

# Request for IPP Meeting for Myself

5292.01

(Date): \_\_\_\_\_

Dear Regional Center Service Coordinator or Case Manager:

This letter is to ask for an IPP meeting to talk about my services and supports. I understand the law (Lanterman Act) says that my IPP must list these things specifically:

- ~ Type and amount of services/supports the Regional Center/other agencies pay for;
- ~ Name of the person or agency who provide each service and support, and;
- ~ 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, 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 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 I 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,

Your name and signature: \_\_\_\_\_

Your 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*): \_\_\_\_\_

# Request for IPP Meeting For Child

5292.01

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

- ~ Type and amount of services/supports the Regional Center/other agencies pay for;
- ~ Name of the person or agency who provide each service and support, and;
- ~ 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, 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): \_\_\_\_\_ language.

