



Clear

PRIORITY

ICPC COMMUNITY BASED CARE TRANSMITTAL

Must accompany all correspondence from worker/CBC if **PRIORITY** case/request

Lead Community Based Agency: _____

Contracted Community Based Agency: _____

County: _____

If applicable, enter "ext."
and extension number

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	☐ Priority Parent	☐ Priority Relative	(send 1 packet)
☐ Submitting a Home Study	☐ Priority Parent	☐ Priority Relative	(send 1 packet)
☐ Approved <i>Priority</i> Home Study	☐ Disapproved <i>Priority</i> Home Study		

☐ Requesting a Status Report	☐ Priority Parent	☐ Priority Relative	(send 1 packet)
☐ Submitting a Status Report	☐ Priority Parent	☐ Priority Relative	(send 1 packet)

☐ Requesting a Progress Report	☐ Priority Parent	☐ Priority Relative	(send 1 packet)
☐ Submitting a Progress Report	☐ Priority Parent	☐ Priority Relative	(send 1 packet)

☐ Requesting Additional Information	☐ Priority Parent	☐ Priority Relative	(send 1 packet)
☐ Submitting Additional Information	☐ Priority Parent	☐ Priority Relative	(send 1 packet)

☐ **Submitting** Placement Confirmation/Change in Placement/Termination (100B) – send **1 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. **Do not staple any of the documents.**