**TITLE: Transfer of children and young people with EHC Plans between education settings**

**AUTHOR: Kellie Williams**

**DATE: 20240319**

**SCOPE**

This document sets out the procedure for children and young people with Education Health and Care (EHC) Plans who are transferring between key phases of education, in the following settings:

* Mainstream schools, resources provisions and special schools in Wigan.
* Other local authority maintained mainstream and special schools.
* Non-maintained special schools.
* Independent special schools.

This procedure is intended for use by the SEND Service only.

**APPENDICES**

* Appendix 1a – Amendment Notice Letter Template
* Appendix 1b – Amendment Notice Reply Form
* Appendix 2 - Email to professionals copy of the amended Draft EHC Plan
* Appendix 3 – Value Based Assessment Template
* Appendix 4 – Financial Authorisation Form
* Appendix 5 – Final Amended Plan Letter Template
* Appendix 6 - Email to professionals copy of the Final Amended EHC Plan

**LEGISLATIVE FRAMEWORK**

* [Education Act 1996](https://www.legislation.gov.uk/ukpga/1996/56/contents)
* [Children and Families Act 2014](https://www.legislation.gov.uk/ukpga/2014/6/contents/enacted)
* [Special Educational Needs and Disability Regulations 2014](https://www.legislation.gov.uk/uksi/2014/1530/contents/made)
* [Special educational needs and disability code of practice: 0 to 25 years 201](https://www.gov.uk/government/publications/send-code-of-practice-0-to-25)4

**DOCUMENT CONTROL**

|  |  |  |  |
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| **Summary of change** | **Name** | **Date** | **Version** |
| Draft version for approval | Kellie Williams | 20240220 | 1.0 |
| Legal comments/amends | Ella Hodgkinson | 20240319 | 1.1 |

**APPROVALS**

|  |  |  |  |
| --- | --- | --- | --- |
| **Role / Forum** | **Name** | **Date** | **Version** |
| Final Version | Kellie Williams | 20240430 | 1.2 |

## **1.0 INTRODUCTION**

* 1. EHC Plans are used to actively monitor children and young people’s progress towards their outcomes and their longer-term aspirations. As stipulated by the Special Educational Needs and Disability Regulations (Regulation 2) throughout a child/young person’s time in education, there are key points where they transfer from one phase of education to another. These phases are defined as transfers from:
1. Early years education to school
2. Infant school to junior school
3. Primary school to middle school
4. Primary school to secondary school
5. Middle school to secondary school
6. Secondary school to a post-16 institution.
	1. This process is called a “phase transfer”.
	2. There must always be an annual review of the EHC Plan before a transfer to a new phase of education.
	3. This procedure sets out the steps which must be taken by the SEND Service to ensure that the Council is compliant with the legislative framework and the [SEND Code of Practice 2014](https://www.gov.uk/government/publications/send-code-of-practice-0-to-25).

## **2.0 ANNUAL REVIEW PROCESS FOR TRANSFERS**

2.1 [Regulation 18 of the SEN and Disability Regulations 2014](https://www.legislation.gov.uk/uksi/2014/1530/regulation/18/made) states that the EHC plan must be reviewed and amended before:

1. **31 March** if the transfer is from secondary school to a post-16 institution.
2. **15 February** in any other case.
3. If a young person is moving from one post-16 institution to another post-16 institution at any other time, **at least five months before that transfer takes place.**

2.2 This means that Wigan Council will complete the annual review process in the autumn term of the academic year before the child or young person transfers to a new phase of education. Where children or young people attend an all-age school (4-19 years), the Council is still required to complete an annual review as part of the phase transfer process.

2.3 The timescales for the phase transfer remain the same as the Annual Review process and are as follows:

1. The Annual Review meeting takes place.
2. The Council sends proposed amendments and a copy of the plan (with section I left blank) to the parent or young person within 4 weeks of the annual review meeting.
3. The parent or young person has at least 15 days to make representations about the proposed amendments/content of the plan and to request that a particular school (from the list in section 38(3) Children and Families Act 2014 named in the EHC Plan).
4. The Council issues a final amended plan, with notice of appeal rights, by the statutory deadlines in Regulation 18 of the SEN and Disability Regulations.

