

**Eligibility Evaluation Appointment**

**Early Steps Welcomes *child’s name* and family**

We are looking forward to meeting you and your child at the upcoming eligibility evaluation.

Date: Time:

Location:

The eligibility evaluation meeting could last as long as two hours, so you may wish to bring formula, juice, snacks, diapers, etc., (anything you think your child will need). Some families find it helpful to bring additional family members or another support person(s).

Our program will use an appropriate evaluation tool, observations, and reports from you, to determine if your child is eligible for Early Steps services. When the eligibility evaluation and assessment are completed, we will discuss the findings and recommendations. If your child qualifies for Early Steps services, an Individualized Family Support Plan **(**IFSP**)** will be developed.

You will be provided with a copy of the IFSP that summarizes the results of the evaluation. With your signed permission, a copy of the IFSP report will be sent to your child’s pediatrician, as well as to any other agencies or medical specialists you request.

If you are unable to keep your scheduled appointment due to illness or family emergency, immediately call your Service Coordinator to reschedule or cancel. If your child is ill (vomiting, fever, diarrhea, green discharge from nose, started antibiotic within 24 hours), please reschedule the appointment. We want your child to have the opportunity to be evaluated at his/her best. We also want to protect others from getting sick.

Additional instructions:

Thank you and we’ll see you soon!

**Service Coordinator:**

**Phone:**

**Email:**