



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

Child Last Name: _____
Child First Name: _____ MI: _____
DOB: _____
ID#: _____ Date: _____

PRIOR WRITTEN NOTICE

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

Proposed Action

☐ Initial Evaluation ☐ Change in Eligibility (Identification) ☐ Change in Location of Part C service (Placement) ☐ Change in Intensity/Frequency of Part C service	☐ Ongoing Assessment ☐ Addition of a Part C service ☐ Deletion of a Part C service ☐ Other: Please Specify:
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Reasons for the Proposed Action

Refused Action

☐ Initial Evaluation ☐ Change in Eligibility (Identification) ☐ Change in Location of Part C service (Placement) ☐ Change in Intensity/Frequency of Part C service	☐ Ongoing Assessment ☐ Addition of a Part C service ☐ Deletion of a Part C service ☐ 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.