

**FLORIDA INTERAGENCY COORDINATING COUNCIL  
FOR  
INFANTS AND TODDLERS  
(FICCIT)**

**Council Member Position Description**

The Florida Interagency Coordinating Council for Infants and Toddlers (FICCIT) is authorized and required by Part C of the Individuals with Disabilities Education Act (IDEA) as amended by Public Law 105-17 to assist public and private agencies in implementing a statewide system of coordinated, comprehensive, multidisciplinary, interagency programs providing appropriate early intervention services to infants and toddlers with disabilities and risk condition and their families. The structure and governance of the FICCIT is described in Bylaws.

**Purpose**

Duties of the FICCIT members include but are not limited to:

- Advising and assisting the lead agency in providing policy and definitions for the minimum components of Part C of the IDEA as amended by P.L. 105-17, particularly the identification of the sources of the fiscal and other support services for early intervention programs, assignment of financial responsibility to the appropriate agency and the promotion of interagency agreements.
- Advising and assisting the lead agency in the preparation of applications and amendments thereto.
- Preparing and submitting an annual report to the Governor, the Commissioner of Education and to the Secretary of the Department of Health on the status of early intervention programs for infants and toddlers with disabilities and risk conditions and their families operated within the state.
- Recommending procedures for distribution of funds and priorities for program support under Part C of the IDEA as amended by P.L. 105-17.
- Commenting publicly on the Florida State Plan as required by IDEA, Part B.
- Assisting the lead agency in developing and reporting information and evaluations of programs for infants and toddlers with disabilities and risk conditions and their families.
- Assisting the lead agency in seeking information from service providers, service coordinators, parents and others about any federal/state/local policies that impede timely service delivery and taking steps to ensure identified policy problems are resolved.
- Advising and assisting the state education agency and the human service agency, to the extent appropriate, on services to children birth to five inclusive and the transition of toddlers with disabilities to services under IDEA, Part B.

### **Responsibilities**

Responsibilities of FICCIT members include but are not limited to:

- Soliciting and expressing the needs, concerns and issues of the membership segment the member represents.
- Attending and participating in a minimum of quarterly two-day meetings of the FICCIT in locations around the state of Florida; two of these include participating in semi-annual joint meetings of the FICCIT and the State Coordinating Council for Early Childhood Services.
- Participating in at least one standing committee of the FICCIT and attending committee meetings as required.
- Members shall be considered in attendance for the FICCIT and committee meetings by being present in person or by telephone conference call or similar electronic method or, as allowed in the Bylaws, by designee or proxy. Members absent, without notification of the Chairperson, for two consecutive meetings shall be considered unable to participate and their positions shall become open for new appointment.
- Representing the FICCIT in other sectors and providing a channel of communication to and for the FICCIT.

### **Privileges**

Privileges of the FICCIT members include but are not limited to:

- Meeting on a regular basis with key state agency directors and advising on the policies and budget of Part C of IDEA as amended by P.L. 105-17 and related matters.
- Voting on positions related to the purpose of the FICCIT.

### **Terms of Appointment**

The FICCIT members are appointed for an initial term of three years unless otherwise designated. Membership shall be limited to two consecutive three years terms. Members may be reappointed following at least one intervening year.

### **Reimbursement of Expenses**

The FICCIT members are able to receive reimbursement for travel expenses, at the allowable state rate. Request for reimbursement must be made on state travel forms provided by the lead agency.

### **Conflict of Interest**

The FICCIT members may not participate in any vote which may be of direct financial benefit to them or otherwise create an appearance of conflict of interest.