



Holloman Special Education Support
Frequently Asked Questions
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Holloman Special Education Support

Frequently Asked Questions

List of abbreviations, contact information, and resources located at end of document.

What should I do if I have concerns about my child's development?

- a. Engage with your child's PCM and ensure they are tracking concerns during well visits and other appointments.
- b. If your child is in school, discuss your concerns with your child's teacher.
- c. A referral for Early Intervention (0-3 years old) may be made by a parent or physician. If your child is 3-21 years old, a referral for Related Services can be made through your child's school.

I think my school age child could benefit from special education services, where do I start?

- a. **Early Childhood-** NM Early Childhood Education & Care Department (ECECD) has the Families, Infants and Toddlers program (FIT) to address concerns, conduct evaluations, and refer to local services.
- b. **School:** Reach out to your child's principal. They will begin tracking, initiating supports and interventions, and can initiate the multilayer system of support (MLSS) and student assistance team (SAT) process. For Birth to 3, Alamogordo Public Schools partners with ZIA Therapies, NM School for the Blind, Early Intervention and Development Services, HELP NM, and Children in Need of Services (CHINS).
- c. **EFMP:** EFMP Family Support can meet with families to address concerns, priorities, and can direct you to resources and services.
- d. **Medical:** Make an appointment with your PCM to discuss concerns whereby referrals can then be made if necessary.

I know my child will be diagnosed; how can I project the services they will need?

- a. Work with your child's PCM to ensure they are aware of your concerns and tracking any changes. The PCM will be able to make referrals to specialists.



What is Child Find? How often are they held?

- a. Public schools have a big responsibility—they must identify, locate, and evaluate any student who need special education. This is called “Child Find.” Looking for and finding these students is an important first step toward getting them the help they need to thrive in school. When a school knows, or thinks a child could have a disability, it must evaluate the child. Under federal law, public schools must look for, find, and evaluate children who need special education, from birth through age 21. It applies to all children, including those who are homeschooled or in private schools, children who are migrants or without homes.
- b. Alamogordo Public Schools holds two events each school year, one in the Fall and one in the Spring for children who are 8 months old to 5 years old, not yet in kindergarten. Child Find services are offered as needed all year for children 2 years of age to 5 years of age, not yet in kindergarten. For students enrolled in school, the SAT or MLSS helps teachers, admin and the Special Education team to identify the needs of students, sometimes leading to referral to Special Education Services.

Who conducts the Child Find evaluation?

- a. Your local public school district.

What are ways I can prepare before an assessment is conducted by the public schools?

- a. Evaluations are intended to occur without practice to truly assess the needs of the student.
- b. Please ensure your child is at school regularly, but especially when they are in the window for assessment by the diagnostician team.

How long does it take to get an Individualized Education Plan (IEP) initiated?

- a. Varies by situation.
- b. Students arriving to Alamogordo with an existing IEP will immediately begin like services within Alamogordo Public Schools. Within the student’s first 30 days of school an IEP meeting will be held and the IEP will be transferred. The district will create a comparable IEP to best match the services that the child had at their previous school.
- c. For students starting a new IEP after referral from the school via the SAT or MLSS process. First the Special Education Office will develop an assessment plan and then call the parents to review and sign. The district then has 60 days to complete the evaluations from that plan and write a report based upon the evaluation results. That report is then uploaded into



your student's profile. The district then has 15 school days to hold an Eligibility Determination meeting. If it is determined that services will be needed an initial IEP meeting will be scheduled. If the Eligibility Determination occurs at the end of the school year, the initiation of the IEP may be pushed to occur within the first 15 days of the following school year.

What are ways I can prepare for an Individualized Education Plan (IEP) meeting?

- a. Prior to the IEP meetings, the Special Education Office will contact families to review results and prepare them for the upcoming initial IEP meeting. Be sure to ask lots of questions prior to or during the IEP meetings.
- b. Consult with the EFMP-FS or School Liaison for support prior to or at any time in the process.
- c. Contact Parents Reaching Out for support.

Is there someone who can come to an IEP meeting with me?

