



STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING

RICK SNYDER
GOVERNOR

BRIAN J. WHISTON
STATE SUPERINTENDENT

MEMORANDUM

DATE: July 31, 2017

TO: *Early On*[®] Coordinators

FROM: Vanessa Winborne, Part C Coordinator
Office of Great Start/Early Childhood Development and Family Education

A handwritten signature in black ink, appearing to be "VW".

SUBJECT: Periodic Review vs. Annual Individualized Family Service Plan (IFSP)
Meeting Guidance

On September 23, 2016, our office sent a memo to the field with a guidance document regarding the requirements for a periodic review and an Annual IFSP meeting. Many of you expressed concerns about the guidance, the resources required, and the system changes necessary to comply. We heard you and are in the process of revisiting that guidance.

The new guidance document will address requirements for making changes while conducting periodic reviews and Annual IFSP meetings, and at the same time ensuring all procedural safeguards are met for families. The guidance document is being drafted and will go through a stakeholder review process before being finalized. Our goal is to have this document available by late summer/early fall.

We encourage you to pause before making any further system changes regarding periodic reviews and Annual IFSP meetings until this new guidance becomes available.

Thank you for all you do for children and families!

STATE BOARD OF EDUCATION

CASANDRA E. ULBRICH – CO-PRESIDENT • RICHARD ZEILE – CO-PRESIDENT
MICHELLE FECTEAU – SECRETARY • TOM MCMILLIN – TREASURER
NIKKI SNYDER – NASBE DELEGATE • PAMELA PUGH
LUPE RAMOS-MONTIGNY • EILEEN LAPPIN WEISER

608 WEST ALLEGAN STREET • P.O. BOX 30008 • LANSING, MICHIGAN 48909
www.michigan.gov/mde • 517-373-3324