Residential Treatment Checklist (Regulation 4) –
Outgoing From Florida to another state
(Public Agency Request)

☐ Sending State Transmittal form (1 copy)

☐ 100A – 1 copy
   Section I
     ☐ Completed showing sending agency or entity is responsible for planning for child and is
       financially responsible for child
   Section II
     Type of care requested, Residential Treatment Center

Legal Status
    ☐ Sending Agency Custody
    ☐ Court Jurisdiction Only

Section III
    ☐ Signature of the sending agency/entity and date

☐ 100B – 1 copy (If the child has been placed without prior approval)
   Section I
     ☐ Demographic information is completed
   Section II
     ☐ Initial placement section is completed (including the date of child’s placement)
   Section IV
     ☐ Sending Agency/Entity signature/date

Packet Requirements (1 copy)
    ☐ Letter of acceptance from the residential facility
    ☐ Current court order or legal document [gives sending agency the authority to place the child or, if authority
does not derive from court order, a written legal document executed in accordance with the laws of the sending
state that provides basis for which the sending agency has authority to place the child and documentation that
supervision is on-going or a copy of the voluntary placement agreement, as defined in Section 472 (f)(2) of the
Social Security Act executed by the sending agency and the child’s parent or guardian]
    ☐ Current case history for the child [includes custodial and social history, chronology of court involvement, social
dynamics and a description of any special needs of the child]
    ☐ Service (case) plan [service or permanency plan and any supplements to that plan, if the child has been in care
long enough for a permanency plan to be required]
    ☐ Financial/Medical Plan form [may be a form or a detailed letter from sending agency/entity which describes
their responsibility for payment of the cost of placement in the facility, the name and address of the person or
entity that will be making payment and the person or entity that will otherwise be financially responsible for the
child. Medical coverage will need to be arranged and confirmed between the sending agency and the residential
facility prior to placement.]
    ☐ Title IV-E eligibility verification
    ☐ Placement disruption agreement
    ☐ Evidence of compliance with CFOP 155-10, paragraphs 4-9a through 4-9f