



# OHIO DEPARTMENT OF HEALTH

246 North High Street  
Columbus, Ohio 43215

614/466-3543  
www.odh.ohio.gov

Ted Strickland/Governor

Alvin D. Jackson, M.D./Director of Health

## Memo #10-07

**To:** Help Me Grow Project Directors  
Family and Children First Council Coordinators

**From:**   
Audrey Blake, M.P.H.  
Administrator  
Early Intervention System of Payment  
Bureau of Early Intervention Services

**Subject:** Early Intervention System of Payment (EISOP) Renewals

**Date:** April 16, 2010

---

Please inform your Clinical Supervisors and Service Coordinators that the process for renewing EI System of Payment (EISOP) Letters of Approvals begins this month. This affects children whose services are paid through EISOP. Children on EISOP, who are turning three in July and August 2010, will be automatically renewed. This means a new Letter of Approval will be generated and mailed to the family and Service Coordinator before July 1, 2010.

For all other children currently enrolled in EISOP, ODH will be mailing out Renewal Documentation Request Letters to Service Coordinators the week of April 19<sup>th</sup>. Please share the sample request letter with your clinical supervisors and so that they are familiar with this document. **It is extremely important that Service Coordinators send this information back to ODH by the May 24<sup>th</sup> deadline. Failure to return the documentation will result in payment for services ending after June 30, 2010.**

If the Service Coordinator for a child receiving EISOP has changed or has a different mailing address, please contact ODH immediately via e-mail with the updated information so the letters will be sent to the correct address. Include the child's name, date of birth and the updated Service Coordinator's information. E- mail the changes to [Linda.Coffey@odh.ohio.gov](mailto:Linda.Coffey@odh.ohio.gov).