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State of Indiana

*Division of Disability and Rehabilitative Services*

*First Steps*

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To: First Steps System Points of Entry (SPOEs), First Steps Provider Agencies

From: Maggie McCall, First Steps Quality Assurance Manager

Subject: Annual eligibility extension for children turning three (3) years of age within 30 days of IFSP expiration.

This memo is to provide clarification on the Annual Evaluation and Annual Eligibility Extension procedure.

Please contact Maggie McCall, First Steps Quality Assurance Manager, [Maggie.McCall@fssa.in.gov](mailto:Maggie.McCall@fssa.in.gov) or Meghan Smith, First Steps Policy Manager, [Meghan.Smith@fssa.in.gov](mailto:Meghan.Smith@fssa.in.gov) with questions.

**Clarification on Annual Evaluation and Annual Eligibility Extension**

Effective January 1, 2019 eligibility may be extended at the discretion of the IFSP team for children who will turn three within 30 days after the expiration of the current IFSP. This means the annual IFSP review including updates to cost participation, insurance and releases of information as well as an IFSP team meeting must be conducted, but that an evaluation will not be required for these children.

As stated in CFR 303.342(c), “a meeting must be conducted on at least an annual basis to evaluate and revise, as appropriate, the IFSP for a child and the child’s family.” The procedures for IFSP reviews are found on page 22 of the First Steps Policy Manual. To ensure the federal regulation is met Indiana developed state indicator 15 which requires all annual IFSPs for eligible children to be written prior to expiration of the initial/annual IFSP. More information on state indicator 15 can be found on page 12 of the Quality Review Procedure Manual.

Example: Child’s current IFSP ends January 1, 2019. Child’s third birthday is January 30, 2019. A new IFSP to cover the time January 2, 2019 through January 29, 2019 may be completed without the need for an evaluation.