- a. Students are highly encouraged to attend their own IEP meetings.
- b. Parents can invite a support person, but please notify the school in advance. IEP meetings are commonly conducted virtually, so that support person could be out-of-state.
- c. The installation legal office can send an attorney to attend, but this is only optioned when necessary.
- d. Families can contact the NM Special Education Ombud, Intake Coordinator to request an attendee. More information at: [Office of the Special Education Ombud | New Mexico Developmental Disabilities Planning Council](#)

Is the diagnosis of ADHD enough to receive a 504 plan and/or OT or PT services?

- a. When the Special Education Department receives outside (PCM) diagnosis they are looking to determine what is the need of the student. Sometimes the specific need of the student will be accommodations through a 504 plan, sometimes differentiation in instruction is needed and an IEP will be recommended, sometimes accommodations through the MLSS process is adequate.
- b. For OT or PT- these can be considered when a student is on a 504 plan. These are more consultative services to the teacher and student rather than a direct service.



Do special education services vary by schools within Alamogordo Public Schools?

- a. The same Special Education Services are available at all Alamogordo Public Schools. There are 'low incidence' or 'contained' classrooms at Desert Star Elementary, Sunset Hills Elementary, Holloman Elementary, Mountainview Middle, and Alamogordo High School.

What does 'comparable services' mean?

- a. This means the school must provide the same type of services at the same frequency as what's in your child's current IEP. The services may not be exactly the same, but they must be similar. That includes any extended school year services.
- b. Comparable services stay in place until the new school either adopts your child's current IEP as-is or develops a new one.
- c.

I am unhappy with the special education services that my child is currently receiving, where do I start?

- a. Engage with your child's teacher and principal. Parents can request an IEP meeting at any time. The team of staff who support your student will consider what can be changed, what else can be offered, if a change of setting is needed, if more time is needed, less time needed, if pull out services are needed, etc.
- b. Families can reach out to the School Liaison or EFMP- Family Support Coordinator at any time.
- c. Families can connect with Parent Reaching Out.
- d. Elevate to the District's Special Education Office, contact info at end. The district's Special Education Office and district Leadership team conduct school visits and will observe classroom and student interactions to include when there are specific concerns.
- e. Contact the Office of Special Ombud.
- f. The Office of Special Education is able to receive State Complaints, Due Process Hearing Requests, or Alternative Dispute Resolution Requests via the online dispute resolution system, or by mail or email.
- g. NM Public Education Department Dispute Resolution Information and Chart available at: [Dispute Resolution – New Mexico Public Education Department](#)



Why does my gifted child require an IEP?

- a. There are 13 states that define gifted as part of Special Education, New Mexico is one of those states. There are 6 qualifying areas for the gifted IEP. Similar to a standard IEP, the gifted IEP is intended to meet the needs of the student and ensure educational growth. In accordance with the Military Interstate Children's Compact, students who transition from a public school's gifted program into an Alamogordo area public school and will be placed into the gifted program. The receiving public school can then conduct additional testing.

What services does the public school system offer to homeschool families?

- a. Public schools in New Mexico will conduct Child Find services. In the state of New Mexico, public schools can only provide special education services to students enrolled, fulltime, in the public school district.

We are a homeschool family in need of dyslexia services, where can I go? Is the cost covered?

- a. Families can reach out to EFMP-Medical or EFMP-Family Support for assistance in finding services in the local area.
- b. TRICARE does not cover diagnostic, evaluation, treatment, services or supplies for learning disorders, such as dyslexia.
- c. Tricare Beneficiary Counseling is available by appointment, call 575-572-7700

How do I request education records?

- a. Contact the front office of your child's school. Military-connected families are eligible to receive unofficial educational records which they can hand carry to their next assignment. Alamogordo Public Schools will also 'seal' records for those headed overseas so they can be used as official records for student registration.
- b. Contact the Special Education Department to request your student's special education records. They can be printed or sent digitally. They prefer you stop by in-person so they can check your ID on the spot against the student record.
- c. Families can also use the "Let's Talk" feature within APS for all questions and will be directed to the appropriate office.

How to request medical records?

- a. Visit Medical Records on the second floor of the Medical Clinic or call 575-572-4452.



What documents do I need to prepare for a transfer into a DoDEA school?

