

Inactivate Record After IFSP



Name:

Date of Birth:

Date:

Dear _____,

Records kept by the System Point of Entry (SPOE) indicate a number of attempts were made to contact you through phone calls, letters and home visits by your First Steps Service Coordinator and service providers.

Below is a listing of the attempted contacts:

If you are interested in continuing services in the First Steps program, you must contact your Service Coordinator, _____, at (_____) - _____ or email your
(Name) *(Phone Number)*

Service Coordinator at _____ before _____.
(Email) *(Date)*

If you initiate contact, the Service Coordinator will schedule an Individualized Family Service Plan (IFSP) meeting with you and the IFSP team to discuss First Steps services and any necessary changes to ensure that the services are appropriate for your family.

If the Service Coordinator has not heard from you by the end of the day on _____,
(Date)

then your child's First Steps record will be closed. After that, should you be interested in receiving services before your child's third birthday, you can call the SPOE office at (toll free) 866-583-2392.

Sincerely,

First Steps SPOE Director

Cc: Service Coordinator

Enclosure: Parental Rights Statement