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## Technical Assistance Bulletin

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**TO:** WV Birth to Three Payees and Practitioners

**FROM:** Pamela S. Roush, Director  
WV Birth to Three

Elizabeth M. Loy, MSW, CQI Coordinator  
WV Birth to Three

**RE:** Parent Signatures on WV Birth to Three Standard Documents

**ISSUE DATE:** March 10, 2004

**Clarification:**

West Virginia Birth to Three requires that all WV Birth to Three standard documentation forms that include a designated parent signature line must have an original signature of the parent or legal guardian. These documents must be forwarded to each child's educational record at the Regional Administrative Unit. Forms that do not have original parent signature as required are not legal source documents.

Standard documentation forms requiring parent signature include, but may not be limited to, all consents, Notice of Eligibility Determination forms, Individualized Family Service Plans, Intervention Activity Notes, Teaming Activity Notes, and Service Coordination Activity Notes.

Original source documents must be present in the child record at the RAU for any authorized service that is billed to the WV Birth to Three Central Finance Office. Failure to provide the above mentioned documentation will lead to a situation of re-payment.

Any practitioner or service coordinator enrolled in the WV Birth to Three System found to have parents or legal guardians signing blank documents will be in violation of the WV Birth to Three Central Finance Office Payee Agreement and will be dis-enrolled from the system.