

Dear Family,

Welcome to WV Birth to Three! This booklet outlines family rights under WV Birth to Three and Part C of the Individuals with Disabilities Education Act (IDEA). These rights are referred to as procedural safeguards.

The purpose of early intervention is to provide each family of an eligible infant or toddler with information to make decisions about their child and family's needs, and skills that can assist them to help their child grow and develop. Procedural safeguards help to assure that services are provided to meet the unique needs of each child and family.

Every child and family seeking WV Birth to Three early intervention services under Part C of the IDEA has rights. Knowing these rights helps families have the information they need to be prepared to take an active role in deciding how needed services are provided. There will be many times throughout your participation in Birth to Three when your service coordinator will give you a copy of these procedural safeguards. You get a copy at different times, so you will always know that you have these rights.

It is important to us that you understand your rights. This booklet includes a general version of your rights, definitions of terms from the Federal regulations, and more specific details about your procedural safeguards. Because this booklet is an official notice of your rights under Federal regulations, some terms may be unfamiliar to you. If you need help in understanding any part of this information, please feel free to talk with your early intervention team, the State Birth to Three office, or an advocacy group such as West Virginia Parent Training and Information Center. We want to be sure that Birth to Three services are meeting your family's needs.

Sincerely,  
Pam Roush, Director  
WV Birth to Three

## **OVERVIEW OF GENERAL PARENT RIGHTS**

The general rights that parents have in WV Birth to Three include the following:

- The right to choose to participate or not in WV Birth to Three.
- The right to give written permission before any evaluations or services are provided.
- The right to timely evaluations and assessments.
- The right to receive timely notice of meetings and information about what will happen in meetings.
- The right to participate as a member of the team working with the child and family.
- The right to receive information about evaluations, assessments, services and changes considered, in a way that is easily understood.
- The right to know that permission is voluntary, and that any service not wanted can be refused without jeopardizing services that are wanted.
- The right, if the child is eligible for WV Birth to Three, to receive appropriate early intervention services as identified in the Individualized Family Service Plan (IFSP).
- The right to evaluation/assessment, IFSP development and IFSP services, and service coordination at no charge.

- The right to a service coordinator who helps to coordinate WV Birth to Three services and provides information about other resources that the family wants to know more about.
- The right to request a change in service coordinators or service providers.
- The right to receive timely written notice before anyone in WV Birth to Three proposes or refuses a change in a child's eligibility or services under WV Birth to Three.
- The right to have personally identifiable information be private, and not be shared with anyone unless written permission is given by the parent, or it is otherwise allowed by law.
- The right to review the child/family's early intervention record at the Regional Administrative Unit (RAU).
- The right to copies of any WV Birth to Three assessments, IFSP's or other records.
- The right to have ways to settle disagreements, including asking for help to resolve the issue, filing a state complaint, or asking for a due process hearing.

In addition to these general rights, parents and others have a right to be notified of specific procedural safeguard protections required under Federal regulations and assured through WV Birth to Three. The remainder of this booklet describes those specific procedural safeguards.

## **DEFINITIONS**

The following list provides definitions for terms referred to within the WV Birth to Three Procedural Safeguards and the Individuals with Disabilities Education Act, Part C.

**Consent** - Consent means that: (1) The parent has been fully informed of all information relevant to the activity for which consent is sought, in the parent's native language or other mode of communication; (2) The parent understands and agrees in writing to the carrying out of the activity for which consent is sought, and the consent describes that activity and lists the records (if any) that will be released and to whom; and (3) The parent understands that the granting of consent is voluntary on the part of the parent and may be revoked at any time.

**Days** - Days means calendar days.

**Evaluation and Assessment** - The law provides that all eligible children will receive early intervention services without regard to race, culture, religion, disability, or ability to pay. Eligibility is decided by an evaluation of the child within 45 days of the referral. The evaluation must be done by a multidisciplinary team of two or more qualified professionals who examine the child's medical history, development, and current abilities. If the child is eligible for services, the child and family have the right to ongoing assessments of the child's strengths, skill levels, progress, and needs.

**Impartial** - Impartial means that the person appointed to handle the complaint process is not an employee of any agency or other entity involved in the provision of early intervention services or care of the child; and does not have a personal or professional interest that would conflict with his or her objectivity in implementing the process. A person who otherwise meets the requirements of impartial is not considered an employee of an agency solely because the person is paid by the agency to implement the complaint resolution process.

