



State of Vermont
Vermont Agency of Education
120 State Street
Montpelier, VT 05620-2501

To: Karen Shea, Department of Children and Families (DCF)
Erin Maguire, Vermont Council of Special Education Administrators (VCSEA)
Terri Edgerton, Children's Integrated Services/Early Intervention/Part C Admin (CIS/EI)

From: Alicia Hanrahan, Vermont Agency of Education (VTAOE)

Date: September 2013

Re: Vermont Educational Surrogate Parent Program (VESPP) Update

On behalf of the Special Education Monitoring Team, I would like to thank the staff from DCF, VCSEA and CIS/EI for supporting VTAOE as we continue to train, appoint and conclude educational surrogate parents.

With the start of the 2013-2014 school year rapidly approaching, I would like to remind our colleagues that children and students who are either being referred for a special education evaluation or are already receiving special education services through an IFSP/One Plan or through an IEP **AND** who are in the custody of DCF must have an educational surrogate parent. Please remember that we appoint surrogates for children ages birth through 21. Students with 504 Plans are not eligible for surrogate parents.

In mid-July, Lynne Themistocles joined the Special Education Monitoring Team at VTAOE. Lynne has assumed the surrogate parent responsibilities previously held by Karen Agnew and Laura Baker. Lynne is now the primary contact for the Rutland, Middlebury, Morrisville and St Albans DCF offices. Please advise your staff to contact Lynne for any future surrogate parent needs from those offices. Her contact information is below.

Additionally, Cathy Scott has handed off the administrative duties for the Surrogate Parent Program to Sharon Welch. Sharon is now receiving all faxed intake forms, tracking the surrogate parent data, and sending out all appointment and conclusion letters. Please find the new intake form (attached) which Sharon has modified from previous versions. This new intake form provides text boxes and tabs for staff convenience when filling out the form. The intake form also has Sharon's fax number at the bottom of the page (this is not a change from the previous fax number).

Please let me know if you have any concerns or questions about the Vermont Educational Surrogate Parent Program. We welcome the opportunity to attend staff meetings and trainings to provide additional information.

Thank you again for your support.

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