



New York State Education Department

Individualized Education Program (IEP) Facilitation Pilot Program

Role of the IEP Facilitator

Upon request and agreement between the parties for IEP Facilitation, an IEP Facilitator is appointed. At the meeting, the Facilitator:

- helps members of the committee on special education (CSE) or committee on preschool special education (CPSE) identify the needs of the child and develop an IEP everyone can agree with;
- helps the committee (CSE/CPSE) in solving problems and disagreements about the IEP;
- does not offer legal, regulatory or policy advice, but may need to clarify (explain) when more information is needed;
- helps keep open communication among all members of the committee (CSE/CPSE);
- helps committee (CSE/CPSE) members develop and ask questions for better understanding;
- helps committee (CSE/CPSE) members stay on task and within the time set aside for the meeting;
- maintains fairness and does not take sides, place blame or determine if a particular decision is right or wrong;
- does not force a decision on the group;
- is not a member of the CSE or CPSE; and
- does not act as chairperson of the meeting.