

**NYC EARLY INTERVENTION PROGRAM  
JUSTIFICATION FOR CHANGE  
IN FREQUENCY, INTENSITY OR METHOD OF SERVICE**

**GENERAL DIRECTIONS**

This form is to be used for a change(s) in a **service already on an IFSP**, not to request a new service or a change to service coordination units.

- The therapist/teacher must complete this form and submit it to the Ongoing Service Coordinator (OSC) when there is a proposed termination to, or change in frequency, duration or method of a service currently on an IFSP.
- The OSC must submit this form to the Regional Office with other required paperwork whenever there is a request for a change in frequency, intensity or method of a service in the IFSP, (please refer to Amendment Policy in this chapter).

**DEMOGRAPHIC INFORMATION**

Please fill out this section in its entirety. The name and contact information of the therapist’s supervisor must be indicated.

**AUTHORIZATION INFORMATION**

This section **must** be completed in its entirety. Incomplete **Justifications** will be returned to submitter.

1. IFSP Start Date: ____/____/____ IFSP End Date: ____/____/____	Copy the Begin and End dates from the upper left hand corner of the IFSP being amended.
2. Authorized Service:	Indicate IFSP service type being amended.
3. # of sessions authorized:	Copy the # of session units authorized from the IFSP.
4. # of sessions completed by Provider:	Provide the total number of sessions that were delivered (include any make-up sessions).
5. # of sessions missed (due to either provider or parent reasons):	Indicate the number of any sessions missed, (exclude any sessions that were made-up).
<b>Date of Previous Justification(s) for Change in this Discipline:</b> If there were prior requests to amend this service, indicate the date of request.	
<b>Request for Change:</b> Indicate all changes to this service that are being requested at this time.	
<b>Required Justification Components:</b> For requests to <b>terminate services or decrease frequency</b> , complete questions 1, 2, and 5 only. For <b>all other requests</b> , answer questions 1 through 7.	