



Illinois Department of Human Services

JB Pritzker, Governor

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To: Early Intervention Families  
Child & Family Connections Staff  
Early Intervention Providers

From: Heather Hofferkamp *HMH*  
Interim Bureau Chief  
Bureau of Early Intervention

Date: January 27, 2022

RE: Early Intervention (EI) Family Participation Fee Credit Process

This memo serves as confirmation that all family fee installments will continue to be credited to the monthly family fee installment through June 30, 2022. Families who began the pandemic with a delinquent balance will continue to receive services, as the hold on the suspension of services will remain in effect through June 30, 2022. Families are still responsible for any balances due prior to the pandemic. All other family fee practices (obtaining family signatures on forms, sharing of family fee information, etc.) as outlined in Chapter 11 of the Child & Family Connections (CFC) Procedure Manual will remain the standard of practice at this time. Families should be made aware, when they enroll for services with EI, that credits will continue without change through June of 2022.

As a review of the changes made to our Family Fee Procedure, in March of 2020, EI shared a plan to address the suspension of in person service delivery, service coordinators would submit a family fee credit request for the months when in person services were suspended due to COVID-19 mitigation practices. In April of 2020, we announced that a grace period was in effect for all family fee installments, as the number of family fee requests needed would be excessive. This evolved into the process implemented in May of 2020, when we announced that all family fee installments would be automatically credited until consistent in person service delivery was possible again. In September of 2020, EI noted that the family fee monthly installment credits would continue, as the pandemic continued.

As we are unable to predict how long our families and providers will be impacted by the pandemic, we have decided to formally extend our practice of automatically crediting family fee installments through the end of this fiscal year. Any changes to this policy or the practice of collecting information related to the application of family fees will be released as soon as possible, with changes made effective in July of 2022.

We hope this announcement helps families and service coordinators with planning and aids in decision making when services are being considered.