

Accessing Illinois Department of Human Services (IDHS) Support

Any person, at any age, with a disability or suspected disability, can reach out to IDHS for educational and/or career support. For a high school student, this can even mean financial support for our community college, College of DuPage.

As a student at Lake Park High School, we can offer support to start the process. The next few pages are documents that you will need, so please refer to the information below.

Our current contact for IDHS in DuPage County is Michele Cave. Her contact information is:

- a) michele.cave@illinois.gov
- b) 630-495-0719
- c) 2901 Finley Road, Suite 109, Downers Grove, IL 60515
- d) All information can be mailed or scanned and emailed to Michele to initiate a “case file”.

In order to access services, you will need to send Michele the following:

- e) Consent for Services form
- f) Referral & Interview form
- g) Copy of IEP, 504, or medical diagnosis (if already established)

DOCUMENTS NEEDED

- 1) **CONSENT FOR SERVICES** form
 - h) Very short form
 - i) Must be signed by parent or guardian and student if over 18 years old.
- 2) **REFERRAL & INTERVIEW** form
 - a) Can be a confusing form, but please try to complete it thoroughly.
 - b) We have already provided “reason for referral” and “Referral Source”.
 - c) This form will be used by Michele in the intake interview to develop a case file and initiate supports.
- 3) **IEP/LAST 3-YEAR RE-EVALUATION, 504, or MEDICAL DOCUMENTATION**
 - a) Families are always given a copy of an IEP, 3-year re-evaluation, or 504. Schools do not always have medical documentation of disability.
 - b) Families must provide copies of all needed information, but Lake Park CAN send a copy of the most recent IEP, 3-year re-evaluation, or 504. We

CANNOT send outside diagnostic information, so families are responsible to send this to IDHS/Michele Cave.

- 4) **RELEASE OF INFORMATION** form
 - a) **IF** a student needs LPHS to send the school documentation, rather than sending it themselves, this form must be completed and given to Donna Pizzuto. Her contact info is:
 - i) dpizzuto@lphs.org
 - ii) 630-295-5203
 - b) This form is an LPHS form, and goes directly to Donna Pizzuto, while all others go directly to IDHS/Michele Cave

To recap, IDHS needs 3 things to initiate a case file and services for a high school student:

- 1) **Consent for Services Form**
- 2) **Referral & Interview Form**
- 3) **Copy of latest IEP, 3-year re-evaluation, and/or 504 plan**
(If a family cannot locate these, they can reach out to Donna Pizzuto for a copy to be sent to IDHS for them. They will need a Release of Information-see #4 above.)

FORMS TO FOLLOW

5/22/20