**Individualized Family Service Plan (IFSP)** - Within 45 days of referral, each eligible child and family must have a written Individualized Family Service plan (IFSP) that includes the family's concerns, priorities, and resources for their child as well as the early intervention services needed. The IFSP is

written for a year or until the child's third birthday, and is reviewed at least every six months. The IFSP includes:

- the major outcomes for the child and family
- how progress will be measured
- what and where services will be provided
- when they begin and for how long
- methods of payment
- transition strategies to support the child's exit from Part C at his/her third birthday or earlier.

**Multidisciplinary** - Multidisciplinary means the involvement of two or more disciplines or professions in the provision of integrated and coordinated services, including evaluation and assessment activities and development of the IFSP.

**Native Language** - Native language, where used with reference to persons of limited English proficiency, means the language or mode of communication normally used by the parent of a child referred to or receiving Birth to Three services.

**Non Discriminatory** - Non discriminatory means that the evaluation and assessment of children and families under WV Birth to Three/ Part C shall be administered in a manner that assures at a minimum: (1) Tests and other evaluation materials and procedures are administered in the native language of the parents or other mode of communication, unless it is clearly not feasible to do so; (2) Any assessment and evaluation procedures and materials used are not to be racially or culturally discriminatory; (3) No single procedure is used as the sole criterion for determining a child's eligibility under this part; and (4) Evaluations and assessments are conducted by qualified personnel.

**Parent** - As used here, 'parent' means: (1) A natural or adoptive parent of a child; (2) A guardian; (3) A person acting in the place of a parent (such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the child's welfare); or (4) A surrogate parent who has been assigned in accordance with the requirements of Part C.

**Personally Identifiable** - Personally identifiable means that information includes: (1) The name of the child, the child's parent, or other family member; (2) The address of the child; (3) A personal identifier, such as the child's or parent's social security number; or (4) A list of personal characteristics or other information that would make it possible to identify the child with reasonable certainty.

**Regional Administrative Unit** - Regional Administrative Units (RAUs) receive a grant from the Office of Maternal, Child and Family Health to conduct identified components of the WV Birth to Three system at the regional level. Core responsibilities of the RAUs include: child find and public awareness; providing access to a central directory of services, research and resources; interagency collaboration; quality assurance activities; linking families to leadership opportunities and supports; linking families to other families of children with special needs; and serving as the system point of entry for all referrals of children living in the counties of the region.

**West Virginia Birth to Three** - West Virginia Birth to Three is the State's system of early intervention for all eligible infants, toddlers and their families. The West Virginia Department of Health and Human Resources (WVDHHR) is appointed by the Governor as the State's lead agency responsible for assuring that the system meets all requirements of the Individuals with Disabilities Education Act (IDEA), Part C. The WV Birth to Three early intervention system is administered by the Office of Maternal, Child and Family Health (OMCFH). More information about WV Birth to Three is available at [www.wvdhhr.org/birth23](http://www.wvdhhr.org/birth23).

## **PRIOR NOTICE AND NATIVE LANGUAGE**

Written prior notice must be given to the parents of a child eligible under WV Birth to Three a reasonable time before WV Birth to Three or a local service provider proposes, or refuses, to initiate or change the identification, evaluation, or placement of the child, or the provision of appropriate early intervention services to the child and the child's family.

The notice must be in sufficient detail to inform the parents about--

1. The action that is being proposed or refused; and
2. The reasons for taking the action.

A copy of the WV Birth to Three Procedural Safeguards booklet must be provided with all notices. The WV Birth to Three Procedural Safeguard booklet includes the State's complaint procedures, including a description of how to file a complaint under Part C of IDEA.

The notice must be written in language understandable to the general public; and provided in the native language of the parents, unless it is clearly not feasible to do so.

If the native language or other mode of communication of the parent is not a written language, the service coordinator shall take steps to ensure that the notice is translated orally or by other means to the parent in the parent's native language or other mode of communication; that the parent understands the notice; and that there is written evidence that the requirements of this paragraph have been met. If a parent is deaf or blind, or has no written language, the mode of communication must be that normally used by the parent (such as sign language, braille, or oral communication).

## **PARENT PARTICIPATION AND CONSENT**

Parents must have an opportunity to participate in meetings with Birth to Three practitioners to discuss and make decisions regarding the identification, evaluation, placement or provision of early intervention services for their child and family. Meetings are scheduled at a mutually agreed upon time and place. Parents receive written notice of the time, date and place of all Evaluation/Eligibility and Individualized Family Service Plan (IFSP) team meetings and a list of who will attend, early enough to ensure they are prepared to participate.

