



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: _____

Parent's Name: _____ Date: _____
Address: _____ City: _____ Zip: _____

Dear _____
This notice shares with you some important information concerning the upcoming transition conference/IFSP review for your child _____, whose birthdate is _____.
When children reach their third birthday, they are no longer eligible to receive services through WV Birth to Three. This meeting must be held at least three (3) months, and no more than nine (9) months, prior to the child's third birthday.
The purpose of the transition conference/IFSP review is to discuss any services your child may be eligible to receive at age three and to develop the next steps on the Transition Plan that will support your child and family to ensure a successful transition. Under the Individuals with Disabilities Education Act (IDEA) and West Virginia state policy, your Service Coordinator and at least one IFSP team member, as well as possible receiving agencies are required to attend the IFSP review/transition conference.

With your approval, the transition conference/IFSP review for your child has been scheduled on
_____ Date _____ Time _____ Location _____

This notice has been sent to the following IFSP team members:

- At your request, the following people have also been invited to attend this meeting:
- Representative from the County School District _____
 - Representative from Head Start/Early Head Start _____
 - Representative from child care _____
 - Representative from other community agency _____
 - You declined to invite a representative from the County School District

If you need to reschedule the meeting or if you have any questions, please contact me at _____.
Sincerely,

Interim Service Coordinator/Service Coordinator
WV Birth to Three

To Receiving Programs: Please bring any necessary forms and materials to this Transition Planning Conference to assist you in:

- Providing information to the parent(s) about all available educational programs for preschool children, including those programs for children with and without disabilities.
- Providing information to the parents about the eligibility criteria for your services, including any income guidelines, application processes, evaluation procedures, and/or requirements for a Free and Appropriate Education (FAPE) under the Individuals with Disabilities Education Act (IDEA).
- Providing the parents a copy of the procedural safeguards (family rights) afforded the child and family as required in Part B of the IDEA, Early Head Start/ Head Start or through other community programs.
- For those children with late spring, summer or early fall birthdays, providing information on services available from the child's third birthday through the summer including an explanation of the purpose for Extended School Year (ESY) services and the documentation needed to support the IEP team in determining eligibility for extended school year services.
- Other information needed to facilitate a timely, seamless transition.
- Consent forms to conduct further evaluation to determine eligibility for preschool special education or other community services.