



Family Rights Handbook

Table of Contents

Contact List	3
Introduction	4
Definitions	5
Early Intervention Services	9
Summary of Rights	12
Procedural Safeguards	13
When You Think Your Rights Have Been Violated:	
Resolving Disagreements	16
Mediation	16
Due Process	17
Family Share Information	19
KEIS Contact Information	21

KEIS Contact List

	Name	Telephone #
Service Coordinator:		
Other IFSP Team Members:		
Other Contacts:		

This handbook describes your rights in Part C of the Individuals with Disabilities Education Improvement Act (IDEA). IDEA is a federal law that ensures that all children with disabilities have the opportunity for an individualized education. Kentucky provides developmental and educational services to eligible infants and toddlers under this law through its early intervention system called Kentucky's Early Intervention System (KEIS). The two most important parts of IDEA are:

1. Infants and toddlers ages birth to three with significant developmental delays have a right to developmental and educational services, referred to as early intervention services.
2. KEIS is designed to maximize family involvement. Parents/guardians are involved in all decisions. The family's resources, priorities, and concerns are the most important factors in planning and carrying out early intervention services. The law requires KEIS to follow procedural safeguards to ensure you are fully involved. Your rights are safeguarded for every procedure, including eligibility determination or service planning. This handbook describes those rights.

It is important for you to fully participate in early intervention services so your family can receive the maximum benefits. You are a key decision-maker and know the needs of your child and family best. You are your child's best advocate throughout their life.

The service coordinator (SC) and service providers working with your family can help you understand your rights and responsibilities, which are included in the information in this handbook.

KEIS has a parent consultant who can answer any questions about the program. Contact information for the parent consultant is available from your SC or State Lead Agency (SLA) staff.

Definitions

Admissions and Release Committee (ARC): A team of decision makers, including you and a representative from the special education department for your local school district, responsible for making decisions about the identification, evaluation, placement, and provision of a Free Appropriate Public Education (FAPE) for your child at age three.

Advocate: If necessary, you may choose someone who helps you understand and decide what services your child may need and how to use the rights provided by law.

Amendment: A change made to the early intervention record upon request when the original record is inaccurate, misleading, or violates your or your child's privacy.

Assessment: Ongoing procedures that a service provider uses to identify your child's strengths and needs to help guide services based on your family's resources, priorities, and concerns.

Coaching: Early intervention providers partner with families and other caregivers to promote learning and development in their children. Coaching includes five research-based practice characteristics: joint planning, observation, action/practice, reflection, and feedback. It focuses on building caregivers' capacity to handle current situations while also building problem-solving skills to address future events.

Coaching in Early Intervention Training and Mentorship Program (CEITMP): A required training program to provide the foundational knowledge and support to implement evidence-based practices (EBP) for KEIS early

interventionists.

Confidentiality: Keeping information about you and your child private.

Consent: Consent means that you have been fully informed in your native language or other familiar mode of communication of all information relevant to the activity for which you gave consent and agree in writing to carry out the activity. Your consent is voluntary and may be withdrawn at any time.

Developmental delay: Developmental delay is a lag that occurs when a child has not reached an expected milestone of development in the domains of cognitive development, physical development, including vision and hearing, communication development, social or emotional development, and adaptive (self-help skills) development. The eligibility criterion for developmental delay in Kentucky is two standard deviations below the mean in one skill area or at least one and one-half standard deviations below the mean in two skill areas.

Due process: A formal administrative process in which you, or your representative, may present evidence before an impartial hearing officer regarding the identification, evaluation and assessment, eligibility determination, placement, or the provision of early intervention services for your child.

Early intervention (EI): Services designed to meet your child's developmental needs and your family's needs related to enhancing your child's development.

Eligibility determination: The process for determining if your child has a developmental

delay that meets the criteria for enrollment.

Established risk condition: A diagnosed medical condition that could result in a developmental delay.

Evaluation: The procedures to determine whether your child is eligible for early intervention services. These procedures may include gathering information about your child and family, reviewing relevant health records, and testing to learn more about your child's development.