The WV Birth to Three System must have written parental consent before conducting the initial evaluation and assessment of the child, before providing identified early intervention services and before re-evaluating the child's eligibility annually. If parents choose not to consent to initial evaluation, re-evaluation, or initiation of early intervention services, the service coordinator will take reasonable measures to assure that the family is fully aware of the nature of the evaluation and assessment or the services that would be available, and the consequences of not providing consent. The service coordinator will explain to the family that evaluation and early intervention services cannot be provided without parent consent. Reasonable measures may include phone calls, correspondence and visits to the parent's home.

Except for the initial evaluation or re-evaluation for eligibility, refusal to consent to one activity may not be used to deny the parent or child any other service, benefit or activity of the WV Birth to Three System. Parents may choose not to give consent for any particular service without jeopardizing any other service, and they may refuse at anytime, even after accepting it, without affecting other early intervention services.

When a parent does not provide consent for initial evaluation, re-evaluation or an early intervention service, the WV Birth to Three service coordinator provides written prior notice as described in the previous section, informing the family of the System's proposal to evaluate or provide other early intervention service to the child, and the resulting inability to do so without the parent's consent.

In the case of referrals from Child Protective Services (CPS) under the Child Abuse Prevention and Treatment Act, the Regional Administrative Unit will inform CPS of the status of the referral.

### **SURROGATE PARENTS**

WV Birth to Three must ensure that the rights of children eligible under this part are protected if no parent (as defined in Sec. 303.18) can be identified; the public agency, after reasonable efforts, cannot discover the whereabouts of a parent; or the child is a ward of the State under the laws of that State. In such cases, WV Birth to Three is responsible for the assignment of an individual to act as a surrogate for the parent. The Interim or Ongoing Service Coordinator is responsible for determining if conditions exist under which a child needs a surrogate parent. Each RAU will collaborate with Local Education Agencies to identify and provide training for potential surrogate parents. In the case of children placed in the custody of the State of West Virginia, the Eligibility or IFSP team may assign the foster parent as a surrogate if the foster parent meets all other requirements for a surrogate parent.

Individuals selected as surrogate parents must have no interest that conflicts with the interests of the child he or she represents. They must have knowledge and skills that ensure adequate representation of the child. The assigned surrogate parent may not be an employee of any State agency or a person or an employee of a person providing early intervention services to the child or to any family member of the child. A person who otherwise qualifies to be a surrogate parent under paragraph (d)(1) of this section is not an employee solely because he or she is paid by a public agency to serve as a surrogate parent. A surrogate parent may represent a child in all matters related to the evaluation and assessment of the child; development and implementation of the child's IFSPs, including annual evaluations and periodic reviews; the ongoing provision of early intervention services to the child; and any other rights established under this part.

### **CONFIDENTIALITY OF CHILD RECORDS**

Both the Individuals with Disabilities Education Act (IDEA) and the Family Education Rights and Privacy Act (FERPA) require confidentiality of a child/family's educational record in WV Birth to Three. WV Birth to Three, including each RAU and all enrolled practitioners and service coordinators shall protect the confidentiality of personally identifiable information at collection, storage, disclosure, and destruction stages. One official at each RAU shall assume responsibility for ensuring the confidentiality of any personally identifiable information maintained at the RAU.

All persons collecting or using personally identifiable information must receive training or instruction regarding the State's policies and procedures under §300.127 and 34 CFR Part 99/FERPA. Each RAU shall maintain, for public inspection, a current listing of the names and positions of those employees who may have access to personally identifiable information.

Except as to disclosures addressed in §300.529(b) for which parental consent is not required by FERPA, parental consent must be obtained before personally identifiable information is disclosed to anyone other than officials of participating agencies collecting or using the information under this part, subject to paragraph (b) of this section; or used for any purpose other than meeting a requirement of this part. An RAU, as an educational entity subject to FERPA, may not release information from education records to participating agencies without parental consent unless authorized to do so under FERPA.

WV Birth to Three is required to provide each county school system with the name and contact information for children who may be eligible for Part B special education services. Birth to Three will forward this information to the county school system four months before a child's third birthday. Families will be given an opportunity to decline the referral.

## **DESTRUCTION OF RECORDS**

WV Birth to Three shall inform parents when personally identifiable information is no longer needed to provide services to the child and/or family. The information must be destroyed at the request of the parents. However, a permanent record of the child's name, address, and phone number; date of entry to the program; eligibility; dates of service; reason for and date of exit from WV Birth to Three may be maintained without time limitation.

