



## IFSP-FUNDING UPDATE PLEASE READ CAREFULLY

**Please read this message carefully. It answers many of the questions that have been the most frequently asked.**

***Information for those who were on the Portal attempting to submit an application and did not successfully submit an application before the Portal closed***

*If you were logged into the Portal attempting to submit an application **and had a previously saved draft at the time the site went off-line**, DBHDS will contact you directly via email no later than October 30, 2019. The email will tell you how to complete the submission process. You will only be contacted if you were on the Portal when the site went down **AND** you had a previously saved draft.*

We are using our login records to determine who was logged into the Portal so you do not need to contact us to inform us that you were on the Portal.

*If you were logged into the Portal attempting to submit an application **but did not have a saved draft application before the site went off-line**, DBHDS will contact you directly via email with additional information on how to complete a draft application. An email update will be sent no later than December 12, 2019.*

Again, we are using our login records to determine who was logged into the Portal so you do not need to contact us. Individual applicant questions about the status of their application sent to the IFSP mailbox will not be answered.

***Information for those who were not logged into the Portal before it closed and did not submit an application***

*If you were **not logged into the Portal** at the time it was closed and still wish to submit an application for FY20 IFSP funding, we are working to develop an alternative application process. All announcements about this process and the Portal will be sent*

through the IFSP Listserv once that process has been established. To stay informed, please join the [IFSP Listserv](#) if you have not already done so.

***Information for those who successfully submitted an application on October 1, 2019***

Currently, applications submitted on October 1, 2019 before 9:16 a.m. are being reviewed in accordance with the IFSP regulations. **Please note: This only applies to submitted applications. A draft application is not a submitted application.**

***If you successfully submitted an application on October 1, 2019*** before the Portal was closed at 9:16 a.m., DBHDS sent you a corrected confirmation email on or before October 21, 2019. If you received a confirmation email, there is no need for you to do anything else at this time.

At this time, you do not need to contact SeniorNavigator, Family to Family, or the volunteer IFSP Regional Councils to request information about the Portal. DBHDS will communicate all **general information** directly to individuals and families via the IFSP Listserv. **Application specific information** will be sent individually to applicants by email.

Thank you for your continued patience.

The IFSP Staff