



*The Parent Information Center has provided this sample letter as a template to assist parents in requesting a meeting to review their child's IFSP to ensure that it meets their child's needs. Parents should modify the letter so that it meets their needs.*

### **Sample Letter Requesting an IFSP Team Meeting**

***Note: You should send your letter to your child's service coordinator and to the director of your child's program. Be sure to keep a copy of this letter (and all other correspondence) for your records.***

(Date)

Dear \_\_\_\_\_,

I am making a formal request for an IFSP team meeting to review my child's IFSP and ensure that it fully meets (his/her) needs. Until recently, my child (include your child's name), received (specify whether your child received vision or hearing services or both) services through the MICE program. I am aware that these services became the responsibility of the Family-Centered Early Supports and Services (ESS) system on July 1<sup>st</sup>, and that they will now be provided through our ESS agency. This change means that these services need to be included in my child's IFSP.

The services that have been provided through the MICE program, part of the statewide ESS system, are essential to enabling our family to meet my child's developmental needs. I am concerned that any interruption in those services may have serious negative implications, and would amount to a change in the provision of my child's early supports and services.

To ensure that my child and our family continue to receive the same type, amount and quality of services, delivered by qualified personnel, so that my child's and our family's needs continue to be met, I am requesting a meeting of the IFSP team within the next 14 calendar days. At this meeting, I would like the IFSP to be revised so that it includes all of the services, including the vision and/or hearing services my child needs. Please know how important it is that my child continues to receive these vital services without interruption.

To facilitate the scheduling of the IFSP team meeting that I am requesting, the following are the dates and times when I am available to meet: (provide a list of dates and times when you can meet).

I appreciate the difficulty involved in making such a significant change in the service delivery system for providing vision and hearing services to children with sensory disabilities, but as a parent, it is my responsibility to ensure that my child's and my family's needs are met. If you are unable to accommodate my request to meet within the next 14 calendar days, please provide me with a copy of my procedural safeguards so that I may make an informed decision about how to proceed.

I look forward to hearing from you.

Sincerely,

(Your name, address, telephone number and email address)

cc: (List of other people to whom you are sending a copy of this letter)