



The Commonwealth of Massachusetts  
Executive Office of Health and Human Services  
Department of Public Health  
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**MEMORANDUM**

TO: Early Intervention Program Directors  
Early Intervention Agency Executive Directors

FR: Robert Seymour, Asst. Director of Operations and Oversight  
Division for Perinatal, Early Childhood, and Special Health Needs

DT: June 13, 2007

RE: Changes to the Early Intervention Annual Fee

Effective July 1, 2007, the Annual Fee system for Early Intervention has been revised. Aside from the restructuring of the fee categories and corresponding fee amounts, the most significant difference for FY08 is the requirement that families who refuse to pay the fee need to complete the Statement of Annual Income. Once completed and signed, programs will need to fax the form to my attention at 617-624-5927. The information collected through this process will help inform our decision making process about a future policy relative to families unwilling to pay the fee.

Enclosed are a variety of documents pertinent to the revised Annual Fee. Please be sure that these materials are used with families beginning on July 1, 2007. We will also send you an electronic version of these documents.

- the Annual Fee Brochure;
- the 2007 Federal Poverty Income Guidelines;
- the Statement of Annual Income;
- the Frequently Asked Questions document;
- a notice for your program to share with families and other interested parties.

I strongly encourage you to share this information with your staff, families that you serve, and any interested parties. Should you have any questions or concerns, I can be reached via email at [Robert.Seymour@state.ma.us](mailto:Robert.Seymour@state.ma.us) or phone at (617)624-5436.