



**NYC EARLY INTERVENTION PROGRAM  
REASSIGNMENT or TERMINATION OF SURROGACY BY EIOD**

This form must be used only when there is a change in or termination of surrogacy after initial assignment of a surrogate. Assuming the parent’s decision-making rights are intact, the parent can choose to terminate surrogacy and fully participate in the Early Intervention process at any time. It is always encouraged and considered best practice to support participation of the parent of a child in foster care in the Early Intervention process, as it promotes re-unification.

<b>Child's Name (Last, First):</b>	
<b>EI #:</b>	<b>DOB:</b>
<b>Foster Care Agency:</b>	
<b>Case Planner:</b>	<b>Tel #:</b>

To: Early Intervention Official Designee (EIOD): \_\_\_\_\_ Date: \_\_\_\_\_

After consulting with the Education Liaison/Foster Care Case Planner of the foster care agency, it has been agreed that

Name of Surrogate: \_\_\_\_\_ will no longer be assigned as the surrogate for the above-named child as of: (Insert Date) \_\_\_\_\_.

**REASON FOR CHANGE IN SURROGACY (check one):**      **A. Parent Available**      **B. Other (Specify below):**

**SECTION A: IF PARENT IS AVAILABLE, COMPLETE THIS SECTION:**

No new surrogate assignment is necessary. The parent is now available and wants to participate. I have discussed the EI Program with them, and I have explained the rights and responsibilities of the parent in Early Intervention. I have updated the family member information in the “Family Info” tab in the EI-Hub to indicate that the parent is now the “primary contact,” and to remove the surrogacy designation from the individual named above.

**SECTION B: FOR ANY REASON NOT COVERED BY “SECTION A”, COMPLETE THIS SECTION:**

Please assign the following person for the reasons indicated. I have discussed the EI Program with them, and they are willing to be the child's surrogate parent. I have explained the rights and responsibilities of the surrogate parent in Early Intervention. I updated the family member information in the “Family Info” tab in the EI-Hub to indicate that the person below is now the “surrogate” under “family member type” and is the “primary contact” for the child, and to remove the surrogacy designation from the individual named above.

_____	_____
Print Name of New Surrogate Parent	Relationship to Child
_____	(      )
Address	Phone #

<b>Signature of Service Coordinator:</b>	
<b>Print Name:</b>	<b>Office Phone Number:</b>
<b>Cell Phone Number:</b>	<b>Fax Number:</b>

Approved

Denied

EIOD/Assistant Signature:

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_



## INSTRUCTIONS FOR COMPLETION REASSIGNMENT or TERMINATION OF SURROGACY BY EIOD

The Re-Assignment or Termination of Surrogacy by EIOD form is to be used only if there needs to be a change in or termination of surrogacy after initial assignment of a surrogate.

The surrogate parent assignment may be changed at any time upon written request by the parent of the child in foster care when parental rights are intact; or by the surrogate parent, the foster care agency/ACS or the Regional Office Liaison/EIOD.

A foster parent may be assigned as a surrogate parent only after consultation with ACS or the foster care agency. Other possible choices for surrogate parent include:

- a person voluntarily designated by the parent
- a relative or friend of the parent who has an ongoing relationship with the child.

Refer to the [Determining the Need for and Assigning a Surrogate Parent Policy](#) for more information on the selection of a surrogate parent.

When the request is made to terminate or reassign surrogacy, the SC must:

1. Obtain the information requested and complete this form after consultation with the foster care agency involved with the child.
2. Ensure that the following information is entered in the EI-Hub:
  - For reassignment:
    - 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 the “*primary contact*” under “*contact type*”
    - The individual currently assigned as surrogate in the family member section is:
      - End dated if they will no longer be involved with the child, **or**
      - The individual is no longer selected as “*surrogate*” under “*family member type*,” but the individual may be selected as a “*secondary contact*” or “*informational only*” under “*contact type*.”
  - For termination:
    - The individual currently assigned as surrogate in the family member section is:
      - End-dated if they will no longer be involved with the child, **or**
      - The individual is no longer selected as “*surrogate*” under “*family member type*,” and the individual must be selected as a “*secondary contact*” under “*contact type*.”
    - The parent must be entered as a “*family member*” in the “*Family Info*” tab in the EI-Hub, if they have not already been entered
    - The parent 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.
3. Send the completed form to the Regional Office Liaison/EIOD for approval before the newly designated surrogate parent may sign **any consents** and evaluations or services can be initiated (if applicable).
  - The completed Re-Assignment or Termination of Surrogacy by EIOD form is sent to the following HIN ID per NYC Regional Office via HCS Secure File Transfer (SFT) in the child’s

borough of residence indicating that “Reassignment/Termination of surrogacy needed. EIOD approval 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
4. Call the Regional Office in the child’s borough of residence to follow-up if EIOD approval is **not** issued within **three (3) business days** of submission in HCS.
  5. Checks the “*Family Info*” tab “*Surrogate Parent Appointment*” panel in the EI-Hub to view the Regional Office completed and approved surrogacy assignment.
  6. Ensures that the Re-Assignment or Termination of Surrogacy by EIOD form 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*
  7. After a surrogate parent is assigned, that person is authorized to sign all consents that a parent would sign. SC initiates outreach as soon as possible following EIOD approval but no later than two (2) calendar days after the receipt of EIOD approval.

#### Ongoing Service Coordinator

When reviewing the IFSP at the six-month or annual review or at other appropriate times, the EIOD shall, in consultation with the foster care agency, determine whether there have been any changes in circumstances that warrant a review of the appointment of a particular surrogate parent. If a change in surrogate parent is found to be necessary, the EIOD will appoint a new surrogate and will indicate the termination of the previous surrogate parent on the Re-Assignment or Termination of Surrogacy by EIOD form.

#### Notes:

- If the child is in foster care and parental decision-making rights are intact, **the parent must be involved in the Early Intervention process** unless they are unable to do so. Whenever the parent can be involved, a surrogate parent does not need to be assigned.
- If there is a person in parental relationship, a surrogate parent does not need to be assigned.