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### NOTICE OF ELIGIBILITY DETERMINATION 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 and must be completed within 45 days of your child's initial referral to WV Birth to Three and annually.

If found eligible the multi-disciplinary evaluation team may, with your permission, begin the development of your child's Individualized Family Service Plan. 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 \_\_\_\_\_ has been scheduled on \_\_\_\_\_ at \_\_\_\_\_ to be held at \_\_\_\_\_. Please call 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:

\_\_\_\_\_  
\_\_\_\_\_

Attached you will find copies of any evaluations or assessments 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, child care providers, friends that you feel should be a part of this meeting, please inform your service coordinator so they may invite them to the meeting also.

We look forward to seeing you!