 2.4 To support the Council’s compliance with the statutory deadlines for the phase transfer process, for those EHC Plans which are due on the 15 February 2025 the dates have been set out below:

|  |  |  |
| --- | --- | --- |
| **Task** | **Lead** | **Date** |
| Annual Review meeting date confirmed | School & EHC Coordinator | 30 September 2024 |
| Parental preference submitted | Parent | 31 October 2024 |
| Latest date that the Annual Review meeting should take place | School & EHC Coordinator | 22 November 2024 |
| Latest date that amended EHC Plans must be issued following the annual review meeting | EHC Coordinator | 20 December 2024 |
| Latest date that parents respond to the draft amended EHC Plan and confirm preferred placement for the child/young person | EHC Coordinator | 10 January 2025 |
| Latest date that consultation with schools on school placements | EHC Coordinator  | 17 January 2025 |
| Confirmation to the admission team about school places | Service Manager SEND | 1 February 2025 |
| Latest date that Final EHC Plans should be issued with school place confirmed | EHC Coordinator | 15 February 2025 |
| Appeal process | Parents/carers | From 15 February 2025 |
| Final day to appeal | Parents/carers | 14 April 2025 |

2.5 To support compliance with the statutory deadlines for the phase transfer process, for those EHC Plans which are due on the 31 March 2025 the dates have been set out below:

| **Task** | **Lead** | **Date** |
| --- | --- | --- |
| Annual Review meeting date confirmed | EHC Coordinator | 30 September 2024 |
| Young person/parental preference submitted | Young person / parent | 30 November 2024 |
| Latest date that the Annual Review meeting should take place | EHC Coordinator | 6 January 2025 |
| Latest date draft amended EHC Plan issued following the annual review meeting | EHC Coordinator | 3 February 2025 |
| Latest date young person responds to the draft amended EHC Plan and confirm preferred placement for the child/young person | EHC Coordinator | 17 February 2025 |
| Latest date consultation with schools on school placements | EHC Coordinator | 17 February 2025 |
| Confirmation to the admission team about school places | Service Manager | 15 March 2025 |
| Final EHC Plan issued with school place confirmed | EHC Coordinator | 31 March 2025 |
| Appeal process | Parents/carers | From 1 April 2025 |
| Final day to appeal | Parents/carers | 30 May 2025 |

2.6 The review process must be carried out in line with the SEND Code of Practice. The review should:

* Gather and assess information so that it can be used by early years settings, schools or colleges to support the child or young person’s progress and their access to teaching and learning.
* Review the special educational provision made for the child or young person and its effectiveness in ensuring access to teaching and learning and good progress.
* Review the health and social care provision made for the child or young person and its effectiveness in ensuring good progress towards outcomes.
* Consider the continuing appropriateness of the EHC plan in the light of the child or young person’s progress during the previous year or changed circumstances and whether changes are required including any changes to outcomes, enhanced provision, change of educational establishment or whether the EHC plan should be discontinued.
* Review any steps to achieve (short term steps) set by the early years provider, school or college or other education provider.
* Set new steps to support future achievement of the outcomes and the provision required.

2.7 Reviews must be undertaken in partnership with the child and their parent or the young person and must take into account their views, wishes and feelings.

2.8 The EHC Coordinator will amend EHC Plan in line with the information provided from professionals as part of the Annual Review process. The EHC Coordinator will also consider the views, wishes and feelings of the parent and/or young person.

2.9 A draft EHC Plan will then be issued by the EHC Coordinator within four weeks of the date of the annual review. At the latest, the draft EHC Plan should be issued by:

* 6 January 2025 for early years, infants and juniors transferring to the next phase of education
* 3 February 2025 for year 11 pupils.

2.10 Section I in the amended draft EHC Plan must be left blank by the Coordinator.

2.11 The Coordinator must send the parent and/or young person a letter to notify them of the proposed amendments to the EHC Plan enclosing a copy of the draft EHC Plan (please see attached Appendix 1a and 1b). A copy of the amended draft EHC Plan should also be circulated to professionals (Appendix 2).

2.12 The letter must explain the rights of the parent and/or young person to make representations about the amended draft EHC Plan. The letter must also explain that under Section 38 of the Children and Families Act the parent and/or young person is entitled to request that the Council names a particular school or institution within the EHC Plan. The letter must explain that the parent and/or young person must respond within 15 days of the date of letter.

