



WV BIRTH TO THREE
 Office of Maternal, Child and Family Health
 Bureau for Public Health
 Department of Health and Human Resources

Child's Name: _____

Child's Date of Birth: _____

NOTICE OF FACE-TO-FACE TRANSITION PLANNING MEETING

Date: _____

Parent(s) Name: _____

Address: _____

This notice shares with you some important information concerning the upcoming transition planning meeting for your child. When children reach their third birthday, they are no longer eligible to receive services through WV Birth to Three. A Face-to-Face Transition Planning Meeting must occur among all persons who may be involved with the child's transition process to new services and supports. The purpose of the transition planning meeting is to develop the next steps that will occur on behalf of the child and the family to ensure a successful transition. This meeting must be held at least three (3) months, and no more than six (6) months, prior to the child's third birthday.

As discussed, the transition planning meeting for your child, _____, has been scheduled on _____ at _____ to be held at _____.

The following people have also been invited to attend this meeting:

At this meeting, we will develop a transition plan for _____. He/she will be turning three on _____. As required under the Individuals with Disabilities Education Act (IDEA), the WV Birth to Three service coordinator is responsible for scheduling and conducting this meeting. West Virginia state policies for Part C, Part B, and Head Start require receiving agencies to attend and assist with the development of each child's and family's transition plan. Please contact me at _____ if you need to reschedule the meeting or if you have any questions.

Sincerely,

Service Coordinator
 WV Birth to Three