

**NC Child Service Coordination Program
Letter of Agreement**

The Child Service Coordination Program (CSCP) will help you find services that may enable your child to reach his/her full developmental potential. The Program will also assist you with family concerns that you may identify.

Your child service coordinator (CSC) will offer assistance to you in:

1. identifying your family concerns,
2. locating and obtaining the services your child/family needs such as special therapies, medical care, and child care,
3. finding information about your child's condition and other information that you request, and
4. developing a plan with you and others involved in the care of your child addressing your family concerns.

Your part in the Child Service Coordination Program (CSCP) is to:

1. keep all appointments with your child service coordinator (CSC), or notify your CSC of changes,
2. talk to your child service coordinator (CSC) about your concerns for your child and family,
3. do your best to follow the plan of care, and
4. give your permission for sharing information necessary to carry out the plan of care on a form that tells what information may be shared and with whom.

PARENT

I understand my part in the Child Service Coordination Program (CSCP) and wish to participate. I understand that other services to my child will not stop if I decide not to participate. I understand that I may withdraw from this program at any time.

Parent/Guardian Signature

Date

Child's Name

Child's Date of Birth

CHILD SERVICE COORDINATOR

I understand my role in the Child Service Coordination Program, and will work with this family to help them receive the services needed by their child and family.

I have provided the family with information regarding the CSC Program and the role of the CSC

Yes No

I have provided the family with a copy of this Letter of Agreement

Yes No

Child Service Coordinator Signature

Date

Printed name of CSC

Agency

Telephone

Instructions: The Letter of Agreement must be completed on enrollment – See [Section 5.6 Letter of Agreement](#) in the current DMA CSC Clinical Coverage Policy. A new Letter of Agreement must be included anytime there is a change in the Child Service Coordinator or a Child Service Coordinator is not available for greater than 3 months.