



IFSP Meeting Request / Confirmation Form

Section I: IFSP Meeting Request: Completed by Service Coordinator

Date:	Regional Office Fax #	Attn(Scheduler):
Child's Initials	EI #:	Family's phone #
Service Coordinator	SC Phone #:	SC Fax #:

Type of IFSP: Interim Initial Initial with Transition Conference Review Review with Transition Conference Amendment
 Assistive Technology Transition Conference Paper Review of IFSP: No formal meeting requested by parent due to no requested changes to the existing plan (SC must submit a copy of this form with the paper review to the EIOD)

Date of IFSP: _____ Location of IFSP Meeting (please check one):
Time of IFSP: _____ Parent Home Agency Regional Office Other location: _____
Address: _____
Phone #(s) of IFSP meeting location : _____
Special Circumstances: _____

Service Coordinator must send written confirmation of the IFSP meeting no later than 2 days before the meeting to:
 Parent Eval. Site/Interventionist Foster Care Agency CPSE Administrator Other: _____
Written confirmations must always be sent to the Regional Office within 48 hours of verbal confirmation

Section II: Meeting Confirmation: Completed by Regional Office

The above IFSP request is confirmed: The above IFSP request CANNOT be confirmed for the following reasons:
 Time/Date not available Other: _____
Signature _____ Date: _____

Section III: Reschedule: Completed by Service Coordinator

Previous IFSP meeting was cancelled due to: Parent Eval. Rep SC EIOD
Service Coordinator must send written confirmation of the IFSP meeting no later than 2 days before the meeting to:
Date confirmation sent _____ Parent Eval. Site Foster Care Agency CPSE Administrator
Written confirmations must always be sent to the Regional Office within 48 hours of verbal confirmation

Section IV: FAX Confirmation of Provider Availability by Phone: Completed by Service Coordinator

Any person participating by phone is expected to call into the meeting. Providers participating by phone must be available for pertinent portions of the meeting.
Provider will forward a signed attestation page to the EIOD during or within 24 hours of the IFSP meeting.
Who will be available by phone?
 Eval Site Representative Interventionist CPSE Representative Other _____
Phone #(s) of person available by phone: _____
The Service Coordinator MUST notify the RO of the change 24 hrs before the meeting by completing and Faxing Section IV of this form.