

You should feel comfortable with, and have a positive relationship with your service coordinator. Your service coordinator should keep in touch with you and other 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 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:

Here are some resources your service coordinator will review 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 Individualized Family Service Plan (IFSP)



West Virginia Birth to Three
350 Capitol Street
Room 427
Charleston, WV 25301
www.wvdhhr.org/birth23

Phone: 304-558-5388
Toll Free in WV : 800-642-8522

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, Office of Maternal, Child and Family Health.

Service Coordination



West Virginia Birth to Three

West Virginia Department of Health

Bureau for Public Health

WV Birth to Three Service Coordination Brochure

What is Service Coordination?

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.

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



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

WV BTT Parent

What is the Role of a Service Coordinator?

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
- Help to link families to community activities, resources, and financial supports

What are Community Resources?

These are just a few of the resources your Service Coordinator will work with you to find within your community.

- Connecting with other families of children with special needs or support groups
- Finding or working with doctors, dentists, and other health providers
- Resources to help meet children's nutritional needs
- Respite care, so the family can have a break
- Accessing 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.