2.13 In circumstances where a parent/carer asks for additional time beyond the 15 days to make their representations and to request a school or setting to be named in an EHC Plan, the EHC Coordinator must escalate these requests to the SEND Service Manager. If the additional time impinges on the Council’s ability to meet the phase transfer deadline, additional time may not be granted. This is at the discretion of the SEND - Service Manager.

2.14 Where representations are made outside the 15-day timescale, the EHC Coordinator will escalate these to the SEND Service Manager. If the EHC Plan has been finalised, it is for the Service Manager to decide whether the EHC Plan will be re-amended or not on a case-by-case basis.

2.15 The EHC Coordinator, will communicate the Service Manager’s decision and reasons to the parent and/or young person within 5 working days of the representations being received.

**3.0 OBJECTIONS TO THE AMENDED EHC PLAN**

3.1 As outlined above, the Council is legally required to consult with parents and/or the young person whenever the EHC Plan is amended. The parent(s) and/or the young person can make representations about the contents of the EHC Plan within 15 days of the amendment notice.

3.2 If the parent and/or young person makes a request for advice and/or information to be included within the EHC Plan and the EHC Coordinator is satisfied that the information/advice has been provided from a suitable and relevantly qualified professional, then the information must be included. However, where the parent and/or young person makes a request which relates to Section G – Health Care Provision, the EHC Coordinator must send the representations on the health section to the Designated Clinical Officer for consideration.

3.3 If the parent and/or young person makes a request for information to be added to the EHC Plan and the request is not evidence based/ is based on an opinion (i.e., not from suitable and relevantly qualified professional) these representations may not be enacted. The EHC Coordinator must consult with the SEND Hub Manager and/or the Service Manager for further guidance when a representation does not result in a proposed change, so that there is a clear rationale behind the decision.

3.4 This process must be completed 15 days after the representations have been received.

## **4.0 PLACEMENTS FOR TRANSFERS**

4.1 For children and young people with EHC Plans, placements are managed by the SEND Service.

4.2 Parents and/or young people should be advised to visit the schools and settings they intend to ask Wigan Council to consider naming in the EHC Plan as part of the schedule of open evenings’ schools and colleges hold for potential new pupils in the autumn term. Parents and young people should be advised that schools and colleges may not be able to accommodate individual appointments.

4.3 Parents and/or young people are legally entitled to request any of the following types of school or college under [Section 38(3) of the Children and Families Act 2014](https://www.legislation.gov.uk/ukpga/2014/6/section/38/enacted), as part of the consultation process:

* A maintained school or nursery (mainstream or special)
* An academy (mainstream or special)
* An institution in the Further Education sector
* A non-maintained special school
* A section 41 school.

4.4 A school may wish to visit the child or young person in their current education setting and/or may invite them and their parents to visit the school. The Council will work with education providers to conclude the consultation on potential school placements in 15 days.

4.5 In line with Section 39 of the Children and Families Act 2014 the Council must secure that the EHC Plan names the school or institution specified in the request unless:

* The setting is unsuitable for the child’s age, ability, aptitude, or special educational needs.
* The attendance of the child at that setting would be 'incompatible with the efficient education' for others at the school.
* The attendance of the child at the school would be 'incompatible with the efficient use of resources’.
	1. When looking at whether the placement is incompatible with the efficient use of resources, the Hub Manager will evaluate the total cost of the placement (including the costs of providing home to school transport and any other services). This will be sent to the SEND - Service Manager for approval. See Appendix 3. For Independent Settings the EHC Plan Coordinator must complete the Financial Authorisation Form (See Appendix 4).
	2. If the Council cannot secure that the EHC Plan names the school or institution specified in the request from the parent and/or young person for the reasons as above, then the SEND Service will name a school or other institution which they believe would be appropriate for the child/young person.
	3. This must be completed no later than 15 days after the consultation has closed following which the amended plan is finalised and issued to parent(s).

## **5.0 RIGHT OF APPEAL**

5.1 The EHC Coordinator will finalise the amended EHC Plan. They will provide a copy of this to parent(s) with a letter which contains the following information:

* Their right to appeal the decision to the First Tier Tribunal (Special Educational Needs and Disability).
* The time limits for making such an appeal.
* Information about mediation services — including how to contact the service.
* Information about Appeal to the First Tier Tribunal.
* The availability of disagreement resolution services.
* Information and advice about matters relating to the special educational needs of children and young people.

