MEMORANDUM

TO: All Early Intervention Enrolled Family Participation Fee Families

FROM: Ann M. Freiburg, Interim Chief
Bureau of Early Intervention

DATE: November 25, 2014

RE: Change of Address for Family Participation Fee Payments

This notice is being provided to inform families who are enrolled in Family Participation Fees know of a change in address for sending payments each month.

Effective December 1, 2014, Early Intervention Family Participation Fee participants should mail their payments with the stub to the new vendor at the following address:

Early Intervention Family Participation Fees
PO Box 3725
Springfield, IL  62708-3725

Payments received after December 1, 2014 at the former address will be forwarded to the new address listed above. If your envelope still has the old address listed, you may still use that envelope but understand the payment will be sent to the former address then forwarded to the address above. This could result in a delay in posting your payment to your account. Please consider this in the timing of sending your payment.

A few things to consider:

➢ If you use an automatic bill pay service with your financial institution, it is your responsibility to inform your financial institution of the new address above for proper distribution.

➢ Any payments received at the former address in Chicago will be forwarded only for a six-month period beginning December 1, 2014.

➢ Pre-addressed envelopes received with your invoices may contain the former address for a month or two while new envelopes are being printed.

If you have any questions regarding this matter, please contact the Early Intervention Central Billing Office at 1-800-634-8540.

Thank You!