

FAMILY SUPPORT SERVICES (FSS) PLAN TEMPLATE

**Federal Fiscal Year (FFY) 2025**

**State Fiscal Year (SFY) 2026**

Maryland State Department of Education  
200 West Baltimore Street  
Baltimore, Maryland 21201

Deadline  
May 15, 2025  
No later than 5:00 p.m. EDT

MARYLAND STATE DEPARTMENT OF EDUCATION

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State Superintendent of Schools

**Dr. Tenette Smith**  
Deputy State Superintendent  
Office of Teaching and Learning

**Dr. Antoine L. Hickman**Assistant State SuperintendentDivision of Early Intervention and Special Education Services

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# Plan Cover Page

**Local System/Public Agency**:

**Special Education Director Name**:

**Email Address**:

**Local System FSS Coordinator/Project Manager**:

**Email Address**:

# Family Support Services Plan

LEAs should build a comprehensive *Family Support System* through:

* Parent participation in MSDE, EI&SE Indicator 8 Parent Survey to inform local decision.
* Strategic collaboration with internal and external partners to provide meaningful outcomes for families of children with disabilities.
* Capacity building of families to make active and informed decisions contributing to their child with disabilities education and success.

## Team: Local Implementation Team Formation

**Identify the local implementation team including name, title, phone number, and email address. Required members of the local implementation team include the local special education director and the family support coordinator**. Consider including a special education teacher, general education, family support partners, multicultural office, families of children with disabilities, and internal and external stakeholders as a part of the team.

**Identify the local implementation team including their name, title, phone number, and email address**.

| **Name and Title** | **Phone Number** | **Email Address** |
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How often does the Local Implementation Team Meet? Monthly Bimonthly Quarterly Other \_\_\_\_\_\_\_\_\_\_\_

*Note: Highly Performing Teams meet at least quarterly to review data and modify the plan as appropriate to ensure effective progress monitoring.*

## analyze: review trend data and identify priority need area(s)

Complete Indicator 8, Parent Survey Adjusted Response Rate Chart

Identify the local data as evidenced in: LEA Indicator 8 Parent Response Rates; 2022-2023 Indicator 8 Parent Survey Dashboard; data submitted to MSDE, EI&SE, Family Support Services; and may include other local data sources.

| **2020-2021 Indicator 8, Parent Survey Adjusted Response Rate** | **2021-2022 Indicator 8, Parent Survey Adjusted Response Rate** | **2022-2023 Indicator 8, Parent Survey Adjusted Response Rate** | **2023-2024 Indicator 8, Parent Survey Adjusted Response Rate** |
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| **Data Source and Trend** | **Explain the Impact on Families** |
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### Identify Priority Need Area(s)

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| List priority needs based on analysis on data above. |

Plan: identify Priority Goal and Strategy/Evidence-based Practices To Be Implemented  
Identify two or more priority goals and the strategy or evidence-based practices to be implemented. Goals and activities should be a catalyst for developing a sustainable, integrated family support system. Consider the necessary fiscal, material, and/or human resources required for the implementation of evidence-based practices. The Federal Accountability Indicator 8 is impacted by this goal.

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| Goal 1 |
| **Federal Accountability Indicator Impact: 8**  **Priority Area(s) Addressed in Goal 1:**  Parent participation in the MSDE, EI&SE, Indicator 8, Parent Survey to inform local decisions (Response Rate).  Strategic collaboration with internal and external partners to provide meaningful outcomes for families of children with disabilities.  Capacity building of families to make active and informed decisions contributing to their child with disabilities education and success. |
| **Goal Statement 1:** [ Goals must be stated in SMART format: Specific, Measurable, Attainable, Relevant, and with a Timeline for completion.] |
| **Strategy or Evidence-based Practice (to implement to make progress towards the goal).** [ Strategies should address what specifically will be implemented to achieve the goal.] |
| **Resources Needed:** |

## implement: identify ACTIVITIES TO SUPPORT THE COMPLETION OF THE GOAL

| **Activity Title/Topic** | **Person Responsible** | **Projected Date of Completion (Month/Year)** | **Projected Cost** |
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## track: identify benchmarks to measure progress

| **How will progress on this goal be measured? *(Benchmark/Outcome)*** | **What data will be used to measure progress?** | **How often will benchmark data be collected?** |
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| **Goal 2** | |
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| **Priority Area(s) Addressed in Goal 2:**  Parent participation in the MSDE, EI&SE, Indicator 8, Parent Survey to inform local decisions (Response Rate).  Strategic collaboration with internal and external partners to provide meaningful outcomes for families of children with disabilities.  Capacity building of families to make active and informed decisions contributing to their child with disabilities education and success. | **Federal Accountability Indicator (s) Impact:** |
| **Goal Statement 2.** [Goals must be stated in a SMART format: Specific, Measurable, Attainable, Relevant, and with a Timeline for completion] | |
| **Strategy or Evidence-based Practice (to implement to make progress towards the goal):** [Strategies/EBPs should address what specifically will be implemented with fidelity to achieve goals]. | |
| **Resources Needed:** | |

## implement: identify ACTIVITIES TO SUPPORT THE COMPLETION OF THE GOAL

| **Activity Title/Topic** | **Person Responsible** | **Projected Date of Completion (Month/Year)** | **Projected Cost** |
| --- | --- | --- | --- |
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## track: identify benchmarks to measure progress

| **How will progress on this goal be measured? *(Benchmark/Outcome)*** | **What data will be used to measure progress?** | **How often will benchmark data be collected?** |
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# Reporting Requirements

**Interim and Final Progress Reports** must contain a detailed status of implementation, expenditures, and related benchmark data aligned to **each goal**. The **Interim Progress Report** must include the activities completed **July 1, 2025 – December 31, 2025**. The **Final Progress Report** must include the activities for the grant period **July 1, 2025 – September 30, 2026**.

# LEA Signatures Required for Submission

Local Director of Special Education Signature Date

Local Family Support Coordinator Signature Date

## MSDE, EI&SE Approvals

MSDE, EI&SE, Family Support Services Liaison Signature Date

MSDE, EI&SE, Fiscal Grants Liaison Signature Date

MSDE, EI&SE, Assistant State Superintendent Signature Date