



New York City Early Intervention Program

Initial Service Coordination Unit, Duration or Assignment Change Form

Instructions: This form must be submitted to the Regional Office in the child’s borough of residence to extend a current ISC SA, request additional ISC units, or request a change to ISC Agency. Once the new SA is approved, it will need to be accepted by the ISC agency and assigned ISC. Refer to the ISC Change Policy

Child Name: Date of Birth:
EI ID #: Referral Date:
Current ISC SA #: ISC Agency Name:
Assigned ISC: ISC Phone #:

Section I. Request to Add Units or Extend ISC Services Authorization Period

Select all that apply.

- I am requesting an extension of the 60-day Authorization Period. Current SA has been changed and submitted.
I am requesting additional Service Coordination Units. A draft SA has been created in the EI Hub

The family needs additional time/units for the following reason(s):

- Delay due to child’s foster care status
Evaluations not completed because family missed appointments
Family moved to a new borough
Family missed/cancelled scheduled IFSPs
Evaluations not completed because of delays at the evaluation site
Other – specify:

Justification (required): Based on the reason above, provide case specific information about how the delay has led to the request for the extension/request for additional units (Include dates and details. This information must be consistent with ISC notes)

SECTION II. Request to change ISC Agency Assignment

Select all that apply.

- Request to change ISC Agency for an individual child. RO will create Teams assignment and SA upon approval.
Request to change ISC Agency for five children or less. RO will create Teams assignment and SA upon approval.

Justification (required):

ISC SAs have been generated in the EI Hub for the following Children (list must be borough specific):

Table with 4 columns: EI Hub ID, DOB, ISC SA#, Proposed End Date. Multiple rows for listing children.

ISC/ SC Supervisor Name: Signature: