



## **Priority, Reg. 7 Checklist – Outgoing From Florida to Another State**

### **Qualifications for Reg 7 (Parent or Relative Placements Only\*) – check one:**

- 1. Parent
- 2. Step-parent
- 3. Grand parent
- 4. Adult Aunt/Uncle
- 5. Adult brother & sister (includes half siblings)  
(\*no great aunts, great uncles, great grandparents, cousins, in-laws, step anything other than parents)

### **Priority court order must have expressed findings that:**

- Child meets relative criteria above (relative name/relationship must be in priority order)

### **AND**

- Child is under 2 **OR**
- Child is in a shelter facility of home (must have shelter order and facility license) **OR**
- Child has spent substantial amount of time with relative (substantial amount of time must be documented either in cover letter or in court order)
- 30 day clause

### **Packet Requirements (1 copy if scanned; 2 copies if mailed overnight)**

- District **Priority** Transmittal (form CF 793)
- 100A for each child (**5 copies required**)
- Completed Form 101 for each child
- Priority court order with expressed findings
  - Received in Central ICPC office within 5 business days of Judge’s signature
- Cover Letter
  - Explains substantial amount of time if not explained in priority court order
  - If contract agency, must have at the beginning of the letter “This request for child welfare services is being made pursuant to our contract with the Florida Department of Children and Families.”
  - Request for monthly supervision
- Current Social Summary on child (PDS, JRSSR, or CBHA if less than 6 months old)
- Current signed underlying court order within prior 6 months
  - NOTE: If the review is signed by a General Master, must have a Judge’s signature affixed to the order.
- Financial/Medical Plan (form CF791)
- Proof of IV-E eligibility, if applicable (attach copy of signed CF-ES 2694, Child in Care Communication form)
- Proof of Paternity (if study is on father or paternal relatives)
- Birth certificate
- Case plan

### **Additional information that may be needed (1 copy if scanned; 2 copies if mailed). The receiving state may require:**

- Medical
- Social Security Card
- Psychological
- School Reports