

# Participants at the Individualized Family Service Plan Meeting

---

Each initial and annual Individualized Family Service Plan (IFSP) meeting must include the following participants:

- Parents/guardians or surrogate parents.
- Other family members, as requested by parents.
- Advocate or person outside of the family, as requested by the family.
- Person(s) directly involved in conducting the evaluations. Evaluations may be provided in written form only, if appropriate.
- Person(s) who will be providing direct services to the child and family, as appropriate.
- The Service Coordinator responsible for monitoring and implementing the IFSP.

If one of these persons is unable to attend a meeting, or if the family prefers to limit the number of participants, the following arrangements must be made for the person's involvement through other means:

- Participating in a telephone conference call.
- Having a knowledgeable authorized representative attend the meeting.
- Making pertinent records available at the meeting.

Refer to the Individualized Family Service Plan when completing an IFSP or IFSP addendum.