

From: DHHR WV BTT Information <dhhrrwvbtinfo@wv.gov>

Sent: Friday, March 27, 2020 4:08 PM

Subject: Reminders for ISC/OSC

Importance: High

Hello folks,

We want to be sure that all children are having their Transition Conference at least 90 days prior to their third birthday.

Sometimes, for children who are referred close to their third birthday, it is the responsibility of the Interim Service Coordinator to host this meeting. And for other children, it is the responsibility of the Ongoing Service Coordinator to invite folks and host the meeting.

So, even though we are under an emergency situation, and holding virtual meetings with families, we still have to have the Transition Conferences for all children.

Our Part B partners are very important players and should be invited to the Transition Conference unless the family does not want them to be invited. Please reach out to your local county school system and invite the individuals to these meetings - they can join by whatever method you are having the meeting.

(And remember, if the family did not want to invite the county school system you must document that - but still have the meeting).

Thank you.

Pam

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