



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 early intervention, under the Individuals with Disabilities Education Act (IDEA), requires that parents of a child, eligible under this part, receive a written notice in reasonable time before a public agency or a service provider proposes or refuses to initiate or change the identification, evaluation, or placement of your child, or the provision of appropriate early intervention services to the child and the child's family. (303.403a).

DATE: _____

Parent/Legal Guardian	Child's Name	Date of Birth
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Proposed Action

<input type="checkbox"/> Initial Evaluation <input type="checkbox"/> Change in Eligibility (Identification) <input type="checkbox"/> Change in Location of Part C service (Placement) <input type="checkbox"/> Change in Intensity/Frequency of Part C service	<input type="checkbox"/> Ongoing Assessment <input type="checkbox"/> Addition of a Part C service <input type="checkbox"/> Deletion of a Part C service <input type="checkbox"/> Other: Please Specify:
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Reasons for the Proposed Action

Refused Action

<input type="checkbox"/> Initial Evaluation <input type="checkbox"/> Change in Eligibility (Identification) <input type="checkbox"/> Change in Location of Part C service (Placement) <input type="checkbox"/> Change in Intensity/Frequency of Part C service	<input type="checkbox"/> Ongoing Assessment <input type="checkbox"/> Addition of a Part C service <input type="checkbox"/> Deletion of a Part C service <input type="checkbox"/> Other: Please Specify:
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Reasons for the Refused Action

A written copy of WV Birth to Three Procedural Safeguards is attached.

If you need assistance in understanding the provision of the procedural safeguards, contact your WV Birth to Three service coordinator, your local 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 West Virginia Advocates at 1-800-950-5250.