



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 letter is being sent to you as the result of the Individual Family Service Plan review conducted on _____. WV Birth to Three values each family's rights and wants to make sure that you understand that you have a right to continue to receive WV Birth to Three services with your current practitioners, or other practitioners of your choice, or to decline services with WV Birth to Three if you are no longer in need of services.

Local WV Birth to Three service providers have made multiple attempts to contact you to provide the following IFSP services as determined through the Individualized Family Service Plan process.

At this time, WV Birth to Three service providers have been unable to schedule a meeting to continue your service/s. Attempts to contact you to schedule or reschedule visits were made by the following people, on the following dates.

Person/s Who Tried to Contact Family	Dates/ Methods of Attempted Contact
_____	_____
_____	_____
_____	_____
_____	_____

If you would like to reschedule with your IFSP service delivery team, you will need to call me at _____ or the RAU at _____ within 14 days so we may reschedule with you. If you do not call, your child's early intervention record will be closed. If the record is closed, your child will not receive WV Birth to Three services.

If you do not want services at this time, but decide in the future that you would like services, you may call the RAU toll free at 1-866-321-4728. Enclosed you will find a WV Birth to Three Procedural Safeguards booklet. The booklet contains information about your rights under the WV Birth to Three System. Please feel free to call with any questions.

Sincerely,

WV Birth to Three Service Coordinator
Address _____
