



**NYC EARLY INTERVENTION PROGRAM
FOSTER CARE SURROGACY RECOMMENDATION AND EIOD ASSIGNMENT FORM**

Child's Name (Last, First):		
EI #:	DOB:	
Service Coordination Agency:		
Service Coordinator's Name:		
Phone:	Cell:	Fax:
Foster Care Agency:		
Address:		
Name of Foster Care Case Planner:		
Phone:	Cell:	Fax#:
Name of Case Planner Supervisor:		Phone #:
Name of agency Education Liaison:		Phone #:

Complete and return to the child's Service Coordinator within seven (7) calendar days of receipt. Early Intervention evaluations and possible services cannot start if this form is not received.

- A. Child is involved with ACS but is not in foster care. Recommendation: Do not assign surrogate. Parent will participate in the EIP.**
- B. Child is in foster care, and parental decision-making rights are intact. Recommendation: Do not assign surrogate. Parent will participate in the EIP.**
 Location of visitation: _____
 Days and times of visits: _____
- C. Parental decision-making rights are intact. Parent objects to the child's participation in the Early Intervention Program.** Please call the parent to explain the benefits of the Program prior to closing the case.

If Option A, B, Or C is selected, provide parent contact information:

Parent Name:	Phone #:
Address:	

- D. Surrogate Parent assignment is necessary. ***
 - 1. Parent cannot to participate in the EIP and wants to designate someone to be the surrogate parent.**
See completed **Parent Designation of Person in Place of Parent** form.
 - 2. Parental decision-making rights have been surrendered, terminated, or limited.**
 - 3. Parent cannot participate in EIP process (or deceased) and did not designate a surrogate.**
 - 4. No response from parent. Four attempts to contact parent made on the following dates:**
 _____; _____; _____; _____

***If "D" is checked, complete the following:**

Recommended Surrogate Name: _____
 Relationship to Child: _____
 Address: _____
 Telephone Number: Home: _____ Cell: _____
 Work: _____

 Name and Signature of Foster Care Agency Staff Title Date

Approved by: _____ Date: _____

EIOD/ Regional Office Liaison



FOSTER CARE SURROGACY RECOMMENDATION AND EIOD ASSIGNMENT FORM INSTRUCTIONS FOR COMPLETION

Note: This form replaces Foster Care Letter II

For children in foster care, the Service Coordinator (SC) must **send this form** to the Education Liaison/Foster Care Case Planner **along with the rest of the Early Intervention Foster Care Packet**, which consists of the following forms, **no later than two (2) calendar days** from the date that ISC assignment was accepted:

1. Request for Foster Care Surrogacy Determination
2. Foster Care Surrogacy Determination and EIOD Assignment
3. Parent Designation of Person Acting In Place of Parent
4. Parental Consent to Use E-mail to Exchange Personally Identifiable Information between Early Intervention Providers, Foster Care Agencies, and Surrogates
5. Reassignment or Termination of Surrogacy

The SC must then contact the Education Liaison/Foster Care Case Planner **no later than two (2) calendar days** after sending the **Early Intervention Foster Care Packet** to confirm receipt, explain the included forms and provide all the information as described in the [Determining the Need for and Assigning a Surrogate Parent Policy](#).

If the SC does not receive the **Foster Care Surrogacy Recommendation and EIOD Assignment** form back within seven (7) calendar days after confirming receipt, the SC must contact the Education Liaison/Foster Care Case Planner to determine the cause of the delay. If parental decision-making rights are intact and the foster care agency is still attempting to contact the parent, the SC should:

1. Document the conversation with the Education Liaison/Foster Care Case Planner staff in their service coordination notes
2. Obtain the parent's contact information over the phone, and
3. Reach out to the parent to assist the foster care agency with engaging them in Early Intervention.

Following the receipt of the Foster Care Surrogacy Recommendation and EIOD Assignment Form:

1. SC sends the completed Request for Foster Care Surrogacy Determination Letter, the Foster Care Surrogacy Recommendation and EIOD Assignment form, Parent Designation of Person Acting In Place of Parent form (if applicable), to the following HIN ID per NYC Regional Office via HCS Secure File Transfer (SFT) in the child's borough of residence indicating that "Parent rights determination attached. EIOD approval needed/not needed for Child ID: XXXXX." within 24 hours of receipt.
 - Brooklyn RO HIN ID: BKRO
 - Bronx RO HIN ID: BXRO
 - Queens RO HIN ID: QRO
 - Manhattan RO HIN ID: MRO
 - Staten Island RO HIN ID: SIRO
2. If the Foster Care Surrogacy Recommendation and EIOD Assignment form indicates that a surrogate parent needs to be assigned or the Parent Designation of Person Acting in Place of Parent form is completed, EIOD approval is required prior to contacting the surrogate parent and initiating the EI process. The SC must do the following to facilitate approval:

- Ensure that the following information is entered in the EI-Hub **prior to** submission of the surrogacy forms to the Regional Office via HCS Secure File Transfer:
 - The individual to be assigned as the surrogate is added as a “family member” in the “*Family Info*” tab in the EI-Hub
 - The individual must be selected as “*surrogate*” under “*family member type*”
 - The individual must be selected as the “*primary contact*” under “*contact type*”
- Refer to [Determining the Need for and Assigning a Surrogate Parent Policy](#) for detailed EI-Hub procedures.
- Call the Regional Office in the child’s borough of residence to follow up if EIOD approval is **not** issued within 3 business days of submission in HCS.
- Checks the “*Family Info*” tab “*Surrogate Parent Appointment*” panel in the EI-Hub to view the Regional Office completed and approved surrogacy assignment.
- Ensures that the Foster Care Surrogacy Recommendation and EIOD Assignment form or the Parent Designation of Person Acting in Place of Parent form (if applicable) is attached in the EI-Hub.
 - Checks EI-Hub as follows:
 - *Clicks on the “Document” tab. Under “Document Area,” selects “Surrogate” from the dropdown and clicks “Search”.*
 - *Applicable surrogacy attachments will appear in the grid*
- SC initiates surrogacy outreach as soon as possible following EIOD approval but **no later than two (2) calendar days** after the receipt of EIOD approval.

Note: In most cases, parental decision-making rights will be intact and the parent will be involved in the Early Intervention process. A surrogate parent will not be needed even if the child is in foster care.

3. If the Foster Care Surrogacy Recommendation and EIOD Assignment form indicates that surrogate assignment is not needed, SC initiates parent outreach as soon as possible to begin the EI process **no later than two (2) calendar days** after the receipt of the form.