



STATE OF NEW HAMPSHIRE
DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF LONG TERM SUPPORTS AND SERVICES

118

MAR 04 2026

Lori A. Weaver
Commissioner

Melissa A. Hardy
Director

105 PLEASANT STREET, CONCORD, NH 03301
603-271-5034 1-800-852-3345 Ext. 5034
Fax: 603-271-5166 TDD Access: 1-800-735-2964
www.dhhs.nh.gov

February 11, 2026

Her Excellency, Governor Kelly A. Ayotte
and the Honorable Council
State House
Concord, New Hampshire 03301

REQUESTED ACTION

Authorize the Department of Health and Human Services, Division of Long Term Supports and Services, to **Retroactively** pay the IDEA Infant and Toddler Coordinators Association (VC# 568102-B001), Indianapolis, IN in the amount of \$2,700 for annual membership dues effective upon Governor and Council approval for the period from January 1, 2026 through December 31, 2026. Funding source: 100% Federal Funds.

05-95-93-930510-36740000 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: DLTSS-DEVELOPMENTAL SVCS, BUR-FAMILY CENTERED SERVICES, INFANT – TODDLER PROGRAM PT-C

State Fiscal Year	Class / Account	Job Number	Class Title	Total Amount
2026	026-500251	93053674	Organizational Dues	\$2,700

EXPLANATION

This request is **Retroactive** because it covers the full membership term. This invoice for this membership was received on October 27, 2025. Previously this membership was paid through a contract and the Department recently transitioned to paying this directly. It took longer to set up the initial payment request, which caused this to be a retroactive request. Approval of this request will enable New Hampshire (NH) to maintain active membership in the Infant and Toddler Coordinators Association (ITCA), ensuring continued access to critical resources that directly support our IDEA Part C early intervention program, known in NH as Family Centered Early Supports and Services (FCESS). Through ITCA, the state receives timely federal policy updates, leadership development opportunities, peer-to-peer collaboration, and access to essential data and research tools. Membership also ensures our program is represented at the national level, helping us stay informed, responsive, and aligned with best practices. This support strengthens our ability to serve infants, toddlers, and families effectively and with excellence across the state.

Listed below are answers to standard questions required for Governor and Executive Council organization dues and membership approval submissions.

1. How long has this organization been in existence and how long has this agency been a member of this organization?

ITCA has been in existence for the past 28 years and during this time and NH has been a member for 24 years.

2. Is there any other organization that provides the same or similar benefits which your agency belongs to?

No

3. How many other states belong to this organization and is your agency the sole New Hampshire state agency that is a member?

All fifty (50) states, as well as the District of Columbia, Department of Defense, Bureau of Indian Education, American Samoa, Northern Marianas Island, Puerto Rico, US Virgin Islands, and Guam, are members of ITCA. Family Centered Early Supports and Services is the sole New Hampshire state agency that is a member of ITCA.

4. How is the dues structure established? (Standard fee for all states, based on population, based on other criteria, etc.)

The ITCA dues structure is based on the Part C allocation. The Part C funds under IDEA to states are based on the census figures of the number of children from birth through age 2 in the state's general population.

5. What benefit does the state receive from participating in this membership?

Membership in ITCA provides NH and other states and territories with targeted support for their IDEA Part C early intervention programs. ITCA offers timely federal policy updates, professional development through monthly calls and academies, and a peer-to-peer network for rapid consultation. Members gain access to valuable data and research tools, including national studies and surveys, to inform decision-making and advocacy. Additionally, ITCA represents state interests at the national level, ensuring that the unique needs of early intervention programs are heard by federal agencies. These benefits help states strengthen their systems, support new coordinators, and navigate evolving national challenges.

6. Are training or educational/ research materials included in the membership? If so, is the cost included? Explain in detail.

Yes, training and educational/research materials are included in the ITCA membership, and the cost is covered by the membership fee. ITCA provides members with access to professional development opportunities such as webinars, training modules, and leadership development sessions focused on early intervention and Part C coordination. Members also receive research briefs, policy updates, implementation guides, and best-practice resources to support compliance and program improvement. These materials and trainings are designed to strengthen state capacity for early intervention services and are included at no additional cost beyond the annual membership fee.

7. Is the membership required in order to receive any federal grants or required in order to receive or participate in licensing or certification exams? Explain.

No

8. Is there any travel included with this membership fee? Explain in detail any travel to include the number of employees involved, the number of trips, destination if known and purposes of membership supported trips.

No

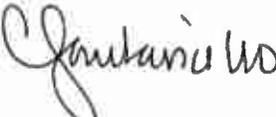
9. Which state agency employees are directly involved with this organization? (Indicate if they are members, voting members, committee members, and/or officers of the organization.)

There are multiple employees that connect with ITCA and use data provided through this membership on an ongoing basis. Nicole Bushaw - Part C Coordinator and Elizabeth Sommers - Part C Program Specialist, are the two employees who work with ITCA on a regular basis. However, anyone within NH Part C Office can connect with ITCA for support. Only the Part C Coordinator can vote or provide feedback on rules that govern the organization.

10. Explain in detail any negative impact to the State if the Agency did not belong to this organization.

Without ITCA membership, NH may miss out on timely federal policy updates, peer collaboration, and leadership development opportunities. NH would lose access to valuable data, research tools, and national representation that help strengthen early intervention systems. This could lead to reduced effectiveness in program management, slower responses to policy changes, and isolation from the best national practices and support networks, negatively impacting infants and toddlers' development who are served through early intervention.

Respectfully Submitted,

 for:

Lori A. Weaver
Commissioner



INVOICE

October 20, 2025

2026 Association Membership Dues

To: Nicole Bushaw
Family Centered Early Supports and Services
Division of Developmental Services
Department of Health and Human Services
105 Pleasant Street
Concord, NH 03301

Vendor Name: IDEA Infant and Toddler Coordinators Association
A non-profit Association under IRC 501(c)(3): 17053145043030

Federal Tax Identification Number: 31-1646686

DUNS Number: 78-652-7205

One Year Invoice Period: 1/01/2026 - 12/31/2026

Amount Due: \$2,700.00

Make Check payable to: IDEA Infant and Toddler Coordinators Association

Remit to: ITCA
6545 North Olney
Indianapolis, IN 46220

Contact Person: Maureen Greer
317/390-4125
ideaitca@gmail.com

Approved 10/27/25
Nicole Bushaw

ITCA does not accept credit cards