## **OPPORTUNITY TO EXAMINE RECORDS**

The original educational record for each child eligible for WV Birth to Three is maintained at the Regional Administrative Unit covering the child's county of residence.

Parents have a right to inspect and review any education records relating to their children that are collected, maintained, or used by WV Birth to Three. The Regional Administrative Unit (RAU) shall comply with a request from a parent without unnecessary delay and before any meeting regarding an IFSP, or any hearing, and in no case more than 45 days after the request has been made.

A parent's right to inspect and review education records includes: (a) the right to a response from the Regional Administrative Unit to reasonable requests for explanations and interpretations of the records, (b) the right to request that the Regional Administrative Unit provide copies of the records containing the information if failure to provide those copies would effectively prevent the parent from exercising the right to inspect and review the records; and (c) the right to have a representative of the parent inspect and review the records.

Each RAU shall keep a record of parties obtaining access to education records collected, maintained, or used under Part C of IDEA (except access by parents and authorized employees of the participating agency), including the name of the party, the date access was given, and the purpose for which the party is authorized to use the records.

If any education record includes information on more than one child, the parents of those children have the right to inspect and review only the information relating to their child or to be informed of that specific information.

WV Birth to Three provides parents, upon request, with a list of the types and locations of education records collected, maintained, or used by the agency. Upon request the RAU will provide parents with copies of their child's records at no charge to the parent.

A Regional Administrative Unit may presume that the parent has authority to inspect and review records relating to his or her child unless the agency has been advised that the parent does not have the authority under applicable State law governing such matters as guardianship, separation, and divorce.

## **AMENDMENT OF RECORDS AT PARENT REQUEST**

A parent who believes that information in the education records collected, maintained, or used under this part is inaccurate or misleading or violates the privacy or other rights of the child may request the RAU/WV Birth to Three to amend the information. The RAU/WV Birth to Three shall decide whether to amend the information in accordance with the request within a reasonable period of time of receipt of the request. If the RAU/WV Birth to Three decides to refuse to amend the information in accordance with the request, it shall inform the parent of the refusal and advise the parent of the right to a hearing.

WV Birth to Three shall, on request to the State Birth to Three office, provide an opportunity for a hearing to challenge information in education records to ensure that it is not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the child.

If, as a result of the hearing, WV Birth to Three decides that the information is inaccurate, misleading or otherwise in violation of the privacy or other rights of the child, it shall amend the information accordingly and so inform the parent in writing. If, as a result of the hearing, WV Birth to Three decides that the information is not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the child, it shall inform the parent of the right to place in the records it maintains on the child, a statement commenting on the information or setting forth any reasons for disagreeing with the decision of the agency.

Any explanation placed in the records of the child under this section must be maintained by the RAU as part of the records of the child as long as the record or contested portion is maintained by the agency; and if the records of the child or the contested portion is disclosed by the RAU to any party, the explanation must also be disclosed to the party.

Parents may file a complaint with the Family Policy Compliance Office, Washington, D.C., or with the WV Birth to Three State Office, if they think that the confidentiality of educational records has been violated. Complaints filed with WV Birth to Three will be investigated as State complaints. WV Birth to Three has incorporated sanctions to ensure compliance with the requirements of Part C of the IDEA and WV Birth to Three policies and procedures.

### **MEDIATION**

As defined in Policy 5111, WV Birth to Three assures parents or other affected parties have a right to access mediation services in order to address disputes related to the identification, evaluation, or provision of appropriate early intervention services under Part C of IDEA. WV Birth to Three mediation process is voluntary on the part of all parties. Mediation may not be used to deny or delay a parent's right to an administrative proceeding or State complaint, or to otherwise deny the parent's or other party's rights under Part C of IDEA. The mediation must be conducted by a qualified and impartial mediator trained in effective mediation techniques.

Written requests for mediation are sent to the WV Birth to Three Continuous Quality Insurance (CQI) Coordinator in the Department of Health and Human Resources. The WV Birth to Three CQI Coordinator maintains a list of individuals who are qualified mediators and knowledgeable in laws and regulations relating to the provision of special education and related services, and coordinates the assignment of an appropriately qualified mediator. The WV Birth to Three CQI Coordinator will coordinate the assignment of an appropriately qualified mediator.

