Parent Verification of Services

INSTRUCTIONS

Updated February 3, 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 provider is responsible for ensuring completion of this form for each month of service for each child receiving IDEA/Part C services on the provider’s caseload. This form must be kept by the 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 for 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 morning or afternoon) for each service delivery encounter.

**Parent:**
The parent must 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 provider’s files. The form must be maintained for a period of not less than three years after the last date of service.