5.2 See Appendix 5 – Final Amended EHC Plan Letter Template.

## **6.0 OVERVIEW OF PROCESS**

## **Appendix 1a – Amendment Notice Letter**

Dear Parent/Guardian and/or [young person’s name]

**Notice to Amend an Education, Health and Care (EHC) Plan For:**

**Name:**  **[child full name]**

**DOB: [dob]**

**School:**  **[setting name]**

Wigan Council are proposing to amend [child name]’s EHC Plan following on from the recommended changes as discussed at the Annual Review meeting held on [annual review meeting date] to support their transition to **[insert key stage].** Please note the changes have been completed in **Bold** for you to see.

I attach a copy of the accompanying notice providing details of the proposed amendments.

**What you should do now:**

If you disagree with the proposed changes, wish to make representations about the EHC plan and the amendments or want to meet us to discuss further, please tell us within **15 days by [insert DATE].**

**Consider which setting you want to request:**

Information about schools and colleges that are available can be found in the Local Offer at www.wigan.gov.uk/sendlocaloffer.

The Secretary of State list of approved independent educational institutions; independent special schools and post-16 institutions can be accessed via the Local Offer. The list is also published on Gov.UK at https://www.gov.uk/government/publications/section-41-secretary-of-state-approved-list and is updated termly.

If you request the name of a maintained setting and any form of academy or free school (mainstream or special), non-maintained special school or independent school approved by the Secretary of State, the Council must comply with your preference and name the setting in Section I of the EHC Plan unless:

1. It would be unsuitable for the age, ability, aptitude or special educational needs of the child or young person, or
2. The attendance of the child or young person there would be incompatible with the efficient education of others, or
3. It would be incompatible with the efficient use of resources.

Once the legal tests above have been applied and decision made by the Council regarding which school will be named in Section I of the EHC Plan, I will send you a copy of the Final EHC Plan.

**Additional Information, Advice and Support**

Additional information, advice and support is also available from Wigan Special Educational Needs Disability Information Advice and Support Service (SENDIASS), contact the SENDIASS Manager Tel: 01942-233323.

I hope that this letter explains the process. However, if you have any questions, please contact your Assistant EHC Plan Coordinator on the number above.

Yours sincerely,

**[insert signature]**

**[insert EHC Plan Coordinator Name]**

EHC Plan Coordinator

**[insert email address]**

**[insert telephone number]**

Enc. Draft EHC Plan

 Reply slip to parents (R2)

 Advice gathered via the annual review.

cc School

 Professionals

## **Appendix 1b – Response to the EHC Amendment Notice**

Please sign and date either section A or section B and return:

**By email:**

SENDSadmin@wigan.gov.uk

**OR**

**By post:**

Special Educational Needs and Disability Team, Wigan Life Centre (South), PO Box 100, Wigan, WN1 3DS.

Child Name:

Child DOB:

Child Address:

**Section A:**

**Children and Family Act 2014: EHC Plan: Special Educational Needs**

I acknowledge receipt of your letter and a copy of the EHC Amendment Notice.

I confirm that I am in agreement with the EHC Amendment Notice and would like you to finalise this naming [current school setting name]

|  |  |
| --- | --- |
| Full Name of Parent/Carer |  |
| Signature of Parent/Carer |  |

|  |  |
| --- | --- |
| Date |  |

**Section B:**

**Children and Family Act 2014: EHC Plan: Special Educational Needs**

I acknowledge receipt of your letter and a copy of the EHC Amendment Notice.

|  |  |
| --- | --- |
| I am not in agreement with the EHC Amendment Notice and have sent you a copy of my representations on the draft EHC Plan. |  |
| I am not in agreement with the EHC Amendment Notice and would like a meeting.(please outline reason for meeting and who you would like present) |  |

I would like the Amended Final EHC Plan to name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (setting)

|  |  |
| --- | --- |
| Full Name of Parent/Carer |  |
| Signature of Parent/Carer |  |

|  |  |
| --- | --- |
| Date |  |

## **Appendix 2: Email to professionals**

**Subject**: Amendment Notice for **[child full name]** DOB **[dob]**

**Amended draft EHC Plan**

Dear Colleague,

Please find attached a copy of the amended draft EHC Plan for the above child following on from the annual review in **[date of review]**.