Each session in the mediation process must be scheduled in a timely manner and must be held in a location that is convenient to the parties to the dispute. The assigned mediator shall prepare a written mediation agreement which identifies the agreement reached by the involved parties. Discussions that occur during the mediation process shall be confidential and may not be used as evidence in any subsequent administrative proceeding or civil proceeding. The WV Birth to Three System shall bear the cost of the mediation meeting, except any legal representation that parents or other parties may choose to have present.

### **DUE PROCESS HEARINGS**

A parent may request a due process hearing regarding WV Birth to Three's proposal or refusal to initiate or change the identification, evaluation, placement or provision of appropriate early intervention services by submitting a written request for a due process hearing to the WV Birth to Three CQI Coordinator in the Office of Maternal, Child and Family Health at 350 Capitol Street, Room 427, Charleston, WV, 25301. The written request, submitted by the parent or the parent's attorney, must include the name and address of the child, name of the parent submitting the request, description of the facts related to the problem and proposed ways to resolve the problem, if known.

When a hearing is requested by the parent, WV Birth to Three will inform the parent of the right to mediation and of any free or low cost legal services available to the parent. WV Birth to Three/Office of

Maternal, Child and Family Health will be responsible for assigning an impartial hearing officer. The hearing officer assigned must have knowledge about the provision of Part C and about the needs of and services available for eligible children and their families. The hearing officer will perform the following duties:

- Listen to the presentation of relevant viewpoints about the complaint, examine all information relevant to the issues, and seek to reach a timely resolution of the complaint.
- Provide a record of the proceedings, including a written decision.

The impartial person may not be an employee of any agency involved in the provision of early intervention services or care of the child or child's family. The impartial person may not have a personal or professional interest conflicting with his/her objectivity in the complaint resolution process. Parties involved in administrative hearings/due process proceedings have the right to:

- be accompanied and advised by counsel and by individuals with special knowledge or training with respect to early intervention services for children eligible under Part C of IDEA.
- present evidence and confront, cross-examine, and compel the attendance of witnesses.
- prohibit the introduction of any evidence at the due process hearing that has not been disclosed to the parent at least five days before the hearing.
- obtain written or electronic verbatim transcription of the proceeding and obtain written findings of fact and decisions

Due process hearings are conducted at a time and place that is reasonably convenient to the parents. During the proceeding, the child will continue to receive appropriate early intervention services currently provided unless parent and public agency otherwise agree. If a complaint involves application for initial services, the child receives those services that are not in dispute.

Administrative hearing proceedings are completed and a written decision mailed to each party within thirty (30) days after the receipt of a parent's complaint. The provider is bound by the decision of the impartial decision-maker and is required to implement the decision unless it is reversed in a court of law. Any party aggrieved by the findings and decision as a result of an administrative complaint has the right to bring a civil action in State and Federal court. WV Birth to Three shall bear the cost of the due process hearing meeting, except for the cost of any legal or other representation that the family or other party may choose to have present.

## **STATE COMPLAINT PROCEDURES**

Any individual or organization, including an individual or organization from another state, may file a complaint that any public agency or private service provider is violating a requirement of Part C of the IDEA by filing a written complaint with the WV Birth to Three Director at 350 Capitol Street Room 427, Charleston, WV 25301. The complaint must be written and signed and include a statement of the State, other public agency, or local early intervention provider that is identified as violating a requirement of Part C law or regulations. The complaint must also include the facts upon which the complaint is based.

The alleged violation must have occurred not more than one year before the date the complaint is received by the Birth to Three Director, unless a longer period is reasonable because: 1) The alleged violation continues for that child or other children; or 2) The individual filing the complaint is requesting reimbursement or corrective action for a violation that occurred not more than three years before the date on which the complaint is received.

Written procedures for State complaints are disseminated to parents, other interested individuals, parent educator resource centers, Regional Administrative Units, protection and advocacy agencies, parent training and information centers and other appropriate agencies.

After the complaint is filed, the WV Birth to Three State Office will give the parent or other individual/agency the opportunity to provide information regarding the issues in the complaint. WV Birth to Three will investigate and resolve the complaint, including a review of all relevant information and an independent on-site investigation if necessary.

WV Birth to Three will offer mediation to the parent or other individuals and/or agencies involved. However mediation cannot be required nor used to delay the right to a timely resolution.

WV Birth to Three will issue a letter of findings within 60 days of receipt of the complaint. An extension of the timelines will be permitted only if exceptional circumstances exist with respect to a particular complaint.

