

Parent Verification of Services INSTRUCTIONS

Updated July 1, 2020

Who is responsible: Early Intervention Service (EIS) Providers



Purpose and Use

The purpose of the form is to document receipt of services as detailed in the IFSP. This form is not necessary if a Service Coordination or Special Instruction provider has another means of parent verification that services were received and can provide the documentation upon audit or monitoring of the family's record.

The EIS provider is responsible for ensuring completion of this form for each month of service for each child receiving IDEA/Part C services. This form must be kept by the EIS provider in the event of an audit for up to three years from the last date of service.

Section 1: Child and Early Intervention Services (EIS) Provider Information

Enter child's legal first and last name, BRIDGES ID number, and the month and year services were delivered. Enter first and last name of the EIS provider and the name of the company or agency that employs the EIS provider.

Section 2: EIS Information

EIS Provider:

Check the type of service provided; check 'Other' and write in name of service if not listed.

Enter the date of service and start and end times (including checking if morning or afternoon) for each service delivery encounter.

Parent:

Ask the parent to sign and date the form to verify receipt of services at the end of each service delivery encounter.

Section 3: EIS Provider Acknowledgements and Signature

Within seven calendar days of the last date of service each month, the EIS Provider must sign and date the form and file the original of the signed Parent Verification of Services form in the EIS provider's files. The form must be maintained for a period of not less than three years after the last date of service.