



from Equip for Equality's Legal Advocacy Program

EFE FACT SHEET – Special Education Early Intervention

Individualized Family Service Plans

Introduction

This fact sheet will help parents understand what an Individualized Family Service Plan (IFSP) is and will answer questions about how to make the IFSP a productive process to help their child.

IFSP Basics

What is an IFSP?

- A written document which summarizes the results of the screening and assessment and identifies and outlines the early intervention services that your child and family will receive

Who creates the IFSP?

- The IFSP team works together to create the IFSP. The IFSP team is made up of:
 - You, and any other family member you would like at the meeting
 - The service coordinator (who has been working with you since the evaluation process)
 - The person who evaluated your child
 - The people who will be providing services for your child

When is the IFSP created?

- The IFSP team will meet to create the initial IFSP within 45 days after your child has been evaluated
- After the first IFSP meeting, the team should meet at least every six months to review and update the IFSP
- If your child's needs change, or you think the IFSP needs to be updated, you can call a meeting

Creating an IFSP

What should be in an IFSP?

- Information about your child's specific strengths and needs
- Information about your child's current development, including
 - Cognitive development;
 - Physical development;
 - Communication skills;
 - Vision, hearing and health status;
 - Social and emotional skills; and
 - Adaptive (self-help) skills
- Goals for your child and your family
 - a. This section should also include:
 1. a statement about how the team will measure progress toward these goals
 2. specific timelines for when you will check in to see if your child and your family are meeting the goals
- The specific services that will be provided to help your child and your family meet your goals
 - a. This section should include specific statements about:
 1. Who will provide the services
 2. How these services will be provided
 3. How often the services will be provided and how long each service session will be
 4. Where these services will be provided
 - If services are not being provided in the home, or in another natural environment, the team must explain why
 5. How these services will be paid for
- Any other services, including medical services, your child needs which are not provided by the IFSP
- How long the plan will be in place for
- The name of your service coordinator
- A statement about what steps are needed to successfully support your child and your family in your child's transition from Early Intervention to school

Important things to remember when creating the IFSP

- You are a crucial member of the IFSP team – take an active role! No one knows your child better than you do.
- You are allowed to bring people for support. This includes an advocate, friend or other family member.
- The IFSP should have a strong focus on providing services in a natural environment (i.e. – home, playground, or anywhere else your child would normally go)

What happens after the IFSP meeting?

- After the meeting, if you understand and agree to the plan, then you must sign the plan
- Once you sign the plan, the service coordinator will set up the services set out in the plan

Updating the IFSP

- The IFSP team must meet at least every six months to review the IFSP. At these meetings you should:
 - Discuss what progress you and your child have made toward meeting the goals you set out at the last meeting
 - Discuss any changes that need to be made to the services provided to better help meet the goals
 - Discuss any more testing needed to better understand your child's needs
- At least once a year, the IFSP team must meet and re-write the IFSP to address any changes in your family's needs

What if you have concerns about the IFSP?

- Definitely do not be afraid to raise your concerns and state if you do not agree with any portion of the IFSP
- Ask that the IFSP team meet to discuss new plans for success
- Monitor the revised IFSP over time to make sure your concerns have been addressed
- If issues are still not resolved, you may file an appeal using the procedures outlined in the “Due Process Under the Early Intervention Program” fact sheet



DO YOU HAVE A QUESTION?

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Contact Equip for Equality's Special Education Clinic Helpline

1-866-KIDS-046 (voice) or 800-610-02779 (TTY)

SpecialED@equipforequality.org

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