

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. Document the family's choice to decline in a contact note.)
 - 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. Document the family's choice to decline in a contact note.)
 - 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.

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- 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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