

SAMPLE IPP REQUEST LETTER

Dear Service Coordinator or Case Manager:

I am writing to request an IPP meeting to discuss services and supports for _____. Pursuant to Welfare and Institutions Code (WIC) section 4646.5(b), we should hold the meeting within 30 days from when you receive this letter. The areas that I would like to discuss and reach agreement on include the following:

_____. I want the meeting to be held in a person-centered manner. Please bring an easel, paper, and pens so that we can all see the notes taken while we develop the IPP.

Because the Lanterman Act says that the planning team must jointly develop the plan, I understand that a regional center representative who has the authority to make decisions about requested services and supports must attend the meeting. (WIC § 4646(d)).

The Lanterman Act also says that my IPP will:

- list the type and amount of services and supports to be paid for by the Regional Center and/or obtained from other sources to achieve the IPP goals and objectives;
 - name the person or agency responsible for giving me each service and support;
 - specify the approximate date that services and supports will start;
- and
- if anything needs to happen before my services and supports can begin, the IPP must have set timelines for these things to happen and must name the person responsible for each action. (WIC § 4646.5(a)(4).

In the Lanterman Act it states that my planning team includes the consumer, the parents, guardian or conservator, one or more regional center representatives including yourself, and anyone else the consumer invites. I would like these people to come to the meeting:

_____ . Please send a letter to the people I mentioned and invite them to the meeting. The best times for me to have a meeting are _____

and it works best for me to have the meeting at _____.

I cannot come to a meeting on _____.

Because the Lanterman Act says that I am to sign the IPP before I can start getting my services and supports, I expect to get a copy of the IPP at the end of or very shortly after the meeting. (WIC § 4645(g)).

[I would like a _____ language interpreter at the IPP meeting and/or I would like my copy of the IPP in _____ language.]

Thank you and I look forward to meeting with you soon.

Sincerely,

Consumer or
Parent or
Authorized Representative or
Advocate