Family Share: A monthly participation fee for early intervention services based on your family's size and income.

Free Appropriate Public Education (FAPE): IDEA requires that all schools provide a "free appropriate public education" to each qualified person with a disability in the school district's jurisdiction, regardless of the nature or severity of the person's disability.

Individuals with Disabilities Education

Improvement Act (IDEA): A law ensuring services to children with disabilities nationwide. Infants and toddlers with disabilities (ages birth to three) and their families receive early intervention services under Part C of IDEA. Children and youth (ages three to 21) receive special education and related services under Part B of IDEA.

Individualized Education Program (IEP): A plan developed by you and your local school system to set reasonable learning goals for your child and describe the services the school district will provide for your child.

Individualized Family Service Plan (IFSP): A written plan that guides the provision of early intervention services to your child and family, if eligible. A team, which includes you, must

develop the IFSP based on your priorities, resources, and concerns.

Kentucky Early Childhood Data System (KEDS):

A web-based data collection system used to provide data for analysis to determine the degree to which Kentucky's children are meeting the major child outcomes and learning standards required by the Office of Special Education Programs (OSEP) in the US Department of Education and the state early childhood standards.

Kentucky's Early Intervention System (KEIS):

The name of Kentucky's Early Intervention Program, also known as Part C of IDEA.

Mediation: An informal process requested by you or your representative to resolve disagreements regarding the identification, evaluation and assessment, eligibility determination, placement, or the provision of early intervention services for your child.

Multidisciplinary team: The child-specific group, including you and individuals representing at least two applicable disciplines, is responsible for determining the eligibility and services needed by your child and family. One team member must be a service coordinator.

Native language: The language or mode of communication you typically use.

Natural environments: Settings such as home and community where your child's same-aged peers with no disability usually participate. These places may include a park, story time at your local library, or a childcare setting.

Outcome(s): The measurable IFSP goal(s) you want your child and family to achieve within the following year.

Parent: The natural or adoptive parent or legal guardian authorized to act as the child's parent,

who can make educational decisions for a child enrolled in early intervention services. This can include a person acting instead of a natural or adoptive parent, such as a grandparent, stepparent, or other relative with whom the child lives, or a person legally responsible for the child's welfare, such as a foster parent or educational surrogate.

Parent Consultant: A parent of a child with a disability who received early intervention services. This person gives a parent's perspective to assist the State Lead Agency in providing meaningful, quality services to families. The parent consultant is available to talk with you about concerns or questions you may have about early intervention services.

Permanent record: Your child's official early intervention record.

Personally Identifiable Information (PII): Any information revealing your or your child's identity.

Point Of Entry (POE): The office that accepts referrals and will assist you with your child's eligibility determination and service coordination for KEIS. Also known as the Local Lead Agency (LLA).

Prematurity: A gestational age, at birth, of less than 37 weeks.

Primary Service Provider (PSP)/Primary Coach: One professional selected by the IFSP team who serves as the team lead and regularly supports the family.

Procedural safeguards: The regulations in IDEA protect your and your child's rights regarding the delivery of appropriate early intervention services.

Protected Health Information (PHI): Individually identifiable health information that

can be linked to a particular person. Specifically, this information can relate to (1.) The individual's past, present, or future physical or mental health or condition; (2.) The provision of health care to the individual; or (3.) The past, present, or future payment for providing health care to the individual. Common health information identifiers include names, social security numbers, addresses, and birth dates.

Routines-Based Interview (RBI)/Family

Assessment: A conversation between you and your service coordinator about your day-to-day activities and how your child behaves and interacts in those activities. This conversation will help identify what is most meaningful for you and your child so that early intervention services can connect to your priorities and concerns.

Service Coordinator (SC): The person who will assist your family through the intake, evaluation, and eligibility determination process and facilitate the IFSP development. Your service coordinator can also provide information about and make referrals to other community resources and coordinate and ensure the delivery of all services.

