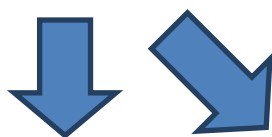


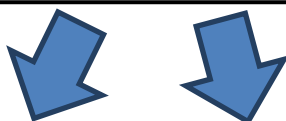
## WPN Process Chart: Annual or Requested IFSP/IEP

- **During IFSP/IEP meeting:**
  - During the meeting, the team develops and fills in the IFSP/IEP.
  - During this discussion, choices are discussed and made. Reasons for the choices are discussed.
  - Changes to IFSP/IEP services may include: amount or intensity, type of service, location of service, or method of provision (e.g., group, individual).



- **No Changes are Proposed or Requested:**
  - If no change is proposed or denied by any IFSP/IEP team member, then IFSP/IEP services will be identical to previous IFSP/IEP services – **no** WPN is required before parents are asked to sign the new IFSP/IEP.

- **Any Change is Proposed or Requested:**
  - If any changes are proposed or requested during the IFSP/IEP development (even if final version remains unchanged from previous version) – a WPN form must be filled out.
    - o The WPN must include the actions (services denied and services written into the IFSP/IEP), reasons (why each service was denied or decided on), and procedural safeguards (parents must be reminded of their rights regarding agreeing with or disagreeing with any individual service and the entire IFSP/IEP as well as offered another copy of those rights).
  - Once the IFSP/IEP is completed, the WPN is reviewed with parents before they are asked to consent to the IFSP/IEP.
  - Parents must be told that they have 7 days to review and think about the IFSP/IEP before deciding to agree or disagree with it.



- **If parents are ready to agree with the IFSP/IEP plan:**
  - If parents would like to sign the IFSP/IEP immediately, document that they are waiving the 7 day notice.
  - If parents agree with the IFSP/IEP, they initial the individual services they agree to and sign the IFSP/IEP form.
  - Services may start immediately if that was written into the IFSP/IEP.

- **If parents are NOT ready to agree with the IFSP/IEP plan:**
  - Parents have the right to receive the WPN 7 days before being asked to sign the IFSP/IEP.
  - If parents want to wait, make arrangements for how you and they will communicate at the end of those 7 days regarding their wishes and getting the IFSP/IEP signed.