



222 South College, 2<sup>nd</sup> Floor, Springfield, IL 62704

## INFORMATIONAL NOTICE

**TO:** CFC Program Managers  
Early Intervention Providers

**FROM:** Janet D. Gully, Chief  
Bureau of Early Intervention

**DATE:** March 19, 2007

**SUBJECT: OFFSITE IFSP DEVELOPMENT TIME**

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Effective immediately Service Coordinators should generate "offsite" IFSP development authorizations for the following services only.

1. IFSP Meeting - Authorize any provider who attends the IFSP meeting in person, regardless of the location of the meeting, using "offsite" IFSP development codes. NOTE: Meetings to complete the EI levels of development/child outcomes that are convened separate from the normal IFSP or transition meeting are considered IFSP meetings.
2. Transition Meeting - Authorize any provider who attends a transition meeting in person using "offsite" IFSP development codes.
3. IEP Meeting - If the IEP meeting is held prior to a child's third birthday, and it would benefit the child/family if the provider attended the IEP meeting, authorize the provider who attends an IEP meeting in person using "offsite" IFSP development codes.

Do not generate "offsite" IFSP development authorizations for any other purpose other than the three services identified above. If you are employed by a CFC and you have questions about this Information Notice please contact the EI Specialist who is assigned to your CFC. Providers should contact the CBO Call Center at 800/634-8540.