



Parent/Relative/Foster Care Checklist – Incoming To Florida from another state (Regulation 1)

Sending State Transmittal form (1 copy)

100A – 1 copy for each child

Section I

Completed showing sending state is responsible for planning for child and is financially responsible for child

Section II

Type of care requested, relative/parent/foster care

Legal Status

Sending Agency Custody

Protective Supervision

Section III

One block in each of the three columns checked

100B – 1 copy for each child

Section I

Complete demographics for child

Section II

Initial placement information is provided

Section IV

Signature/date of person/agency supplying information

Cover letter (1 copy)

Identifies resource and relationship to child

Reflects what is needed from Florida

Gives any special requirements resource must meet

Paragraph regarding any special medical/behavioral/psychological needs of the child as well as service needs

Gives sending state's local contact name/address/phone number

Packet Requirements (1 copy)

Current Social Summary on child (signed/dated within 6 months)

Current court order (dated within 12 months), shows placement and legal status of child and signed by judge

Financial/Medical Plan form (can be a form or written in cover letter/transmittal)

Proof of IV-E Eligibility

Birth certificate

Case plan (must be signed/dated)

Copy of the most recent home study of the placement resource and any updates available

Copy of foster care license, certification or approval of the home

Copy of progress reports on the family unit for the last 6 months (or all progress reports if child has not yet been in their care for 6 months)

Additional information that may be provided (1 copy):

Medical records

Social security card

Psychological evaluation on children

School reports