NEW MEXICO
Early Childhood
Education & Care Department

Family Support and Early Intervention Division
FAMILY INFANT TODDLER (FIT) PROGRAM

FIT Program Child/ Family Transfer

Date: _____

Person Completing Form: _____ **Role**: _____ **Phone**: _____

Called and spoke to: _____ **Phone:** _____

Transferring From Agency: _____

Agency Transferring to/Receiving Agency: _____

- ☐ Signed copy of parent/guardian Release of Information form attached
- ☐ Requesting a transfer from your agency
- ☐ Sending transfer to your agency

Name of Child being transferred: _____ **Child's DOB**: _____

Parent/Caregiver Name: _____

Address: _____

Phone Number: _____ Relationship to Child: _____

Record transfer in FITKIDS must occur by (within 4 business days of the phone call): _____

Remember: If the child is transferred after the 15th of the month, the "original" Family Service Coordinator is authorized to bill for that month. If the transfer occurs on or before the 15th of the month, then the new Family Service Coordinator bills for the entire month. Providers shall not postpone the transfer of a child until after the 15th of the month in order to bill services for that month.

The following documents must be sent from the original agency to the receiving agency within 4 business days of the phone call. *For any document that is Not Completed, please write/note N/C.*

- ☐ Copy of this form sent with all documents listed below
- ☐ Copy of the Freedom of Choice form (if transferring to a county with more than one FIT provider)
- ☐ Copy of child's initial evaluation
- ☐ Copy of most recent assessments, if any, completed since initial evaluation
- ☐ Copy of current IFSP
- ☐ Copy of all completed ECO forms
- ☐ Child's Insurance Information, (include the exact spelling of the child's name on the Medicaid card, if possible)
- ☐ A list of most current information for other key service providers (i.e. Medical provider(s), CYFD caseworker, etc.)
- ☐ Copy of the Consent to Release the above documents and discuss information, with receiving agency
  If the family has already moved without the knowledge of the original agency and is seeking services from a new agency, the new agency will have to obtain this consent and send it to the original agency. ***The original agency will compete this form and send all other items within 4 days of receipt of the consent.***