



WISCONSIN DEPARTMENT OF CORRECTIONS

Governor Tony Evers / Secretary Kevin A. Carr

INTERSTATE COMPACT FOR JUVENILES (ICJ) Referral Packet – Revised 2/14/2024

Please ensure all documents are created and uploaded into the Uniform Nationwide Interstate Tracking for Youth (UNITY) electronic information system

REQUIRED INFORMATION TO BE INCLUDED IN THE TRANSFER OF SUPERVISION PACKET:

- **Cover Letter**
The Cover Letter must include a brief summary as to why ICJ is appropriate along with a supervision summary. If any court obligations are owed, the cover letter must include information regarding clear instructions for submitting payments to include, but not be limited to, submission method and address.
- **Form IV (4)** Probation or Parole Investigation Request
- **Form VI (6)** Application for Services and Waiver
Must be signed by a Judge for probation cases and the ICJ Office for parole cases
- **Form VII (7)** Travel Permit
If youth is proceeding to receiving state prior to acceptance, ensure that travel permits are signed/dated by caseworker and uploaded into UNITY.
- **Petitions(s)/Arrest Report(s)**
- **Order of Adjudication and Disposition**
- **Conditions of Supervision/Rules**
- **Legal and Social History/Court Report**
- **Supervision History**
If youth has been on supervision for more than 30 days. Can upload cover letter into this section if detailed summary has been provided.
- **Other:**
Any other case information that may be helpful to the other state (e.g., psychological reports, risk assessment, school records, medical information, probation/parole/institutional reports).

Sex Offender Referrals-Additional Information needed

Youth under supervision for sexual offenses including registrants and non-registrants

- **Risk Assessments**
- **Safety Plans**
- **Victim Information**
- **Treatment Plans**

Questions can be directed to Deputy Compact Administrator:

Jenny McFadden

DOCDJInterstateCompact@wisconsin.gov or 608-438-2061

Additional ICJ information can be found on the National Website:

<https://juvenilecompact.org/>
