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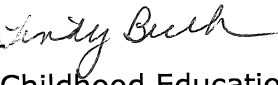
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March 21, 2013

**MEMORANDUM**

TO: Intermediate School District Special Education Directors and  
*Early On*<sup>®</sup> Coordinators

FROM: Lindy Buch, Ph.D., Director   
Office of Great Start/Early Childhood Education and Family Services

Eleanor White, Ph.D., Director   
Office of Special Education

SUBJECT: State Individualized Family Service Plan (IFSP) Prototype and Required  
IFSP Elements

The release of the 2011 Part C Regulations along with recent changes in the Michigan Administrative Rules for Special Education required a new IFSP prototype. Staff in the Offices of Great Start/Early Childhood Education and Family Services (ECE&FS) and Special Education together developed the new state IFSP prototype that will meet both federal Part C of the Individuals with Disabilities Education Act and Michigan Mandatory Special Education requirements to support all children under three years of age with disabilities and/or developmental delays.

The use of the state IFSP prototype is not required. However, there are specific elements based on the federal requirements which must be included in locally designed IFSPs. Likewise, there are specific elements which must also be included to meet Michigan Mandatory Special Education requirements. A list detailing the requirements is posted on the Michigan Department of Education website noted below.

The new state IFSP prototype also includes elements that support local data collection, including eligibility and services for children receiving Michigan Mandatory Special Education. Local service areas may choose to collect data within the IFSP or in some other manner, as long as the form includes the elements required by 34 CFR 303.344 and any applicable Michigan Administrative Rules for Special Education. The purpose of providing an IFSP prototype is to assure that the family and the early intervention provider understand the agreed upon support for the child and family.

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March 21, 2013

Page 2

The state prototype, the list of required elements, and the description of the IFSP documents are tools to assist in the development of local IFSPs. The Office of Great Start/ECE&FS *Early On* staff is available to answer questions regarding locally designed IFSPs, if further guidance is needed.

Questions concerning the IFSP form may be directed to Vanessa Winborne, State Part C Coordinator, at (517) 335-4865 or [winbornev@michigan.gov](mailto:winbornev@michigan.gov).

Thank you for your patience, hard work, and dedication to early intervention for the children and families in Michigan. The new IFSP prototype with accompanying tools is posted at: [www.michigan.gov/earlyon](http://www.michigan.gov/earlyon).