

This document was developed to provide additional information for insurance-based services if it is added to your child's Individual Family Service Plan (IFSP).

Information for adding direct services (one on one therapy visits) to an IFSP

For direct services added to an IFSP, families should be aware of the requirement for family cost participation*. They are as follows:

- a. Public Health Care Coverage/Insurance (Apple Health for Kids/Medicaid)
- b. Private Health Care Coverage/Insurance
- c. Monthly Participation Fee/Sliding Scale

**According to the ESIT System of Payments and Fees Policy (14.B.11), hardship exemptions are available for families who are unable to meet their family cost participation obligation due to their family's circumstances. Please contact your FRC if you would like more information on hardship exemptions.*

4 items needed to be returned to FRC:

1. Front and back copy of your child's insurance card
2. Referral for therapy direct services (information attached with EEU fax #)
3. Early Support for Infant and Toddlers (ESIT) form- green
4. Haring Center Billing Agreement

From the IFSP meeting, families have 10 business days to return insurance paperwork to FRC (Betsy). The documents can be scanned; a photo taken of each document and sent by email; or electronically signed. To sign the documents electronically, you will have to open it in Adobe - it won't work if only using your browser pdf reader.

Please work with the FRC to find a way that is easy for your family. Returning documents should not be a reason to delay starting services. If we do not receive documents within 10 business days, families may be placed on the monthly participation fee/sliding scale. All direct services need to start within 30 days to meet our contractual requirements.

If you prefer to meet the FRC in-person to fill out documents, please let us know so we can make accommodations.

Information for returning documents:

- Email return to Betsy McAlister: betsym3@uw.edu

