

Individualized Family Service Plan (IFSP)

You are an important, equal member of the IFSP team! You bring a perspective that no other team member has! Share your knowledge about how your child has learned various skills and what you would like to see your child learn over the next year.

The Individualized Family Service Plan or IFSP is a legal document required by federal and state special education laws. It is important, therefore, that you know what must be written on an IFSP.

Federal law requires that the IFSP must contain:

- **Present Levels of Development** in physical skills (motor, vision, hearing), communication skills, cognitive or thinking skills, social and emotional development and adaptive or self-help skills. These should be based on the results of testing;
- **Statement of Family Resources, Priorities and Concerns** relating to strengthening the development of the child;
- **Outcomes** expected to be achieved for the child and family because of early intervention;
- **Criteria** or how progress is defined;
- **Procedures** or how progress is measured;
- **Timelines** or when outcomes should be achieved;
- **Early Intervention Services** that will be given to meet the child's needs;
- **Frequency, Duration and Method of Service Delivery** or how many minutes, how many times per week of each service and if early intervention services will be given individually or in a group;
- **Beginning and Ending Dates of service**, which should be a full calendar year;
- **A Statement of Natural Environments** where the child will be served, including justification if services are not provided in the natural environment;
- **Transition Steps** to be taken when the child is ready to exit the program;
- **Name of Service Coordinator;**
- **Signatures of Consent** to implement the IFSP.

Because all IFSP team members have different and important perspectives, the IFSP must be written at a meeting of those team members. It cannot be written **before** the meeting and given to you. It is necessary, therefore, for all members to come to the meeting with ideas about what outcomes should be achieved. Some parents find it helpful to bring notes to the meeting to help them in writing the IFSP.

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