

**New York State Education Department
Individualized Education Program (IEP) Facilitation 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.