



Referral Process Decision-Making Chart:

Does the child have an open/active IFSP?

No

Yes

Has the child ever had an IFSP?
(IFSP was closed/expired)

Is the IFSP with your local program?

Yes

Was the IFSP with your local program?

No

Yes

No

Yes

No

This is an Initial KS Part C Referral
* Continue with Initial Eligibly Process

This is a Re-referral
* If IFSP has been expired for less than 6 months, eligibility is assumed and an Annual IFSP is completed.
* If IFSP has been expired for more than 6 months, eligibility must be re-established and an Initial IFSP is completed.

This is a Transfer
* Request IFSP from the previous program
* If IFSP has been expired for less than 6 months, eligibility is assumed and an Annual IFSP is completed.
* If IFSP has been expired for more than 6 months, eligibility must be re-established and an Initial IFSP is completed.

This is a Transfer
* Request IFSP from the previous program
* If IFSP is less than 6 month old, complete IFSP review and resume services.
* If IFSP is more than 6 months old, program may do IFSP Review or Annual Review.

This is re-contact
* If IFSP is less than 6 month old, complete IFSP review and resume services.
* If IFSP is more than 6 months old, program may do an additional IFSP Review or Annual IFSP

This could be a re-referral if the child was previously referred to you but no IFSP had been developed.
* Continue with Initial Eligibly Process & Initial IFSP.

Developed by the Kansas Inservice Training System (KITS) under contract with the Kansas Department of Health and Environment- Infant Toddler Services