- a. Registration requirements can be found at:
<https://www.dodea.edu/registration>
- b. EFMP screening is a prerequisite for enrollment overseas for dependents in accordance with DoD Instruction 1315.19. DD Form 2792-1, “Early Intervention/Special Education Summary” must be submitted.
- c. Ensure the IEP is current and will not expire prior to, enroute, or upon arrival to new duty location. Families can request their annual IEP meeting early, especially when due to PCS.

What impact does EFMP enrollment have upon assignments?

- a. Enrollment in EFMP ensures that a family member’s special needs are considered in the assignment process.
- b. Members currently on station can visit virtual MPF to apply for an EFMP reassignment. AFPC will not see the specific medical conditions and only the EFMP recommendation.
- c. Prior to relocation, please ensure your dependents are medically cleared. If a medical disqualification occurs you can apply for a diversion on virtual MPF.

What is a DD2792? Why do we fill it out? Who can help me?

- a. The DD Form 2792 is completed to identify a family member with special medical needs.
- b. DD form 2792-1 is required for all families with children for Family Member Travel Screening process going OCONUS (minus AK and HI). It outlines the need (or no need) for special education services. This could include IEPs, 504s, BIPs, mental health, counseling, evaluations/assessments, SLT, OT, PT, etc. School/Care Facility (or homeschooling parent) completes Items 11-16 and the family completes the rest. Refer to EFMP-FS or SLPM for assistance.

What services are available in Alamo for OT/PT/ABA/Speech?

- a. Available services will vary, Holloman families can reach out to EFMP-Medical, EFMP-Family Support, or their PCM for assistance.

What services are offered on base to support families with dependents enrolled in EFMP or receiving SPED services?

- a. The Exceptional Family Member Program is comprised of three components: 1- Family Support, 2- Medical, and 3- Assignments. EFMP-FS will meet with families at any time, prior to PCS, newly arrive, or while on-station. During intake they will do a family needs assessment from that



they will develop a Family Service Plan that will determine goals, timelines and referrals to other support.

- b. The Legal Office will advise families on a number of topics such as: What is a 504 plan, What is an IEP, How to draft documents, How to navigate dispute resolution, and others. They will also refer families to appropriate services.
- c. The School Liaison will provide training, resources, and referrals for the families. Additionally, they can reach out on the family's behalf to engage with the school at all levels.

Are any intervention services provided at the Child Development Center?

- a. Zia Therapies provides support services to identified children at the Center. Parents with children under the age of 3 are encouraged to work with their PCM to find services. Child & Youth Programs will hold Inclusion Action Team meetings to ensure the individualized needs of children in care are being met while in care, however these do not initiate services outside the scope of center staff.

What happens after a referral is made for Early Intervention Services (0-3)?

- a. A service coordinator will contact the child's parent to schedule an appointment to review our program, discuss concerns, and schedule a screening. A transdisciplinary team will evaluate your child in five areas: Adaptive, Cognitive, Communication, Physical, and Social-Emotional. The evaluation will occur in the child's home. A team meeting will be scheduled to formally review the results and determine if your child is eligible for services.

Where can I find childcare providers who can meet the needs of my child who may or may not have a diagnosed disability.

- a. Contact the Family Child Care Coordinator at 575-572-5848.
- b. Search for area childcare off installation at [New Mexico Child Care Finder | Find Child Care Schools Near Me](#)
- c. Search for childcare on installation at militarychildcare.com.

Are there any financial supports available to families or directly for dependents receiving services?

- a. AFAS Special Needs Fund- qualified families could receive up to 3K per special needs family member over a 3-year period to use towards equipment, devices, transportation, camp/class fees and others. Contact the Military Family Readiness Center for details.



- b. DD Waiver through NM- nmhealth.org/publication/view/form/8371/. The DD Waiver is designed to provide Services and Supports that assist eligible children and adults with Intellectual and Developmental Disabilities to participate as active members of their communities. The DD Waiver is one of several waivers available in New Mexico.

What are ways I can prepare for a PCS to ensure continuity of services for my child?

- a. Ensure your child has a current physical via the well-child checks.
- b. Work with EFMP-FS to ensure your DD Form 3054 is up to date to identify any concerns about the gaining base and to be assigned a liaison to address those and provide supports.
- c. Connect with your gaining installation's School Liaison to provide information about local education options, regulations, and processes. Your installation School Liaison will assist.
- d. Ensure your IEP is not due to expire, if it is soon to expire, request an out of cycle meeting.