Surrogate Parent: An individual appointed to make educational decisions on the child's behalf and has no interests that would conflict with the child's interests. An educational surrogate is appointed when a child has no parent or legally appointed educational guardian.

Technology-Assisted Observation and Teaming Support System (TOTS): An electronic record-keeping and data system KEIS uses to track children, from birth to three, as they enter and progress through the program.

Transition: The policies and procedures to

ensure a smooth transition for toddlers receiving early intervention services to preschool or other appropriate services. Your child must exit early intervention at age three.

Transition Conference: A meeting scheduled by your service coordinator at least 90 days before your child's third birthday to inform you of all possible resources in your area, including the public school system.

KEIS Services

What is EI?

- A family-focused, in-home service for children from birth to three with developmental delays.
- A system of educational services and supports for families to help them understand their child's development and assist them in addressing areas of delay.
- A process that helps adults learn to help their children develop.
- A partnership with the child's parents, caregivers, childcare providers, professionals, and others.
- A family-centered process that is personalized to each family.
- A voluntary system.

What EI is not:

- Clinic-based or medical therapy.
- A provider brings in a bag of toys and plays with a child while the parent does something else.
- A program that addresses only the child.
- A program with no specific goals or objectives.
- A person telling the family what to do without asking for input.

Why is EI important?

Research shows early intervention is more effective when the focus is on the adults in the child's life – the parent, guardian, and other caregivers. Children learn best from meaningful activities that happen in usual daily routines with familiar people. The early intervention visit allows the caregiver and provider to work as a team on important activities during the family's daily routines. When families learn to help their children, learning can happen anytime, not just when the provider is with the family and child. KEIS providers use coaching to help families and other caregivers support the child's learning and development.

Children's brains and bodies grow rapidly during the first three years of life, and they learn many new things about the world around them. While all children grow and learn at their own pace, some need extra help.

EI helps by:

- Increasing the family's ability to meet the needs of their child.
- Assisting infants and toddlers to reach age-appropriate development levels.
- Maximizing the development that occurs during a child's first three years.
- Reducing feelings of isolation, stress, and frustration families may experience.
- Lowering long-term educational costs by minimizing the need for special education and related services at school age.
- Helping children grow up to become productive, independent individuals.

Who is eligible?

A child is eligible for EI services if they:

- Are under the age of three, a resident of Kentucky or homeless within the boundaries of the Commonwealth of Kentucky, and meet one of the following criteria.
- Have a significant developmental delay determined through a developmental evaluation.
- Have a qualifying established risk condition, meaning the child has a medical diagnosis that may result in significant developmental delay.
- Are the subject of a substantiated case of child abuse or neglect, or the child is identified as directly affected by illegal substance abuse or withdrawal symptoms resulting from prenatal drug exposure.

Who provides EI services?

KEIS contracts with providers in various disciplines to make early intervention services available to children who need them.

Early interventionists might include one or more of the following:

- Developmental interventionist
- Occupational therapist
- Speech therapist
- Physical therapist
- Audiologist
- Teacher for the visually impaired
- Teacher for the hearing impaired

Who makes up the Individualized Family Service Plan (IFSP) team?

The IFSP team includes a service coordinator, the family (parents, caregivers, educational surrogate), and EI providers. The IFSP team will develop a written plan that guides early intervention services based on the child and family's resources, priorities, and concerns.

IFSP team members should:

- Work together to support children as they learn and grow.
- Focus on enhancing child participation in existing and desired family, community, and early childhood experiences.
- Utilize each team member's expertise to help meet the family-centered IFSP outcomes.
- Be timely for scheduled appointments and notify each other if services need to be rescheduled.
- Help each other answer tough questions.

What is the role of the family?

Family members are integral to the IFSP team because they know their children best.

Families should:

- Share interests, priorities, preferences, dislikes, needs, and any questions.
- Set goals based on how their child's progress fits with what is important to their family.
- Be active in visits. Share and learn from other team members so they can work with their

children during their everyday activities between visits.

