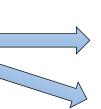
Which SOP forms do I use and what do I submit to DODD?

During first 45 days and within 45 days of each subsequent IFSP

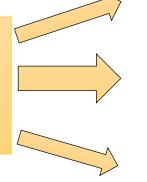
Writing the initial IFSP and the writing of subsequent IFSPs



IF more than 55 units are needed in IFSP year AND parent has been determined unable to pay AND needed services are available locally

IF more than 55 units are needed in IFSP year AND parent is able to pay AND needed services are available locally

IF more than 55 units are needed in IFSP year AND parent is able to pay AND needed services are not available locally



Use **FORM EI-15** to determine parent's inability to pay.

Use **FORM EI-05** to get parent's consent to use or not to use insurance. Keep in family file.

If local funds are **unavailable** for the first 55 units use FORM EI-16 to access POLR funding. SC submits FORM EI-15, FORM EI-05, FORM EI-16 and complete EI-04 IFSP to Department.

Document and track first 55 units. Keep in family file.

Continue IFSP reviews as needed until next annual IFSP date. **No Forms** are needed.

Use **FORM EI-17** to determine parent's EME if parent was determined able to pay on **FORM EI-15**. Keep in family file.

Parent uses **FORM EI-18** to document EME starting with the date of their signature on their initial or annual IFSP. Family keeps form until EME is met, then submits form and receipts over \$100 to SC.

Once EME amount is met, SC submits FORM EI-15, FORM EI-05, FORM EI-16, FORM EI-17 and FORM EI-18 with receipts over \$100 to DODD for determination of inability to pay.