We travel to a different city to receive services for my child's disability, what out of pocket expenses are covered?

- a. Patients must travel more than 90 miles (one-way) to be considered for reimbursements, per the Joint Travel Regulation. EFMP-Medical takes that requirement, the specific care of the patient, and how often they will need to travel when recommending Holloman as a duty location. EFMP-Medical has a reassignment process for those families on station that are experiencing frequent travel for their diagnosis.

Are there any parent support groups on base or in town?

- a. Otero County Association for Developmental Disabilities- group of families who connect and share stories.
- b. NAMI- Las Cruces or Virtual meetings available.
- c. MFLC- Military Family Life Counselors. Adult MFLC available through MFRC and Child & Youth MFLCs available at both base schools and through the Child Development/Youth Center.
- d. Check with the EFMP Family Support Coordinator or School Liaison for the most current information on and off base.



Acronym / Definitions List

APS- Alamogordo Public Schools

ABA- Applied Behavior Analysis

BIP- Behavior Intervention Plan

DODEA- Department of Defense Education Authority

ECECD- Early Childhood Education & Care Department

EFMP- Exceptional Family Member Program

EFMP-FS- Exceptional Family Member Program, Family Support

EFMP-M- Exceptional Family Member Program, Medical

EFMP-A- Exceptional Family Member Program, Assignments

FAPE: Free Appropriate Public Education

FIT- Families, Infants, and Toddlers Program

HIPPA- Health Insurance Portability Accountability Act

IDD- Intellectual Developmental Delay

IDEA- Individuals with Disabilities in Education act

JA- Judge Advocate (Base Legal Office)

MFLC- Military & Family Life Counselor

CYB-MFLC- Child & Youth Behavioral, Military & Family Life Counselor

MLSS- Multi-Layers of Systems of Support IEP- Individualized Education Plan

OT- Occupational Therapy

PCM- Primary Care Manager

PCS- Permanent Change of Station

PT- Physical Therapy

SAT- Student Assistance Team

SLPM- School Liaison Program Managers

SLT- Speech Language Therapy

Virtual MPF- Virtual Military Personnel Flight

504 Plan- accommodations plan for students with disabilities



Contact Information

Alamogordo Public Schools

[Special Education | Alamogordo Public Schools](#)

Let's Talk (Any APS Inquiry): (575) 812-8573

Special Education Director: 575-812-5975

Special Education Admin Assistant: 575-812-6048

Holloman

[Holloman School Resources](#)

[Exceptional Family Member Program](#)

School Liaison: 575-430-5102, 49WG.SL.SchoolLiaison@us.af.mil

EFMP- Family Support: 575-572-7754, 49FSS.EFMP.FamilySupport@us.af.mil

Legal Office: 575-572-7217, 49FW.JASuspense@us.af.mil

Assignments: 575-572-2276, 49fss.fspsa.customerservice@us.af.mil

49th Medical Group: <https://holloman.tricare.mil/>

EFMP- Medical: 575-572-0546

Tricare Beneficiary Support: 575-575-7700

DODEA: [Special Education | DoDEA](#)



Local and State Resource List

Children in Need of Services (CHINS): CHINS, a local non-profit organization, has provided services for children and families in Otero & Lincoln Counties for over 30 years. CHINS employs over 100 dedicated professionals providing a variety of services designed to support and strengthen families. This makes CHINS one of the larger employers in Otero County.

Website: [Children in Need of Services | CHINS NM | Alamogordo | Child Services](#)

Contact: 575-434-3011

Early Childhood & Care Department (ECECD): Optimize the health, development, education, and well-being of babies, toddlers, and preschoolers through a family-driven, equitable, community-based system of high-quality prenatal and early childhood programs and services.

Website: [Early Childhood Special Education | Early Childhood Education & Care Department](#)

Contact: (800) 832-1321, 877-696-1472, ececd-ecs-customerservice@ececd.nm.gov

HELP-NM: HELP New Mexico, Inc. exists to empower positive action through sustainable social service by way of education and coaching.

Website: [HELP New Mexico Inc. – ADVOCACY | EMPOWERMENT | ADVANCEMENT](#)

Contact: 505.265.3717

National Alliance on Mental Illness (NAMI): What started as a small group of families gathered around a kitchen table in 1979 has blossomed into the nation's leading voice on mental health. Today, we are an alliance of more than 600 local affiliates who work in your community to raise awareness and provide support and education that was not previously available to those in need. Southern New Mexico resources include family support group and connection meetings.

Website: <http://www.nami-snm.org/>

Contact: (575) 448-2774



New Mexico Public Education Department (NMPED): The NMPED, Office of Special Education will provide supports to districts, parents and SWDs to ensure outcomes of a free appropriate public education for students protected under the Individuals with Disabilities Education Act (IDEA). We will review data to make decisions that will impact support for SWDs to meet college and career ready standards through equitable access to rigorous courses, high-quality instruction, and appropriate supports.

Website: [Office of Special Education – New Mexico Public Education Department](#)

Contact: 505-827-5800

New Mexico Kids- The NewMexicoKids website offers a variety of services and resources for both educators and families in the State of New Mexico.

Website: [NewMexicoKids.org](#)

Contact: 800-691-9067

Office of Special Education Ombud: The Office of the Special Education Ombud provides comprehensive information, resources, and support to public school students and families navigating the special education system in New Mexico.

Website: [Office of the Special Education Ombud | New Mexico Developmental Disabilities Planning Council](#)

Contact: (505) 841-4565, oseo.intake@ddc.nm.gov

Otero County Advocates for Developmental Disabilities (OCADD): The mission of OCADD is to enhance positive outcomes for family members with intellectual and developmental disabilities, self-advocates, and caregivers in rural areas of the SW of NM; through informed decision making, advocacy related to diversity, equity and inclusion, education, resources, navigating services and networking opportunities for families to be connected with and provide support for each other.

Website: [OCADD Otero County Advocates for Developmental Disabilities | OCADD](#)

Contact: (575) 921-2193, oteroountyadvocatesfordd@gmail.com



Parents Reaching Out (PRO): Parents Reaching Out (PRO) provides support, training and tools for families and youth with disabilities or complex medical needs. We invite you to explore the many ways we can support and guide you through your early childhood, educational, and healthcare needs.

Website: [Home - Parents Reaching Out](#)

Contact: (505) 247-0192

University of New Mexico Center for Development & Disability: The Center for Development and Disability serves children and adults throughout New Mexico with developmental, intellectual or physical disabilities. Our programs include home visits, screenings, evaluations and early intervention services.

Website: [Programs | Center for Development & Disability | UNM Health System | Albuquerque, New Mexico](#)

Contact: 505-272-3000

ZIA Therapy Center: Zia Therapy Center, Inc. is a 501(c)3 nonprofit organization, incorporated under the laws of the State of New Mexico. They provide early intervention, child care & development, family living supports, in home supports, integrated employment support, adult habilitation, respite, and public transportation services.

Website: [ZIA Therapy](#)

Contact: 575-439-4900



Virtual Resources

A Day in Our Shoes- Online training resource for parents, teachers and special education advocates, [Welcome To A Day In Our Shoes](#)

Autism Speaks- Autism information and support, autismspeaks.org

CADRE- The Center for Appropriate Dispute Resolution in Special Education, [Home Page | CADRE](#)

DirectSTEP- EFMP partnered with LRP Publications to bring DirectSTEP® eCourses at no charge to EFMP Families, staff and special education staff associated with teaching military children. DirectSTEP® is an excellent opportunity for anyone seeking to gain a better understanding of special education and related topics. It explains legal requirements, best practices for behavior management, autism, IDEA eligibility, individual education plans, and more at [DirectSTEP®. lrpdirectstep.com](http://DirectSTEP®.lrpdirectstep.com) Contact EFMP or School Liaison for access code.

NM Autism Society- Information and resources for the state of New Mexico, [NM Autism Society](#)

Military One Source- [Support for Military Personnel & Families | Military OneSource](#)

Understood- Information and resources for specific diagnosis and navigation of special education, [Understood - For learning and thinking differences](#)

US Department of Education- [Laws for Preschool to Grade 12 Education | U.S. Department of Education](#)

Wrights Law- Special Education legal resources and training, [Wrightslaw Special Education Law and Advocacy](#)

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