- Inform the service coordinator of issues affecting their family's services.

Where are services provided?

EI services are provided in the natural environment, which includes home, childcare, and community settings. EI is grounded in the belief that young children learn best from familiar people in familiar settings.

What is the cost?

EI services are provided to all eligible children regardless of the family's household income or other state benefits that the family may receive. KEIS provides certain services at no cost to families.

These resources include:

- Screening
- Service coordination
- Evaluation and assessment
- Child find activities
- Developing the IFSP
- Implementation of procedural safeguards (Parent's rights)

Once determined eligible, all families are assessed for their ability to pay for early intervention services. A "Family Share" participation fee is calculated using the family's total household income, household size, and the Federal Poverty Guidelines.

Summary of Your Family's Rights

Your family has the right to:

- Receive screening, evaluation, assessment, IFSP development, service coordination, and procedural safeguards at no cost.
- A timely evaluation/assessment and a meeting to develop an IFSP within 45 days of referral to KEIS.
- Information presented in your native language or mode of communication familiar to you.
- Appropriate early intervention services for your child and family as described in the IFSP.
- Early intervention services in a natural environment.
- Give your written consent before the initial evaluation/assessment is conducted or beginning early intervention services. Consent is voluntary and may be revoked at any time.
- Accept or decline a service without jeopardizing other services.
- Be invited to and participate in all IFSP meetings.
- Confidentiality of personally identifiable information.
- Review and suggest amendments to the early intervention records.
- Receive written notice five working days before a change is proposed (or refused) in the identification, evaluation, or provision of services to your child and family.
- File a complaint, request mediation, and request due process to help resolve disputes relating to the identification, evaluation, or provision of early intervention services to your child and family or if you think an agency or early intervention service provider is violating a requirement of the law.
- Bring an advocate, friend, or attorney to all meetings with KEIS.

A child has the right to:

The assignment of a Surrogate Parent (who is not an employee of a state agency or an EI services provider) to act as an educational surrogate to represent them when a parent is not identified, cannot be located, or the child is a ward of the state.

Procedural Safeguards

KEIS assures your family of the following rights, which are protected by IDEA, Part C:

An evaluation, assessment, service coordination, and IFSP development at no cost

The law provides that all eligible children receive early intervention services regardless of beliefs, values, customs, culture, race, language, marital status, sexual orientation, socio-economic status, geographical location, religion, and disability. For children with a suspected developmental delay, eligibility is determined by a primary-level evaluation. Children with established risk conditions are eligible for early intervention services, and a five-area assessment (5AA) is completed to assist with program planning. The evaluation must be completed by a multidisciplinary team of two or more qualified professionals who examine the child's medical history, development, and current abilities. If the child is eligible for services, the child and family also have the right to ongoing assessments of the child's strengths, skill levels, progress, and needs.

An Individualized Family Service Plan (IFSP)

Within 45 days of the referral, a meeting must be held for your child and family to develop an IFSP for providing early intervention services that include your family's concerns, priorities, and resources for your child. The IFSP is reviewed at least every six months. It consists of the outcomes for your child and family, how progress will be measured, what services will be provided and where, when they will begin and for how long, methods of payment, and transition at various times throughout the process and upon your child's third birthday.

Access to records

Right to Inspect and Copy: You have the right to inspect and receive a copy of your child's early intervention record. You must submit your request in writing to your local Point of Entry (POE) and include a time period for which you wish to receive your records. You may be charged a reasonable fee unless such a fee would prevent you from exercising this right.

Right to Request Amendment: You have the right to ask KEIS to amend the early intervention record collected or maintained about you or your child if you feel it is incorrect or incomplete. If your request is approved, your request and the amendment will become part of your permanent record. You must submit your request to your local POE in writing. You must state the reason you are requesting an amendment.

Right to a List of Types and Locations: You have the right to request a list of the types and locations of information about you or your child collected, used, or maintained by KEIS. This request must be submitted in writing to KEIS State Lead Agency at the following address: 275 E. Main St., HS2-EE, Frankfort, KY, 40621.

