ Relative ☐ Foster Home ☐ Parent (1 packet)
☐ **Approved** Home Study ☐ **Disapproved** Home Study

☐ **Requesting** a Status Report ☐ Adoptive ☐ Relative ☐ Foster Home ☐ Parent (1 packet)
☐ **Submitting** a Status Report ☐ Adoptive ☐ Relative ☐ Foster Home ☐ Parent (1 packet)

☐ **Requesting** a Progress Report ☐ Adoptive ☐ Relative ☐ Foster Home ☐ Parent (1 packet)
☐ **Submitting** a Progress Report ☐ Adoptive ☐ Relative ☐ Foster Home ☐ Parent (1 packet)
☐ **Submitting** a Preliminary Home Evaluation ☐ Adoptive ☐ Foster Home (1 packet)

☐ **Requesting** Additional Info ☐ Adoptive ☐ Relative ☐ Foster Home ☐ Parent (1 packet)
☐ **Submitting** Additional Info ☐ Adoptive ☐ Relative ☐ Foster Home ☐ Parent (1 packet)

☐ **Submitting** Placement Confirmation/Change in Placement/Termination (100B) – 1 copy per child

Date Sent to Tallahassee: _____

Lead CBC ICPC Liaison Signature: _____

Proper Assembly of Material

Requesting Home Study – For each placement resource, complete **1 copy** of the following items: cover letter, social assessment, court order, Case Plan, Financial/Medical Plan, and additional information. Place the 100A on top of the entire request packet. Keep 1 copy of the 100A for your file. **Do not staple any of the documents.**

Submitting Home Studies/Progress Reports/Sending or Requesting Information to/from Other States – send **1 copy** of Requests/Information with one copy of this transmittal on top of the packet. **Do not staple any of the documents.**

Submitting Placement Confirmation/Changes/Terminations – **1 copy** of 100B for each child.