

# FLORIDA DEPARTMENT OF EDUCATION



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October 13, 2003

## MEMORANDUM # 03-52

**TO:** Administrators, Exceptional Student Education

**FROM:** Shan Goff

**SUBJECT: Request for Comment – Draft “Infants and Toddlers Early Intervention Program Provider Handbook”**

The draft “Infants and Toddlers Early Intervention Program Provider Handbook” has been developed for all professionals, paraprofessionals, and agencies that desire to provide services and support to infants, toddlers and their families under the auspices of the Florida Infants and Toddlers Early Intervention Program. The draft handbook explains the enrollment process, which includes the requirements for education, licensure, experience, and training.

Beginning July 1, 2004, every individual and/or agency providing services under the auspices of the Florida Infants and Toddlers Early Intervention Program must enroll in the new Provider Enrollment and Management System (PEMS) and must be approved as a provider in the early intervention system. The draft handbook has been posted to the internet at the following website: <http://www.doh.state.fl.us/cms/EIPStakeWrkGrp.htm>.

An opportunity to provide feedback on the handbook is being provided to the public. All public input must be in writing by electronic mail, fax or mail. Since we are inviting you to provide input, we are requesting that you submit your comments to the Department of Education no later than the close of business on November 17, 2003. Your comments will be forwarded to the

**SHAN GOFF**  
*Chief*

*Bureau of Instructional Support and Community Services*

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Department of Health no later than the close of business on November 30, 2003. It is anticipated that the handbook will be finalized and disseminated statewide by the end of December 2003.

Please submit your feedback to:

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SG/cwm