The purpose in sending you a copy of the draft EHC Plan is for your information. As set out in Regulation 22 of the SEND Regulations 2014, only parents/carers and the young person has the legal right to make representations about the draft content of the EHC Plan. Therefore, there is no need for you to respond to this email.

Kind regards,

**[insert EHC Plan Coordinator Name]**

EHC Plan Coordinator

**[insert email address]**

**[insert telephone number]**

## **Appendix 3 – Value Based Assessment Template**

|  |  |  |
| --- | --- | --- |
|  | **Parents proposed school** | **Council’s proposed school** |
| **Pupil name** |  |  |
| **Pupil DoB** |  |  |
| **Pupil home address** |  |  |
| **School name** |  |  |
| **Headteacher** |  |  |
| **School Address** |  |  |
| **Distance from H2S** |  |  |
| **OFTSED Grade** |  |  |
| **Section 38(3) School**  | Yes/No | Yes/No |
| **Cost of placement** |  |  |
| **Cost of other provision which educates/trains** | SLTOTOther (please specify) | SLTOTOther (please specify) |
| **Cost of transport (0.45p per mile)** |  |  |
| **Total cost** |  |  |
| **Outcome** |  |
| **Recommendations** |  |

## **Appendix 4 – Financial Authorisation Template**

|  |
| --- |
| **Financial Authorisation****High Needs Funding****2023/24****Financial Authorisation must be obtained before any placement and/or funding is confirmed.**  |

|  |
| --- |
| **Person details:** |
| **Name:** |  | **DOB:** |  |
| **Home address:** |  | **NCY (at date of FA):** |  |
| **CIC:****To which LA?** | Yes [ ]  No [ ]  | **Commencement date of CIC:** |  |
| **EHC Plan:** | Yes [ ]  No [ ]  | **Date of EHC Plan:** |  |
| **SEN:** | **Broad area of need:** Choose an item.**Diagnosis:**  |

|  |
| --- |
| **Current provision:** |
| **Current school:** |  | **URN:** |  |
| **Trust:** |  | **SENCo:** |  |
| **Address:** |  |
| **Ofsted rating:** |  | **Date of latest Ofsted:** |  |
| **Current Type of setting:** |  | **Current Funding type:** |  |
| **Cost:** |  | **Agreed until:** |  |

|  |
| --- |
| **Requested provision:** |
| **Change:** |  |
| **Type:** |  |
| **Qualification level:** |  |
| **Agreed by panel:** | Yes [ ]  No [ ]  | **Date of panel:** |  |
| **Proposed school if a change of placement:** |  | **URN:** |  |
| **Is this placement request outside of Wigan?** | Yes [ ]  No[ ]  | **If Yes, which authority?** |   |
| **Trust:** |  | **SENCo:** |  |
| **Address:** |  |
| **Ofsted rating:** |  | **Date:** |  |
| **Education funding in full:** | Yes[ ]  No[ ]  | **If no, which partner is contributing?** |  |
| **Cost:** |  | **Cost:** |  |
| **Start:** |  | **Start:** |  |
| **End:** |  | **End:** |  |
| **Review date:** |  | **Review date:** |  |

|  |
| --- |
| **Summary of SEND** |
|   |
| **Outcomes from EHC Plan or Annual Review** |
|  |
| **Reason for placement**  |
|  |
| **Schools consulted** |
|  |
| **Effective use of resource comparison if more than one school available** |
|  |
| **Offer from setting** |
|  |

|  |
| --- |
| **SEND Team details** |
| **EHC Caseworker / Plan writer:** |  | **Team Manager:** |  |
| **Service Lead:** |  | **Date:** |  |
| **Recommendation:** |  |
| **Comments:** |  |

|  |
| --- |
| **Authorised Signatures**  |
| **Director Authorisation** |
| **ASSISTANT DIRECTOR - EDUCATION** | **Date:** |
| Recommendations or comments  |  |

**Guidance Notes:**

1. **Do not leave any boxes blank, if not applicable please enter N/A.**
2. **Be as concise as possible and spellcheck prior to sending.**
3. **Please make sure that the team manager/hub manager has had oversight prior to sending.**
4. **Once the form has been completed, please send to** **k.williams@wigan.gov.uk** **and** **k.carey@wigan.gov.uk**
5. **It will be reviewed by the Service Lead and authorised by the Assistant Director – once these steps are completed, it will be automatically returned to SEND Team**
6. **SEND Team will forward to the appropriate parties and upload to LL.**
7. **An IPA must be put in place by the Coordinator following the authorisation of the placement.**

