

INSTRUCTIONS

BabyNet Parent/Caregiver Verification of Services SCFS/BN026 December 2011

A. PURPOSE

To secure parent/caregiver verification that BabyNet services are delivered at the frequency, intensity, and duration determined by the IFSP Team.

B. USES

To provide standard, recognizable information regarding service delivery for processing BabyNet Service Funds.

C1. INSTRUCTIONS FOR BABYNET SERVICE COORDINATORS

Introduce form to families at Initial IFSP Team meeting, explaining that their signature or that of a designated caregiver is required after each delivery of each service on the IFSP in order for the BabyNet Service Provider to be paid. Designated caregivers may include other family members and/or child care providers.

Ensure that each BabyNet Service Provider on the child's IFSP Team has a copy of the child's current IFSP at all times, and document each mailing in service notes.

C.2 INSTRUCTIONS FOR BABYNET SERVICE PROVIDERS

For each child, complete each field in the form each time the service is delivered, including

- Child's Name
- Provider Name
- Service Provided
- Date of Service
- Time of Arrival
- Time of Departure

The original signature of both the BabyNet Service Provider and the Parent/Caregiver must be obtained for each delivery of the service.

Date of service must match date of both signatures.

Attach the original to the invoice for payment and forward to the Jasper DSNB.

Forward copy to BabyNet Service Coordinator, and maintain copy in BabyNet Service Provider records.

C.3 INSTRUCTIONS FOR JASPER DSNB AS BABYNET FISCAL AGENT

Confirm that the information on the BabyNet Parent/Caregiver Verification of Services matches both the information on the Services page of the IFSP (submitted with the BNSF Authorization) and the information in BabyTrac for each child.

Invoices submitted without the BabyNet Parent/Caregiver Verification of Services will not be paid