The letter will address each allegation with findings of fact, reasons for final decisions, and instructions to the agency or individual to correct any violations found during the investigation. WV Birth to Three State staff will identify the corrective actions necessary to achieve compliance and offer technical assistance and negotiation. If the complaint involved the delivery of appropriate services and the agency/provider is found to have failed to provide appropriate services, WV Birth to Three will identify how the agency/provider must remedy the violation, including as appropriate the awarding of monetary reimbursement or other corrective action appropriate to the needs of the child and the child's family, and appropriate future provision of services for all infants and toddlers with disabilities and their families.

If a written State complaint is received on the same subject of a due process hearing, or contains multiple issues, of which one or more are part of a due process hearing, the complaint investigation on the issues that are the same will be delayed until the due process decision is issued. Remaining complaint issues will be investigated within the 60 day timeline using the State complaint procedures described above.

Parents with issues previously decided in a due process hearing will be notified that the hearing decision is binding. Parent complaints alleging a public agency's or private service provider's failure to implement a due process decision will be investigated.

### **ADDITIONAL INFORMATION**

For additional information or assistance in understanding the information in this booklet, you may contact the WV Birth to Three state office at:

**Telephone: (304) 558-5388 Fax: (304) 558-2183**  
**Toll Free in WV 1-800-642-9704/8522**  
**[www.wvdhhr.org/birth23](http://www.wvdhhr.org/birth23)**

## **West Virginia Birth to Three Regional Administrative Units**

### **Region 1 - Regional Administrative Unit**

Catholic Community Services  
Judith Bischof  
1025 Main Street, Suite 510B  
Wheeling, WV 26003  
(304) 214-5775; Fax (304) 214-5792  
Toll free 1-800-619-5697

**Serves: Brooke, Hancock, Marion, Marshall,  
Monongalia, Ohio, Tyler, Wetzel**

### **Region 2-Regional Administrative Unit**

The Arc of Wood County  
Helen Wilson  
521 Market Street #17  
Parkersburg, WV 26101  
(304) 485-2000; Fax (304) 865-2072  
Toll free 1-866-401-8919

**Serves: Calhoun, Doddridge, Gilmer, Harrison,  
Pleasants, Ritchie, Wirt, Wood**

**Region 3-Regional Administrative Unit**

River Valley Child Development Services  
Traci Dalton  
1701 Fifth Avenue Box 14  
Charleston, WV 25312  
(304) 414-4460; Fax (304) 414-4461  
Toll free 1-866-402-2094

**Serves: Clay, Jackson, Kanawha, Roane**

**Region 4-Regional Administrative Unit**

River Valley Child Development Services  
Barbara Tucker  
611 Seventh Avenue, Suite 205  
Huntington, WV 25701  
(304) 523-5444; Fax (304) 523-5556  
Toll free 1-866-WVBTT55 (1-866-982-8855)

**Serves: Boone, Cabell, Lincoln, Logan, Mason, Mingo, Putnam, Wayne**

**Region 5 Regional Administrative Unit**

MountainHeart Community Services  
Rachel Skavenski  
1200 Harrison Avenue, Suite 220  
Elkins, WV 26241  
(304) 637-2844; Fax (304) 637-2845  
Toll free in WV 1-800-449-7790

**Serves: Barbour, Lewis, Preston, Randolph, Taylor, Tucker, Upshur**

**Region 6-Regional Administrative Unit**

MountainHeart Community Services  
Janet Thompson  
P. O. Box 1610  
Lewisburg, WV 24901  
(304) 647-3810; Fax (304) 647-5521  
Toll free 1-866-229-0461

**Serves: Braxton, Greenbrier, Monroe, Nicholas, Pocahontas, Summers, Webster**

**Region 7- Regional Administrative Unit**

MountainHeart Community Services  
Cam Pulliam  
195 Davis Street/P.O. Box 5650  
Princeton, WV 24740  
(304) 425-2926; Fax (304) 425-7367  
Toll free 1-866-207-6198

**Serves: Fayette, Mercer, McDowell, Raleigh, Wyoming**

**Region 8 - Regional Administrative Unit**

RESA VIII  
Elizabeth M. Loy  
109 South College Street  
Martinsburg, WV 25401  
(304) 267-3595; Fax (304) 267-3599  
Toll Free 1-866-681-4957

**Serves: Berkeley, Grant, Hampshire, Hardy, Jefferson, Mineral, Morgan, Pendleton**

WV Birth to Three services and supports are provided under Part C of the Individuals with Disabilities Education Act (IDEA) and administered through the West Virginia Department of Health and Human Resources, Office of Maternal, Child and Family Health.