Right to Receive an Accounting of Disclosures: You have the right to request a list of each time early intervention has disclosed personal information about you or your child for reasons other than

treatment, payment, health care operations, or certain other reasons as provided by law. You must submit your request to your local POE in writing. Your request must state a time period that may not be longer than six years. Please note that you may be charged a reasonable fee unless such a fee would prevent you from exercising this right.

Right to Request Restrictions: You have the right to request a restriction or limitation on the information that KEIS uses or discloses about you or your child for treatment, payment, and health care operations. You must submit your request in writing to your local POE and indicate what information you want limited and to whom the limits apply. **NOTE:** KEIS is not required to agree to your request.

Right to Request Communication Methods: You have a right to request that KEIS communicate with you confidentially about your or your child's personal information in a different way or at a different location. For example, you may request that KEIS contact you with confidential information only at work or by mail or communicate with you in your own language if you are non-English-speaking.

Consent

Written parental consent must be obtained before conducting an initial evaluation/assessment or beginning any early intervention services. You may choose not to consent to any particular service without jeopardizing any other services. You may refuse a service at any time, even after accepting it, without affecting other intervention services.

Consent means that you have been fully informed of all information relevant to the activity for which consent is sought and understand and agree in writing to that activity. The consent must describe the proposed activity and, if related to the release of information, list the records that will be released and to whom. The consent must state that you understand the granting of consent is voluntary on your part and may be revoked at any time.

If consent is not given, KEIS shall make reasonable efforts to ensure that you are fully aware of the nature of the evaluation and assessment or the services available and understand that your child will not be able to receive the evaluation and assessment or services unless consent is given.

If your failure to consent constitutes neglect under Kentucky law, a report will be made to the proper authorities as required by state law.

Privacy

The KEIS program collects and maintains information about your family, including information regarding program eligibility, diagnostic information, and financial information. This information is maintained in an electronic record and hard copy. Information about your child is confidential and cannot be shared with others without your written permission.

KEIS ensures your privacy in the following ways:

All POE activities shall be conducted in ways that are consistent with confidentiality and other record provisions as set forth in the Health Insurance Portability and Accountability Act (HIPAA) (Public Law

104-191, Title II, § 262(a), 100stat. 2024), the Family Educational Rights to Privacy Act (FERPA) (20 USC 1232g), and other pertaining laws.

POEs shall protect the confidentiality of personally identifiable information during its collection, storage, disclosure, and destruction.

POEs will maintain a hard copy of your child's record. This record will contain copies of any documents you had to sign and any letters or notices you received. Your child will also have an electronic record in TOTS. Your child's TOTS record will contain the evaluation and assessment reports, a copy of the IFSP, and the provider's service notes. All case records are the property of KEIS. This record shall be separate from clinical records if the agency provides services other than early intervention. Hard copy records are housed at the main POE office in a secure location. A working file may be copied for use in satellite offices and the field.

Records will be maintained for at least six years from your child's discharge from KEIS services or longer if administrative or legal action is pending. Records shall be destroyed in compliance with pertinent laws.

The POE shall notify you in writing upon discovering a security breach or any time you or your child's protected health information (PHI) may have been compromised.

Prior Notice

You must receive prior written notice at least five working days before initiating a change to the identification, evaluation, or placement of your child or the provision of early intervention services to your child and family.

This notice must inform you of the action(s) being proposed or refused and the reason(s) for the action(s). You must receive procedural safeguards with the notice. Notices must be written in a way that is understandable to the general public. If English is not your native language, you have the right to receive information in your native language unless it is impossible. If you use another method of communication, such as sign language or Braille, you have the right to receive information using that method.

