

For Your Child:

You can use this letter to ask for an IPP meeting for your child. You can copy this letter and fill in the blanks with information about you and your child. Or go to www.pai.org and fill it out online.

(Date): _____

Dear Regional Center Service Coordinator or Case Manager:

This letter is to ask for an IPP meeting to talk about services and supports for my child, (child's name) _____.

I understand the law (the Lanterman Act) says that my child's IPP must list these things specifically:

- The type and amount of services and supports the Regional Center and other agencies will pay for,
- The name of the person or agency that will provide each service and support, and
- The approximate date the services and supports will start. (If anything needs to be done before the services and supports can begin, the IPP must say who will do these things and when.)

The areas I would like to talk about and reach an agreement on include: _____

The law says that we should hold the meeting within 30 days from when you receive this letter and that a regional center representative who has the authority to make decisions about the requested services and supports must be present. (WIC §§ 4646.5(b) and 4646(d)).

The best days and times for me are (list 3 available dates):

1. _____ 2. _____ 3. _____

I am not available on (list times/days you are not available): _____

I will also invite these people to the meeting: _____

The law also says we must create my child's IPP at our IPP meeting and that the meeting must be person-centered. So, please bring an easel, paper, and pens so we can write down our decisions. Because the law says I must sign the IPP before my child can get services, I expect to get a copy of the IPP at the end of our meeting, or very soon after the meeting. (WIC § 4645(g)).

Thank you. I look forward to meeting with you soon.

Sincerely,

Parent's name and signature: _____

Parent's address and phone no.: _____

If you need an interpreter, also fill out this part:

I would like a (name of language): _____ interpreter at the IPP meeting.

I would like a copy of the IPP in (name of language): _____.

For You:

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(Date): _____

Dear Regional Center Service Coordinator or Case Manager:

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