

When a child with a disability or special health need requires services from multiple organizations, and families need help with coordinating those services, they may be eligible for a Coordinated Services Plan (CSP).

Vermont Act 264 and Coordination of Services

Act 264 was passed to ensure that public schools and community mental health/developmental services agencies work together with parents and guardians to coordinate services for better outcomes for children and families.

Act 264 developed a coordinated system of care so that children, adolescents, and their families could receive appropriate educational, mental health, child welfare, juvenile justice, residential, and other treatment services in an individual, coordinated plan, called a **Coordinated Service Plan (CSP)**.

Under Act 264, children, youth, and their families are entitled to the coordination of services, not the services themselves.

Who is eligible for a CSP?

A child diagnosed with a(n)...

- Severe Emotional Disturbance (SED) *(see next page for more information)
- Learning impairment
- Specific learning disability of a perceptual, conceptual, or coordinative nature

- Visual impairment
- Deafness or hard of hearing
- Speech or language impairment
- Orthopedic impairment (result of congenital anomaly, disease, or other condition)
- Other health impairment
- Autism
- Traumatic brain injury
- Deaf blindness
- Multiple disabilities
- Developmental delay (children ages 3 to 5 years 11 months)

...and

Receives special education services from the public school.

...and

Is eligible to receive services from community mental health/developmental services agencies.

If your child does not meet the criteria above, a CSP can still be used as a helpful planning tool but would not be an entitlement under Act 264.

* A child with Severe Emotional Disturbance (SED) does not need to receive special education services to qualify for a Coordinated Service Plan (CSP).

According to Act 264, SED means a person who:

- Exhibits a behavioral, emotional, or social impairment that disrupts his or her academic or developmental progress or family or interpersonal relationships.
- Has impaired functioning that has continued for at least one year or has an impairment of short duration and high severity.
- Is under 18 years of age, or under 22 years of age and eligible for special education under state or federal law.
- Falls into one or more of the following three categories, whether or not they are diagnosed with other serious disorders:
 1. Children and adolescents who exhibit seriously impaired contact with reality and seriously impaired social, academic, and self-care functioning whose thinking is frequently confused, whose behavior may be grossly inappropriate and bizarre and whose emotional reactions are frequently inappropriate to the situation.
 2. Children and adolescents who are classified as management or conduct disorder because they manifest long-term behavior problems including developmentally inappropriate inattention, hyperactivity, impulsiveness, aggressiveness, anti-social acts, refusal to accept limits, suicidal behavior, or substance abuse.

3. Children and adolescents who suffer serious discomfort from anxiety, depression, irrational fears, and concerns whose symptoms may be exhibited as serious eating and sleeping disturbances, extreme sadness of suicidal proportion, maladaptive dependence on parents, persistent refusal to attend school or avoidance of non-familial social contact.



What is a CSP meeting?

A Coordinated Service Plan (CSP), or **Act 264** meeting, brings together the family and professionals from the school and community to coordinate supports and services for your child. The CSP form is a template which provides the structure for a CSP meeting. This completed form becomes the CSP.

At the CSP meeting, participants will go through the form and share information about hopes/goals, support systems, your child's needs, and current services. The CSP team may identify additional supports and services your child could benefit from.

At the end of a CSP meeting, “next steps” are identified for members of the CSP team. This may include referrals to new services for your child. CSP teams will often schedule a follow-up meeting to check in on how you and your child are doing and the status of any “next steps.”

Your child’s educational needs may be discussed at CSP meetings. However, any request for a change or addition of an education service or placement must happen in a separate school meeting. This could be one of the “next steps” mentioned before.

A CSP team may make a referral to a Local Interagency Team (LIT) for additional consultation and/or to explore the need for a higher level of care. There is one LIT in each region of the state.

If the CSP team encounters difficulties with the coordination of services between systems, they may make a referral to the State Interagency Team (SIT).

Who attends a CSP meeting?

The CSP meeting must include the child’s parent/guardian, and members of both the school and community mental health/developmental services agency.

The Department for Children and Families (DCF) joins CSP meetings for children in custody. For children not in custody, DCF may bring additional resources for consideration.

You, as the parent/guardian, may invite others for support and/or who may have information to share about your child.



What is a parent representative?

A parent representative, or parent rep, is a person with lived experience who can help you navigate the Coordinated Service Plan process. The CSP coordinator will ask if you would like the support of a parent rep.

The parent rep can talk with you before the scheduled CSP meeting about what is important to you. You can discuss your concerns and goals for the CSP meeting. The parent rep can go over the CSP form and some of the questions that will be asked at the meeting.

A parent rep may ask how they can best support you during the meeting. It could be by asking questions, acting as a jargon buster, or reminding you about something you wanted to be sure was addressed at the meeting.

If you think your child or family would benefit from a CSP, you can request that your child’s school representative, special educator, or mental health agency representative set up a meeting. While there is no time requirement in Act 264, a CSP meeting should be scheduled within a month of your request.

Resources

[Vermont Agency of Education](#)
Special Education Technical
Assistance.
802-828-1256

[Vermont Agency of Human Services](#)
Department of Mental Health
Mental Health Collaborations
802-760-9171

[Vermont Family Network](#)
802-876-5315

[Vermont Federation of Families for
Children's Mental Health](#)
800-639-6071

[Disability Rights Vermont](#)
800-834-7890



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Published
September
2023