

You should feel comfortable with your Service Coordinator. Your Service Coordinator should keep in touch with you and other Individualized Family Service Plan (IFSP) team members to know how things are going for you and your child.

In addition to linking you to any other needed community supports and services, your Service Coordinator also keeps all the paperwork up to date for your WV Birth to Three services.

If you have any difficulty reaching your Service Coordinator, or have any other concerns that aren't being addressed, you can also contact your local Regional Administrative Unit (RAU).

RAU Contact Information:

Your Service Coordinator can review the following resources with you:

- Procedural Safeguards Notice
- WV Birth to Three Family Guide
- WV Birth to Three General Brochure
- Transition Pamphlet
- Transition Handbook
- Transition Resource Information
- State Complaint brochure
- Your IFSP



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WV Birth to Three services and supports are provided under Part C of the Individuals with Disabilities Education Act (IDEA) and administered through the West Virginia Department of Health and Human Resources, Office of Maternal, Child and Family Health.

West Virginia Department of
Health and Human Resources

Bureau for Public Health



WV Birth to Three
Service Coordination

What is Service Coordination?

WV Birth to Three services are provided under Part C of the Individuals with Disabilities Education Act (IDEA). Service Coordination is the only service required under the law for every family.

What is the role of a Service Coordinator?

A Service Coordinator is a team leader who coordinates and facilitates communication between families, other Individualized Family Service Plan (IFSP) team members, and community partners to help families meet their children's needs.



"I had no idea there was so much out there for us! She really opened our eyes."

- WV BTT Parent



Your WV Birth to Three Service Coordinator will:

- Listen to your family and show you how WV Birth to Three services can support you.
- Coordinate the development and review of the IFSP with you and your team to meet your child's needs.
- Help ensure IFSP services are delivered in a way that meets your family's needs.
- Help your family understand their rights and the procedural safeguards.
- Help your family plan for next steps when you exit WV Birth to Three.
- Link families to community activities, resources, and financial supports.



What are community resources?

The following are examples of resources your Service Coordinator will help you find within your community.

- Other families of children with special needs or support groups.
- Doctors, dentists, and other health providers.
- Resources to help meet children's nutritional needs.
- Respite care, so the family can have a break.
- Supports for housing, clothing, jobs, food, child care, telephone and transportation.
- Family/advocacy leadership opportunities.
- Education opportunities for the family, such as getting a GED.
- Transition resources for your child when they exit from the program.



"Our Service Coordinator helped to empower us to seek information on our own."

- WV BTT Parent