



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

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

Part C early intervention, under the Individuals with Disabilities Education Act (IDEA), requires WV Birth to Three to provide you with notice within a reasonable time before proposing or refusing to initiate or change the identification, evaluation, or placement of your child or the provision of appropriate early intervention services to your child and/or family.

Date: _____

Dear _____,

West Virginia Birth to Three (WVBTT) recently received a referral for your child, _____ . We have made several attempts to reach you to complete the following activity and have received no response.

- Initial Contact Intake Multidisciplinary Evaluation/Assessment
 Eligibility Determination IFSP Development

This letter is to inform you that since we have not been able to connect with you, your child's referral has been closed.

For your records and ours, we have tried to contact you on the following dates:

Person(s) Who Tried to Contact Family	Date(s)	Method(s) of Attempted Contact

If you believe this letter has reached you in error and you want to have your child evaluated for eligibility for WVBTT services, please contact us promptly at _____ or toll-free at _____.

Sincerely,

WV Birth to Three Interim Service Coordinator
 Address:

Phone #:

A written copy of *WV Birth to Three Procedural Safeguards* is attached. If you need assistance in understanding the provision of the procedural safeguards, you may contact your Interim Service Coordinator, the Regional Administrative Unit, the WV Birth to Three system at 1-800-642-8522; West Virginia Parent Training and Information at 1-800-281-1436; or the Disability Rights of West Virginia at 1-800-950-5250.