



STATE OF TENNESSEE
DEPARTMENT OF EDUCATION
DIVISION OF SPECIAL EDUCATION
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COMMISSIONER

TEIS POLICY MEMORANDUM #07-017

TO: TEIS District Administrators,
TEIS Data Managers, TEIS Central Reimbursement Office (CRO)

FROM: Jamie Thomas Kilpatrick, Director
Office of Early Childhood Programs, Division of Special Education

COPY: Mr. Joseph Fisher, Assistant Commissioner
Office of Early Childhood Staff

RE: **Part C Payments for Individualized Family Service Plan (IFSP) Services**

DATE: December 5, 2007

All Part C payments must be in accordance with the child's IFSP as it appears in Tennessee's Early Intervention Data System (TEIDS).

As a reminder to all TEIS Providers and TEIS District Office Staff, please emphasize that all CRO reimbursements are based on the duration, intensity, and setting as it appears in TEIDS. If TEIDS shows speech therapy for 2 times a week for 1 hour each session, this is how it must be entered into the accounts payable section of TEIDS.

This policy also applies to rescheduling IFSP activities/services. For example, if a child's IFSP states that speech therapy is authorized for 2 times a week for 1 hour each session, any missed session must be rescheduled during that calendar week.

As always, if a change in frequency, intensity, or setting in an IFSP is needed, the IFSP changes should be reflected via TEIDS prior to the submission for reimbursement.

This is a clarification to avoid delays or denials of payments to vendors.

Thanks for your help in this matter.