

Connecticut State Department of Education  
**Surrogate Parent and DCF Planning and Placement Team (PPT) Participation Guidelines**

The Planning and Placement Team (PPT) is responsible for developing, reviewing and revising the special education program for a student with a disability. Although districts (as well as parents) are free to invite other individuals who have knowledge or special expertise about the child, the IDEA requires a PPT to include certain core members including:

1. Parents;
2. One general education teacher (if child is participating in general education environment);
3. One special education teacher or provider;
4. A district representative qualified to provide or supervise the provision of specially designed instruction to meet the needs of the child, and is knowledgeable about the general education curriculum and the availability of resources;
5. An individual who can interpret the instructional implications of evaluation results;
6. At the discretion of the parent or the district, other individuals who have special expertise regarding child (e.g., related service personnel);
7. Whenever appropriate, the child.

Based on federal and state law, the following chart refers specifically to PPT participants related to the Surrogate Parent and DCF representatives:

PPT Participant	Legal Requirement to Attend PPT Meeting	NOTES
Surrogate Parent	Mandatory upon appointment by CSDE	<ul style="list-style-type: none"> <li>• Must be on PPT invite</li> <li>• Meeting <i>cannot proceed without</i> surrogate parent</li> </ul>
DCF Social Worker	Recommended but not mandatory	<ul style="list-style-type: none"> <li>• Must be on PPT invite</li> <li>• Meeting <i>may proceed without</i> DCF SW in attendance</li> </ul>
DCF Regional Educational Services Staff & other  DCF professionals (nurse/clinician)	Discretionary based on PPT need	May be invited to PPT by DCF SW <u>and/or</u> Surrogate Parent <u>and/or</u> the School District, as necessary, to request consultation regarding student’s IEP needs.
<ul style="list-style-type: none"> <li>• Foster Parents</li> <li>• Therapeutic Foster Care Support Workers</li> <li>• Mental Health Providers</li> <li>• Police or Correctional Officer</li> </ul>	NONE	<p>May attend PPT only if there is <b>joint agreement</b> between the Surrogate Parent <u>and</u> DCF SW. If no agreement, please refer matter to CSDE Surrogate Parent Program Manager <u>and</u> the DCF Regional Educational Consultant.</p> <p>Communicate with DCF SW and Surrogate Parent prior to meeting to share any concerns relevant to PPT and IEP focus. Confidential case issues related to student’s mental health, physical health, biological parents or foster parent concerns should be discussed first with surrogate parent by phone or in person in order to determine if relevant to PPT focus. Matters not relating to educational decision making of the PPT should be referred to DCF SW/SWS for case documentation and planning.</p>
Biological Parents	NONE	School districts (LEAs) need not include the biological parent once a Surrogate Parent is appointed. It is a <u>discretionary decision</u> by the School district but should be <u>made in consultation</u> with the Surrogate Parent and the DCF SW. C.G.S. Section 10-94i assigns the surrogate parent the same right of access as the natural parents or guardian to all records concerning the child, including but not limited to, educational, medical, psychological and welfare records.