



## Inter-County Transfer of Probation Supervision CHILD TRANSFER PACKET CHECKLIST

This checklist details the supporting documentation required to facilitate an interim supervision transfer under Family Code Sections 51.072 (e) and (f). The statute requires the Sending County to forward immediately, but no later than **ten (10) business days** of the Receiving County's acceptance of interim supervision, copies of specific information relating to the child. All mandated and applicable documents should be sent in one complete Child Transfer Packet to the Receiving County's Inter-County Transfer Officer, if not previously provided in the initial request.

The Sending County shall provide the following up-to-date information. All **bolded items** are mandatory. If not provided, please explain.

### IDENTIFYING DATA ON CHILD

- Name, sex, age, race, and date of birth\*;**
- Birth certificate;**
- Social security number or copy of social security card, if available;

### IDENTIFYING DATA ON PERSON WITH WHOM CHILD WILL RESIDE

- Name, address, date of birth,** and telephone number, if available\*;
- Social security or driver's license number\*;**

### COURT DOCUMENTS

- Petition;**
- Adjudication and disposition orders, including thumbprint;**
- Conditions of probation;**
- Sex offender registration, if any;
- Victim information, including address, if any;

### SOCIAL, PSYCHOLOGICAL REPORTS AND IMMUNIZATION RECORDS

- Social history reports;**
- Psychological or psychiatric reports, if any;
- Results of the (MAYSI-2), i.e., the Texas Juvenile Probation Commission standard assessment tool;**
- Statement of Special Needs, if applicable;
- Title IV-E eligibility screening information, if available;
- School or immunization records, if any;

### DPS TRACKING AND LAW ENFORCEMENT REPORTS

- Department of Public Safety (DPS) CR 43J form or tracking incident number;**
- Law enforcement Incident report on offense for which child is on probation, if any;

### CASE MANAGEMENT

- Progress reports and any other pertinent documentation, if any;
- Case plans and case plan reviews;**
- Computerized referral and case history report for the child, (e.g., Caseworker or other county computerized case management system printout);**

### SENDING COUNTY CONTACT INFORMATION

- Sending County's Inter-County Transfer Officer's name, address, and telephone number, fax and email address;**
- Sending County's physical and/or mailing address for forwarding collected funds;**

### SCHOOL INFORMATION

- School name\*; and
- Telephone number, if available\*

### OTHER (Specify)

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\* This information must be provided in the initial request for interim supervision pursuant to TFC Section 51.072(e).