

## ILP information

Every time a youth is ready to be placed in a new IL site, please provide the following documentation:

The agency name and their license number

Complete address of the site

Fire marshal report of the site... (must be current & done yearly)

Itemized list of resident content

Lease (with agency's name on it – not the youth's as the payee)

And the effective date. (which can't be prior to the fire marshal report/inspection)

This information should be provided prior to move in. If this location is approved, you will receive a letter with the address and the effective date that ties it to that License number.

We do not have to be notified each time a new client is added to the ILP unless you are adding a new location/residence. If a client moves out and you will not be using that residence/site again, I will need to be notified so that I can update our database.

The agency should maintain a record of each IL residence/site with up to date information including the fire marshal report, lease and inventory of residence, as this is reviewed during the renewal survey.