



**STATE CONTRACTED TRANSLATOR/INTERPRETER REQUEST FORM**

**INSTRUCTIONS**

When an enrolled First Steps provider is not available, the System Point of Entry (SPOE) staff sends a request for a state-contracted translator/interpreter to the Office of Childhood (OOC), Early Intervention section. The Service Coordinator or designated SPOE representative submits this form via email to Missouri First Steps at [earlyintervention@dese.mo.gov](mailto:earlyintervention@dese.mo.gov).

OOC staff will contact a state-contracted agency to inquire on providing the requested services. Once a state-contracted agency has accepted a translation/interpretation request from OOC, all further communication regarding services, including child's name, address, and scheduling, are provided by the Service Coordinator or designated SPOE representative.

For forms, [check the translated documents website](#) first to ensure a translated form does not already exist prior to requesting.

If you or a member of your immediate family ever served in the U.S. Armed Forces, click [here for more information about military-related services in Missouri](#) or visit <https://dese.mo.gov/veterans-services>. If you would like to receive information and assistance regarding veterans benefits and services from the Missouri Veterans Commission, [please fill out this form](#) or visit <https://mvc.dps.mo.gov/MoVeteransInformation/Survey/DESE>.

TODAY'S DATE	SPOE REGION	SERVICE COORDINATOR NAME/PHONE NUMBER	
CHILD COUNTY OF RESIDENCE		CHILD ID	CHILD INITIALS

**WRITTEN TRANSLATION (FORMS)**

LANGUAGE NEEDED	DATE NEEDED (ALLOW AT LEAST 10 BUSINESS DAYS)		
<b>Activity</b>	<input type="checkbox"/> <b>Initial 45-day timeline</b> <i>Part 1 Forms and Letters:</i> Parental Rights Statement (PRS), System of Payments (SOP), Release of Information (ROI), Notice of Action (NOA), Notice of Action/Consent (NOAC), Medicaid, No Contact Two Days After Referral, Unable to Contact Locate Prior to Eligibility  <i>Part 2 Forms and Letters:</i> Private Insurance, Family Cost Participation (FCP), Initial Individualized Family Service Plan (IFSP) meeting, Generic IFSP meeting, FCP Information Letter, Initial Transition IFSP meeting		
	<input type="checkbox"/> <b>Transition</b> Forms: NOAC Summer Third Birthday, Opt Out Letter: Transition IFSP meeting		
	<input type="checkbox"/> <b>Other:</b> Check at least one letter: <input type="checkbox"/> SPOE Refuse Initial Evaluation <input type="checkbox"/> Parent Withdraw from First Steps	<input type="checkbox"/> Ineligible <input type="checkbox"/> Parent Request to Discontinue Service <input type="checkbox"/> Unable to Contact After Eligibility	

**VERBAL TRANSLATOR (ALLOW AT LEAST 2-3 BUSINESS DAYS TO SCHEDULE)**

LANGUAGE NEEDED	MEETING DATE OPTIONS (PROVIDE AT LEAST THREE FUTURE DATES)
MEETING TYPE <input type="checkbox"/> Intake Visit <input type="checkbox"/> Evaluation/Assessment <input type="checkbox"/> IFSP Meeting <input type="checkbox"/> Service Visit	

PREFERRED TRANSLATOR (IF APPLICABLE)

**INTERPRETER FOR THE DEAF (ALLOW AT LEAST 2-3 BUSINESS DAYS TO SCHEDULE)**

MEETING DATE OPTIONS (PROVIDE AT LEAST THREE FUTURE DATES)
MEETING TYPE <input type="checkbox"/> Intake Visit <input type="checkbox"/> Evaluation/Assessment <input type="checkbox"/> IFSP Meeting <input type="checkbox"/> Service Visit

PREFERRED INTERPRETER (IF APPLICABLE)

The Department of Elementary and Secondary Education does not discriminate on the basis of race, color, religion, gender, gender identity, sexual orientation, national origin, age, veteran status, mental or physical disability, or any other basis prohibited by statute in its programs and activities. Inquiries related to department programs and to the location of services, activities, and facilities that are accessible by persons with disabilities may be directed to the Jefferson State Office Building, Director of Civil Rights Compliance and MOA Coordinator (Title VI/Title VII/Title IX/504/ADA/ADAAA/Age Act/GINA/USDA Title VI), 5th Floor, 205 Jefferson Street, P.O. Box 480, Jefferson City, MO 65102-0480; telephone number 573-526-4757 or TTY 800-735-2966; email [civilrights@dese.mo.gov](mailto:civilrights@dese.mo.gov).