

Eligibility Determination Checklist



This checklist has been developed to help you organize and complete all Part C requirements for the eligibility determination process. This checklist is intended to be used as a companion tool after you have read the *Infant & Toddler Connection of Virginia Practice Manual*. For complete information about Eligibility Determination, please refer to the *Infant and Toddler Connection of Virginia Practice Manual, Ch. 5 - Eligibility Determination*.

If eligibility is established by records, then you will skip the first four steps on this checklist.

Steps

- Determine eligibility determination team members.
- Schedule eligibility determination meeting.
- Provide multidisciplinary eligibility team with documents to review.
- Complete determination of eligibility and facilitate targeted assessment if additional information is needed.
- Complete *Eligibility Determination* form including signature(s).
- Share results of eligibility determination process with the family and provide them with a copy of completed *Eligibility Determination* form.
- If the child is eligible but the family declines assessment for services planning:
 - Provide the family with the *Declining Early Intervention Services* form.
 - Offer a copy of the *Notice of Child and Family Rights and Safeguards Including Facts About Family Cost Share*. Explain the parts that are relevant to this step. (This form must be offered, but the family may decline to receive another copy of this form.)
 - Provide the family with contact information for Part B services if the child meets age eligibility for school services.
 - Provide the family with referrals if interested in other programs.
 - Request permission to share results with the child's pediatrician and/or referral source if permission was not previously obtained.
 - Document the family's decision to decline services in ITOTS within 10 business days.
- If the child is ineligible for services:
 - Provide the family with the *Parental Prior Notice* form (checking "Your child is not eligible for Infant & Toddler Connection of Virginia.")
 - Offer a copy of the *Notice of Child and Family Rights and Safeguards Including Facts About Family Cost Share*. Explain the parts that are relevant to this step. (This form must be offered, but the family may decline to receive another copy of this form.)
- For Medicaid recipients, complete and provide the family with the *Early Intervention Services – Notice of Action* letter and explain to the family the right to appeal under Medicaid if they disagree.
- Complete the eligibility determination process (establishing eligibility by records if possible) and the *Eligibility Determination* form at the time of each annual IFSP.

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