When you Think Your Rights Have Been Violated

Resolving disagreements

If you disagree or are dissatisfied with the services you are receiving, you should first speak with your service coordinator about the situation and try to resolve it with your IFSP Team. If you cannot agree or you are dissatisfied with your service coordinator, you should ask to speak to the POE manager to discuss your concerns with them. You can also contact the parent consultant at the State Lead Agency by emailing DPHKEIS@ky.gov.

If you disagree with the early intervention program on the identification, evaluation, or provision of appropriate early intervention services to your child or family, you have the right to a timely resolution of your concerns through filing a complaint, requesting mediation, and requesting a due process hearing.

Filing a complaint

If you choose, you may file a written complaint. The written complaint should be signed by you and include you and your child's name, address, and phone number; the name of the program or person that you are complaining about; a statement of what the complaint is about; and a proposed resolution.

The complaint will be investigated by State Lead Agency staff and resolved within 60 days. You may be contacted to see if you have any additional information you want to submit before a final decision is made. You will receive a written decision within 60 days that addresses each allegation in the complaint and will include the facts and conclusions, the reason for the decision, and the corrective actions that will be taken if needed.

Your service coordinator, POE manager, or parent consultant can provide you with a copy of the KEIS Complaint Form. This form should be sent to:

General Supervision Coordinator
Kentucky Early Intervention System
DPHKEIS@ky.gov
Fax (502) 564-0329

Mediation

You may request mediation to resolve disagreements regarding the identification, evaluation and assessment, eligibility determination, placement, or the provision of appropriate early intervention services for your child and family. You can request assistance in filing a mediation request from a representative of your choice. Families often find mediation a better solution than a hearing because it ends with a written agreement that both sides have agreed upon. You may request mediation in addition to filing a request for an impartial hearing or a request for resolution of a complaint. The mediation process, including a written agreement, shall be completed within 30 working days of

receiving the request for mediation.

- Mediation is voluntary and can be chosen first if there is a disagreement between parties.
- Mediation does not have to be chosen before a formal due process hearing and does not delay your right to request a due process hearing.
- Services must continue unless you, as parent/guardian, choose not to continue services. If the complaint involves the request for initial services, your child must receive the services not in question.
- You or the party involved may waive mediation. If the party involved waives mediation, as parent/guardian, you must be notified within two working days of this decision.
- At any time during the mediation process, you may request that a due process hearing be initiated.
- Mediation resolutions may not conflict with state or federal laws and must be to the satisfaction of both parties. Both parties must sign the written resolution to prove their satisfaction with the resolution.
- The mediator shall mail a copy of the written resolution to each party within five working days following the mediation conference. The mediator shall also file a copy with the Cabinet for Health and Family Services.
- All discussions that occur during the mediation process must be confidential. These discussions may not be evidence in subsequent due process hearings or court proceedings. You may be asked to sign a confidentiality pledge before the start of the mediation process.

To request mediation:

As a parent/guardian, you may request mediation at any time you feel a problem needs resolution. Your service coordinator, POE manager, or parent consultant can provide you with a copy of the Mediation/Due Process Request Form. This form should be mailed directly to:

Office of Attorney General
700 Capital Avenue, Suite 118
Frankfort, KY 40601

Due Process

A due process hearing is the most formal way to resolve disagreements between you and KEIS. You may request a due process hearing to resolve disagreements regarding the identification, evaluation and assessment, eligibility determination, placement, or the provision of appropriate early intervention services for your child and family. You have the option of requesting assistance in filing a hearing request from a representative of your choice, and you may want to have a representative with you during the hearing process. You may request a due process hearing in addition to requesting mediation or filing a complaint.

- An administrative hearing shall be conducted within 15 calendar days of receipt of a request for a hearing by an impartial hearing officer appointed by the Office of the Attorney General.
- A hearing may not be conducted by a public agency employee involved in the child's education

or care.

