

**SEVA PROJECT FAMILY AGREEMENT
LETTER OF AGREEMENT
BETWEEN**

SPAN-SEVA PROJECT (SEVA)

AND

(enter parent/guardian name here)

This agreement between SPAN Parent Advocacy Network-SEVA Project and the parent/guardian name above, outlines the terms and conditions by which individuals must abide, to participate in the **SEVA** (Special Education Volunteer Advocate) Project.

I. PURPOSE OF SEVA (Special Education Volunteer Advocate)

The **SEVA** Project is designed to provide support to families to increase and improve access to quality inclusion services and/or effective transition services so children with disabilities can become more productive, contributing, and included members of their community. SEVAs serve as Peer Mentors and provide support to families at IEP and related meetings. SEVAs recognize that families may have a variety of needs, however, the SEVA will focus their efforts on issues related to inclusion and transition in the IEP process. SEVAs are trained volunteers who support parents to communicate more effectively with Child Study Team Members. They understand the dynamics of the systems that serve children with disabilities and are knowledgeable about the research related to the positive impact of inclusive education and effective transition to adult life services. In addition to completing a comprehensive training series, SEVAs receive ongoing support from SPAN staff and veteran volunteers to continually increase their capacity to serve children with special needs and their families. The program is designed to facilitate systemic change by enhancing the supports available to families seeking quality inclusion and effective transition to adulthood services.

II. RESPONSIBILITIES OF SEVA

- A. SEVA agrees meet with the family no less than three times as follows:
 - 1. Hold an Initial Contact meeting to gather and review information and develop a Family Support Plan outlining their work with the family and to prepare for the IEP meeting.
 - 2. Attend one IEP meeting to support the family in advocating for the inclusion or transition related services identified in the Family Support Plan.
 - 3. Hold one Exit Meeting to provide family with an Action Plan, information, and resources to continue their advocacy journey.
- B. SEVA meetings can be via phone, online (Zoom), or in-person based on availability of participants.
- C. SEVA shall maintain the confidentiality of all information provided to him/her about the family being served and agrees not to disclose any identifying information.

III. RESPONSIBILITIES OF FAMILY

- A. Family must be seeking:
 - 1. quality services in an inclusive/less restrictive environment; and/or
 - 2. effective transition to adulthood services
- B. Family agrees to be responsive to SEVA requests for information and feedback.
- C. Family recognizes that having SEVA support at an IEP meeting does not guarantee the outcomes that you seek.
- D. Family is willing to be coached by a SEVA to improve their advocacy skills.
- E. Family understands that their engagement with the SEVA ends upon completion of the 3 meetings outlined in section II-A above.

IV. TERMINATION

Either party may terminate this agreement at any time for any reason with written notice to the other party.

Agreed to and accepted by:

Parent/Guardian

Date_____

SEVA

Date_____

Approved by:

Jeannette Mejias
Project Director