

Eligibility Determination and Team Signatures Form INSTRUCTIONS



Updated: May 12, 2025

Who is responsible: Intake Coordinators and Service Coordinators

Purpose and Use

The purpose of this form is to document the child's initial and annual eligibility and to verify the eligibility decision was reached by a multidisciplinary team (MDT).

The Intake Coordinator is responsible for completion of the form at the time of **initial** eligibility determination.

The Service Coordinator is responsible for completion of the form at the time of each **annual** eligibility determination or more frequently as needed.

Section 1: Child Information

Enter child's legal first and last name, date of birth, and BRIDGES ID number.

Enter the date of eligibility determination and the date of the Eligibility Team Meeting.

Section 2: Eligibility Status

Check the type of eligibility under determination.

Check to indicate if the child is ineligible or eligible for IDEA/Part C services.

If eligible, check the box for the correct type of eligibility (Established Risk Condition or Developmental Delay. If ERC, enter diagnosis. If DD, enter evaluation domain scores. If ICO was used, check the appropriate box.

Section 3: Signatures of Eligibility Determination Team

Each member of the eligibility determination team will sign the form, and check the appropriate box for Intake Coordinator, Service Coordinator, or supervisor.

Following completion and signature of the form, the Intake or Service Coordinator will:

- Document the eligibility decision in BRIDGES.
- Notify the family of the child's eligibility status.
- Enter a BRIDGES service log documenting the results of the eligibility evaluation and contact with the family.
- File the hardcopy of the form in the child's record.