Checklist

New Enrollment, Updates, or Disenrollment

DD2792: Family Member Medical Summary (Required for ages 0 – 99)

☐ Submit all 11 pages. Package MUST contain 11 of 11 pages.
   ☐ Header portion (family member name, sponsor name & SSN) must be completed for all 11 pages.

☐ Sign page 1 (authorization for disclosure of medical information)

☐ Complete all fields on page 2

☐ SIGN BLOCK #11 ON PAGE 3 – package cannot be submitted without a signature.

☐ A MD, DO, NP, or PA familiar with your required care completes pages 4 – 11
   ☐ For DISENROLLMENTS: must note previous condition, resolution of symptoms, & date of last treatment. Blank packets will be rejected (N/A is NOT a diagnosis).

☐ Provider MUST sign block #27 on page 7. Make sure credentials (MD, DO, NP, PA) are visible.

☐ Addendums 1 – 3 MUST be included (if not applicable, complete just the header portion)

DD2792-1: Special Education / Early Intervention Summary (Required for ages 0 – 21)

☐ Required for ALL enrollees ages 0 – 21 UNLESS they have a G.E.D. or high school diploma.

☐ Complete # 1 – 4 on page 2

☐ SIGN BLOCK #7 ON PAGE 2 – package cannot be submitted without a signature.

For children with an IFSP

☐ Check “YES” in block #5

☐ Sign release of information in block #1 of page 3

☐ Complete block #2 student information

☐ The early intervention service coordinator completes block #3 & signs block #8.

☐ Include a copy of the IFSP.

For children with an IEP

☐ Block #6: Indicate if child is home-schooled.

☐ Sign release of information in block #1 of page 3

☐ Complete block #2 student information

☐ A school representative completes block #3 & signs block #8.

☐ Include a copy of the IEP.

No IEP (ages 3 – 21)

☐ Block #6: Indicate if child is home-schooled.

☐ Sign release of information in block #1 of page 3

☐ Complete block #2 student information

☐ A school representative completes block #3 & signs block #8.

No IFSP (ages 0 – 3)

☐ Check “NO” in block #6

Make sure block #7 is signed & return to EFMP office.

Homeschooled children

☐ Block #6: Indicate if child is home-schooled & provide requested information.

Make sure block #7 is signed & return to EFMP office.

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