- A hearing may not be conducted by any person having a personal or professional interest that would conflict with their objectivity in the hearing.
- During the waiting period before the hearing, your child must continue to receive the appropriate early intervention services currently being provided unless the POE and you, as the parent/guardian of the child, agree otherwise.
- If the complaint involved a request for initial admission to an intervention program, your child, with your consent, must receive those services not in dispute.
- At the due process hearing, you may be accompanied and advised by counsel and individuals with special knowledge or training concerning children with developmental delays.
- At the due process hearing, you may present evidence and confront, cross-examine, and request the attendance of witnesses.
- At the due process hearing, you may stop the introduction of any evidence at the hearing that has not been made known to you at least five calendar days before the hearing.
- After the hearing, you may request an electronic word-for-word record of the proceedings.
- After the hearing, you may request to obtain written results of the decision.
- A recommended decision will be forwarded to the family and the cabinet within 10 calendar days of the administrative hearing.
- All parties have five calendar days to file written exceptions to the recommended decision.
- A final decision on the recommendation shall be made no later than 30 calendar days following receipt of the appeal.
- A decision made in the hearing is final unless either party appeals to the court.

To request a Due Process hearing:

As a parent/guardian or, with your consent, your representative, you may request a hearing at any time. Your service coordinator, POE manager, or parent consultant can provide you with a copy of the Mediation/Due Process Request Form. This form should be mailed directly to:

Office of Attorney General
700 Capital Avenue, Suite 118
Frankfort, KY 40601

Family Share Information

Family Share is a monthly participation fee based on family size and income. All families are assessed for their ability to pay Family Share according to a sliding fee scale based on the Federal Poverty Guidelines published in the Federal Register annually. The State Lead Agency revises the Family Share Fee Scale accordingly, effective April 1 each year. You will be required to make Family Share payments ranging from \$0 to \$400 per month to share in the cost of your child's early intervention services. Family Share is not intended to place undue hardship on the family. If the family reports that they are unable to pay their identified monthly participation fee, then consideration is given to either reducing or eliminating the fee.

The Family Share fee is a flat fee, not based on the number of services planned. You will receive a Family Share invoice from the Department for Public Health/KEIS. You are responsible for paying your Family Share beginning the month services start. Your Family Share invoice indicates mailing payments to the Department for Public Health/KEIS.

- If your child is covered under Medicaid, you will not pay Family Share (even if your child has both private insurance and Medicaid). If Medicaid lapses, the Family Share fee will be reinstated.
- If you consent for early intervention providers to bill your private insurance, you will not be responsible for a monthly participation fee. If consent is revoked, the Family Share fee will be reinstated.
- You are not responsible for co-payments or deductibles associated with the KEIS services billed to insurance.
- If you have more than one child enrolled in KEIS, you are responsible only for one Family Share payment.
- Your ability to pay is reviewed every six months.
- You may request a review of your ability to pay by the State Lead Agency at any time if there are changes in your financial situation that would result in a reduction or waiver of the Family Share fee. The amount of the monthly participation fee will not exceed the actual cost of the early intervention services.
- If you do not want to share your income information with the service coordinator, you may submit the Financial Assessment Verification (FS-13) form directly to the KEIS State Lead Agency office.
- Your family receives some services at no cost. These services include screening, service coordination, evaluation and assessment, child find activities, implementation of procedural safeguards, and IFSP development.
- Failure or refusal to submit your family's income for verification will result in a maximum Family Share participation fee.

All checks should be made payable to the ***Kentucky State Treasurer*** and mailed to:

Cabinet for Health and Family Services
Department for Public Health
Attn: Family Share Administrator
Kentucky Early Intervention System
275 E. Main Street, HS2-EE
Frankfort, KY 40621

If you have questions about Family Share, please contact your service coordinator.

For more information on any part of this handbook, please contact:

Cabinet for Health and Family Services
Department for Public Health
Kentucky Early Intervention System
275 E. Main St. HS2-EE
Frankfort, KY 40621
1-502-564-3756
1-877-417-8377
DPHKEIS@ky.gov



Kentucky Public Health
Prevent. Promote. Protect.

The cost of printing was paid from state funds through the:
Department for Public Health, Kentucky Early Intervention System, pursuant to KRS 57.375.