## **Appendix 5 – Final Amended EHC Plan Letter Template**

Dear Parent/Guardian and/or **[young person’s name]**,

**Final Education Health and Care Plan (EHCP) for:**

**Name: [child full name]**

**DOB: [dob]**

**School: [setting name]**

I previously sent you a letter dated **[date of amendment notice]** enclosing an Amendment Notice and a copy of the existing EHC Plan. The SEND Service has received your response to the amendment notice dated **XXXXX** outlining your representations and the school you wish to be named in Section I of the EHC Plan. **A further meeting was held on DATE (if applicable).**

Consideration has been given to your representations and the EHC Plan has now been finalised as an Amended Final. Please note that [named setting name] is named in Section I, which Wigan Council is most appropriate to deliver the provision set out in your child’s EHC Plan.

**If you are unhappy about the contents of the amended Final EHC Plan or school named in Section I of the EHC Plan**

Additional information, advice and support is also available from Wigan Special Educational Needs Disability Information Advice and Support Service (SENDIASS), contact the SENDIASS Manager Tel: 01942-233323.

On 3 April 2018, the Government extended the powers of the First-tier Tribunal to make non-binding recommendations about the health and social care aspects of EHC plan, alongside education elements. Initially this was part of a two year national trial that was extended until 31 August 2021, will now be continuing after 31 August 2021, when the national trail ends, which will give new rights to request recommendations about the health and social care needs and provision specified in EHCP. This only applies where an appeal is being made in relation to the education aspects of the EHC plan and the education aspects remain live throughout the appeal (you will find further information on Wigan’s Local Offer wigan.gov.uk and the leaflet mentioned below).

You may appeal to the First Tier Tribunal if you disagree with Sections:

* B (the description of the child’s or young person’s special educational needs as specified in the plan);
* F (the special educational provision specified in the plan);
* I (the school or other institution specified in the plan, or the type of school or other institution specified in the plan).

**Registering an appeal with the Tribunal**

To register an Appeal, you must first contact an Independent Mediation Adviser and obtain a certificate either following the receipt of information about mediation or following mediation before you can register an appeal. The process and timescales involved are described in the attached leaflet.

Ultimately, you can appeal to the First Tier Tribunal - Special Educational Needs and Disability Tribunal (SENDIST). To do so you must register your appeal within 2 months of the date of this letter or one month from the date of a certificate which has been issued following mediation or you being given mediation information, whichever is later.

A booklet – ‘Special Educational Needs: How to Appeal’ can be obtained from the Tribunal at SENDIST, 1st Floor, Darlington Magistrates’ Court, Parkgate, Darlington DL1 1RU.

The telephone number is 01325 289350.

The email address is sendistqueries@hmcts.gsi.gov.uk.

The website can be accessed using the following link:

[www.gov.uk/courts-tribunals/first-tier-tribunal-special-educational-needs-and-disability](http://www.gov.uk/courts-tribunals/first-tier-tribunal-special-educational-needs-and-disability)

Using either the SENDIASS or going to mediation does not affect your right subsequently, to appeal to the Tribunal.

If you have any questions, now or at any time, please do not hesitate to contact your Assistant EHC Plan Coordinator as noted at the top of this letter.

Yours sincerely,

**[insert signature]**

**[insert EHC Plan Coordinator Name]**

EHC Plan Coordinator

**[insert email address]**

**[insert telephone number]**

Enc: Leaflet

cc: School, EPS, Dr Abbas, Professionals

## **Appendix 6: Email to professionals**

**Subject**: Final Amended EHC Plan **[child full name]** DOB **[dob]**

**Final Amended EHC Plan**

Dear Colleague,

Please find attached a copy of the Final Amended EHC Plan for the above child following on from the annual review in **[date of review]**.

The purpose in sending you a copy of the Final Amended EHC Plan is for your information.

Kind regards,

**[insert EHC Plan Coordinator Name]**

EHC Plan Coordinator

**[insert email address]**

**[insert telephone number]**