



Act 264 Meetings: A Guide for Primary Care Providers

Act 264 is a Vermont law that was passed in 1988. The law identified the need for the coordination of services between education and human services agencies for school-aged children receiving care.

Act 264 Meeting (also known as Coordinated Services Planning Meeting):

The purpose of an Act 264 meeting is to coordinate the services that a child is receiving from multiple agencies in order to improve outcomes for the child. While it is an opportunity to gain a shared understanding, brainstorm, and identify needs, *the meeting itself does not guarantee access to additional services or provide funding to cover new interventions.*

What can you expect at an ACT 264 Meeting?

- There will be a person assigned to facilitate the meeting.
- Generally present at the meeting are:
 - caregivers, family members, and natural supports
 - representatives from the school
 - representative from the Department for Children & Families (DCF)
 - other providers working with the child and/or family
 - representative from a mental health agency
- Parents are entitled to have a parent representative present with them.

The meeting follows a set agenda and the purpose of the meeting is to create a Coordinated Services Plan for the child. The plan includes identifying:

- hopes and goals
- strengths
- resources that may be helpful
- needs and challenges
- current services
- and a proposed plan to address identified needs

What is the role of a PCP?

In the meeting, PCPs may be asked about a child's health status, diagnosis, or medications. Along with other team members, PCPs will also have an opportunity to identify the child's strengths and areas of concern. PCPs often have a long-standing relationship with the child and can offer valuable historical insight and are an important part of the team.

How should a PCP prepare for an Act 264 Meeting?

A PCP should review a child's chart and be familiar with their treatment history. It is also helpful if PCPs consider if they have any questions or concerns for the team, or any ideas regarding treatment or services for the child. If the PCP has unresolved questions regarding screening, assessment, or diagnosis, it may be helpful to consult with VTCPAP (802-488-5342) prior to an Act 264 Meeting.

It's okay if you can't attend; school teams understand that PCPs are very busy and that it is difficult to attend these meetings due to scheduling constraints. If you cannot attend the meeting, it is very helpful to email any thoughts, questions, or recommendations to the meeting organizer.

It may be helpful to schedule a well-child visit right after an Act 264 meeting to check in with the child/caregiver and to implement any recommended changes (e.g., around medication) that may have come out of the meeting.

Helpful Resources:

[Vermont Federation of Families for Children's Mental Health: CSP Fact Sheet](#)

[VT Agency of Human Services: Guide to Act 264 for Families & Caregivers](#)



Adapted from: Vermont Agency of Human Services: Integrating Family Services. (n.d.). A guide to act 264 for families and Caregivers. Integrating Family Services. From: <https://ifs.vermont.gov/content/guide-act-264-families-and-caregivers>

This program is supported by the VT DMH Pediatric Mental Health Care Access Program with funding from the Health Resources and Services Administration (HRSA) as part of an award totaling \$634,130 with 23% financed with non-governmental sources. The contents are those of the author(s) and do not necessarily represent the official views of, nor an endorsement, by HRSA, HHS, or the U.S. Government. For more information, please visit [HRSA.gov](https://hrsa.gov).