

#8 Eligibility: *Written Notification of IFSP Meetings*

Response:

Written notification of the Individualized Family Service Plan (IFSP) meeting must be provided in advance of the meeting using the HEA 8039 form. This notification is given to the following participants:

- Parent
- Advocate or anyone the family would like to include
- Person(s) who conducted the child's evaluations and/or assessments
- Service providers when appropriate to the individual needs of the child

Form HEA 8039 assures that the parent and other meeting participants are given enough prior notice in order to schedule their participation in the development of the child's IFSP.

Considerations for Planning and Program Implementation:

- The service coordinator can deliver the form in person, by postal mail, or via email. Service coordinator's case notes will document the method sent.
- The form shall be provided for the initial, annual, and transition IFSP meetings.
 - Initial IFSP – must be provided in advance of the meeting;
 - Annual ISP – must be provided at least ten calendar days before the meeting date.
- The form is not required for periodic reviews regardless of how the meeting is taking place.
- A copy of the notice must be kept in the child's record.

Authorizing Rule: 3701-08-07.1 (A) (2)