



WV BIRTH TO THREE
Office of Maternal, Child and Family Health
Bureau for Public Health
West Virginia Department of Health

Child Last Name: _____
Child First Name: _____ MI
DOB: _____ ID#: _____
FOLDER: _____ Date: _____

Part C of the Individuals with Disabilities Act (IDEA) requires WV Birth to Three to provide prior written notice to you within a reasonable time before the lead agency or an Early Intervention Service provider proposes, or refuses, to initiate or change the identification, evaluation, or placement of your infant or toddler, or the provision of early intervention services to your infant or toddler with a disability and/or your family.

Date: _____

Parent's Name: _____

Address: _____

Dear _____,

Your child, _____, has been referred to the WV Birth to Three System fewer than 45 days prior to his/her third birthday. Under the Individuals with Disabilities Education Act (IDEA), WV Birth to Three is not required to conduct an evaluation, assessment, or initial Individualized Family Service Plan (IFSP) meeting for any child referred under the 45-day time-line. This letter serves as *Prior Written Notice* that WV Birth to Three will not be conducting an evaluation to determine eligibility for your child.

As a service to our late referrals, WV Birth to Three is providing you with information on community services and supports that might assist you in addressing the questions you have about your child's development. Enclosed you will find a completed *Transition Resource Information* form with information on resources that might be of interest to you.

If you feel your child may need assistance through your county school district, you may make a referral on your own (see *Part B-School System Contact* on the *Transition Resource Information* form). If you want WV Birth to Three to make the referral, please complete the enclosed *Consent to Refer for Eligibility Determination* form and return to me at:

A copy of your Procedural Safeguards is also enclosed.

Please feel free to contact me at _____ if you have any additional questions.

Sincerely,

Interim Service Coordinator
WV Birth to Three

Enclosures: Consent to Refer for Eligibility Determination
Transition Resource Information
WVBTT Procedural Safeguards