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: **NOTICE** Date: _____

Notice of Eligibility Determination-IFSP Meeting

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 notice shares with you some important information concerning the upcoming eligibility determination meeting for your child. The purpose of this meeting is to review the information gathered during the multi-disciplinary evaluation/assessment of your child to determine and/or re-determine eligibility for WV Birth to Three services. The Eligibility Determination Meeting should be scheduled at a time and location which is convenient for you.

If your child is found eligible, you and the multi-disciplinary evaluation team members, with your permission, will develop an Individualized Family Service Plan (IFSP) for your child and family. The IFSP is based on your priorities and concerns and is designed to support you in meeting the unique needs of your child within the daily activities and routines of your family.

As discussed, the eligibility meeting for your child, _____ ___ _____,
Child's First Name *MI* *Child's Last Name*

has been scheduled on _____ at _____ to be held at _____.
Date *Time* *Location*

Please contact your service coordinator at _____ if you need to reschedule the meeting or if you have any questions.

The following people will be present at the eligibility meeting or will be providing information:

_____ _____

_____ _____

You should have received copies prior to the meeting, of any evaluation or assessment reports completed by WV Birth to Three to determine your child's eligibility. You may want to make a list of things you would like to share and discuss at the meeting. If there are important people in your child or family's life such as grandparents, childcare providers, friends that you feel should be a part of this meeting, please inform your service coordinator so he/she may invite them to the meeting.

We look forward to seeing you!