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