1. I have a family/child’s IFSP that will be expiring soon. The family has chosen to waive services during this time due to the pandemic. What should I do?
   - Contact the family to let them know that their IFSP is due to expire.
   - Let them know that they have the option to renew their IFSP with Service Coordination only OR they may choose to close their child’s record.

   **If they choose to continue with Service Coordination only**
   - Complete a new IFSP using the previous (old) eligibility information.
   - Complete pages 1, 2, 3 and 10, then forward completed pages to the RAU
   - Upload the completed IFSP to BTT Online.

   On page 1, mark “OTHER IFSP”

   On page 2, complete eligibility using information from the previous IFSP

   On page 10, enter SERVICE COORDINATION as the service to be provided and enter the intensity and frequency

   Services-in-Natural-Environments

   On page 13, enter “EMERGENCY IFSP” and Service Coordinator/Parent Signature

   IFSP-Team-Membership

   Each agency or person who has a direct role in the provision of services is responsible for making a good faith effort to assist the eligible child and his/her family in achieving the outcomes on the child’s IFSP.
If they choose not to renew their IFSP:

- Inform the family that you will need to close the record.
- Remind the family that they can refer their child to WVBTT at any time they find that they need support.
- Facilitate Exit COSF and complete the Transition/Exit form

2. What do I do when a family would like to restart their IFSP services?
   - You would confirm the multidisciplinary team for evaluation/assessment, end the current IFSP and start a new IFSP.

3. What do I do when I am trying to contact a family and I don’t receive a response?
   - You must follow the TA Bulletin – *Inability to Provide IFSP Services, April 12, 2005*