

Sample Annual IFSP Review Meeting Notice

Service Coordinators may choose to adapt this sample memo to assist them in scheduling annual IFSP review meetings. This type of a notice can be sent out weeks or months prior to the meeting due date to notify the early interventionist of what is needed and expected of them. . For more information on Annual IFSP Review policies and procedures please visit the Child and Family Connections Procedure Manual section under [Initial/Annual IFSP Development](#) and [Required Annual IFSP Review](#).

Date: _____

To: _____

From: _____

Service Coordinator, Child & Family Connections (CFC #)
(insert number) ext _____

Re: _____

Re-determination of Eligibility/ IFSP Annual Review meeting due no later than

_____ (insert date).

_____ **This meeting needs to be scheduled as soon as possible.**

_____ **This meeting has been scheduled on _____ at _____ am/pm.**

THE FOLLOWING IS NEEDED FROM YOU:

- Contact me ASAP to discuss your best availability to attend this meeting (days of week & times of day). If already scheduled above, please contact me ASAP to confirm your attendance at the meeting.
- A full assessment is required so an authorization is included. Please submit your assessment report to me at least one week prior to our meeting.
- Contact me if you feel additional evaluations are needed to expand the IFSP team.

THE FOLLOWING WILL BE EXPECTED OF YOU:

- To attend and participate in the entire IFSP meeting in person.
- Forward your assessment report via fax to me at (insert fax number) at least one week following meeting date.
- Provide a copy of your annual assessment to the family in advance if possible.

FYI:

- If you do not notify me with your availability for attending a meeting it will be difficult for me to try to work with your schedule. The meeting may be scheduled at a less convenient time for you.
- All authorizations will auto terminate the day PRIOR to the new IFSP date regardless of the date on your printed authorization therefore NO services should be delivered on the day of the IFSP review meeting or until new authorizations are issued.
- New authorizations cannot be entered for services to begin (if child continues to remain eligible) post annual IFSP meeting until insurance benefits have been verified or re-verified by the Central Billing Office (CBO), which may cause services to be temporarily delayed.

Please call if you have questions or concerns. I can be reached at (insert number) ext _____ or on my cell phone at _____.

Sincerely,

Service Coordinator
Illinois EI Training Program - 2012