LICC Guidance:

An LICC is to establish the lead and fiscal agency to provide early intervention services in their defined service area. The LICC aids in establishing collaboration between agencies in a community. They are to **advise and assist** local service providers, and ensure that early intervention services are provided in their service area.

In order to best use your LICC, you need to be aware that any concerns regarding child find, staffing, fundraising, service provision, or compliance and improvement activities should be discussed with the LICC.

The LICC has the responsibility of choosing a new lead or fiscal agency if that is desired by either the current Part C infant toddler program or the current Lead or fiscal agent. The LICC also must sign off on the assurances for each grant process, which in guaranteeing that services will be provided according to the provisions of the contract.

\*Each month there is an LICC Meeting preparation worksheet. This will help you to remember to share pertinent information with the LICC, as well as, get their input on matters that affect early intervention services.

**There are emphasis ideas for each quarter.**

**First Quarte**r: LICC membership and Child Find. Does the LICC reflect the required membership identified by the state? Does the LICC align with IDEA? Do we function in the way the LICC was intended? Do we have bylaws or guidelines that govern us? Do we have parental participation and how do we accomplish that? How does the LICC aid in child find? Are there potential referral sources who should be members of the LICC?

**Second Quarter**: Review any financial, staffing, and compliance issues, or corrective action plans that have come up. *. If there is any plan to change lead or fiscal agency, this process should be begin during the second quarter.*

**Third Quarter:** Begin to prepare for the Grant application. Make sure LICC has an understanding of the local program community service plan and budget prior to grant review. The LICC can advise and make recommendations for the application. Discuss any financial, staffing, and compliance issues, or corrective action plans that have come up*. If there is any plan to change lead or fiscal agency, any pre approval needed from the LICC should be completed so that both the current and new agencies can begin the discussion of transition steps needed*. The ideal transition completion is July 1, so that new agency can begin with fiscal calendar year.

**Fourth Quarter:** LICC should look at finalized grant application. LICC chair must sign the grant application. (This is a formal signature that ensures that the community will see the provisions of the grant are carried out.) Review LICC goals and make sure they align with Part C policies. Set goals for the next year. *Final decisions regarding lead and fiscal agents should be decided by LICC before submission of the grant application*.