

Unable to Contact/Locate After Eligibility

Name:

Date of Birth:

Date:

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



First Steps is Missouri’s early intervention system that provides services to families with children, birth to three years of age, with disabilities or developmental delays. The program is designed to meet the needs of families related to enhancing their child’s development, learning, and participation in family and community life.

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

Below is a list of the attempted contacts:

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If you are interested in continuing services in the First Steps program, you must contact your Service Coordinator, \_\_\_\_\_, at (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ or email your

Service Coordinator at \_\_\_\_\_ before \_\_\_\_\_.

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 \_\_\_\_\_, 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