



Early Steps
Insurance Information Update



Dear *name of parent/caregiver*:

Child's Name:

DOB:

This is a reminder that under Early Steps, Part C of the Individuals with Disabilities Education Act (IDEA), Part C is the payer of last resort. It is important that you update your insurance information when coverage changes.

Please let your service coordinator know if there have been changes to any of the following:

1. insurance carrier
2. policy number
3. policy cap
4. types of early intervention services, therapies, and other services included in the benefit package
5. service requirements or limitations
6. family co-payment and/or deductible
7. Is there a tax-favored health plan connected with the benefit package or otherwise provided by or on behalf of the family? This may include a health savings account (HSA), medical savings account (MSA), health flexible spending arrangement (FSA), or health reimbursement arrangement (HRA).

Additional instructions:

If you have any questions, please contact your service coordinator, *service coordinator name* , at *service coordinator phone number* , or email *service coordinator email* .