



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: _____

This letter is being sent to you as the result of the Individual Family Service Plan review that took place on _____.

WV Birth to Three values each family's rights and wants to make sure that you understand that you have a right to continue to receive WV Birth to Three services with your current practitioners, other practitioners of your choice, or to decline services with WV Birth to Three if you are no longer in need of services.

WV Birth to Three service providers have made multiple attempts to contact you to provide the following IFSP services as determined through the Individualized Family Service Plan process.

WV Birth to Three service providers have been unable to schedule a meeting to continue your service(s). Attempts to contact you to schedule or reschedule visits were made by the following people, on the following dates.

WV Birth to Three Service Provider(s)	Dates/Methods of Attempted Contact
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

If you would like to reschedule with your IFSP service delivery team, call me at _____ or the RAU at _____ within 14 days so we may reschedule with you. If I do not hear from you, your child's early intervention record will be closed. If the record is closed, your child will no longer receive WV Birth to Three services.

If you do not want services at this time but decide in the future that you would like services, you must contact the RAU and make the referral. Enclosed you will find a WV Birth to Three Procedural Safeguards booklet. The booklet contains information about your rights under the WV Birth to Three System. Please call me if you have any questions.

Sincerely,

WV Birth to Three Service Coordinator
Phone:
Email: