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November 1, 2012

Parent/Guardian Name

Address

City, State, Zip Code

Re: Immediate action required to prevent interruption in your child's developmental disability services

Dear Parent/Guardian:

This letter is a follow up to a letter that was mailed to your family on August 13, 2012, informing you of important changes to your child's developmental disabilities services. You are receiving this letter because another option is available for your family that was not described in the previous mailing.

Children's developmental therapy, intensive behavioral intervention, and service coordination will end on July 1, 2013. In an effort to ensure families do not have an interruption in services, the Department is offering a new option for families to help with the transition.

Initially, families were asked to contact the Department to schedule an appointment to determine eligibility, attend a planning meeting to create a plan of service, and then immediately begin the redesign services. Under the new option, after you complete eligibility and create a plan of service, you will not have to start the redesign services until the date you choose – a date that will fall between your planning date and July 1, 2013, when your current services are discontinued.

This means you can complete enrollment for redesign services at this time without impacting your current services. This gives you more time to finish the services you are currently receiving, but also put a plan in place for an uninterrupted transition to the redesign services.

If you do not follow these steps, your child will lose services for several months until the process is completed.

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Here is what the process will look like and what you need to do to ensure a smooth transition:

1. Contact your local Department of Health and Welfare's Division of Family and Community Services office to schedule an appointment as soon as possible (regional contact information is attached to this letter).
2. Your regional contact will determine if your family needs to complete the eligibility determination with the Idaho Center for Disabilities Evaluation and receive an annual budget for the redesign services.
3. You will complete the family-centered planning process with a regional case manager from Family and Community Services. You will create a plan of service for the redesign benefits. The budget will be prorated from the start of your redesign services for the number of months remaining in the redesign plan year.
4. Your child may continue to receive their current developmental therapy or intensive behavioral intervention services until July 1, 2013.
5. As of July 1, 2013, your child must begin their redesign services for the remainder of the plan year. The plan year starts when you sign the plan during the planning meeting.

It's your responsibility to contact Family and Community Services to begin the application process. Families with a scheduled appointment will be the first priority. The eligibility and planning process takes up to 90 days, but may take longer given the volume of children enrolling at once.

If you have any questions about the information in this letter, please contact your local Family and Community Services case manager using the attached contact information.

Sincerely,

[NAME OF WRITER IN CAPS]

[Title of writer]

Attachment