



**Individualized Family  
 Service Plan (IFSP)**

Child's Name: \_\_\_\_\_  
 Child's DOB: \_\_\_\_\_  
 Date: \_\_\_\_\_

**TRANSITION PLAN (STEPS AND ACTIVITIES)**

The IFSP must include the steps to be taken to support the transition of the child from the WV Birth to Three system. This section may be completed during a routine review or evaluation of the IFSP or at other times as appropriate.

*\* Consult each county's transition procedures for more details.*

ACTIVITY	TIMELINE REQUIREMENTS	DATE COMPLETE	OTHER INFORMATION
Inform families of transition options and timelines. Offer linkage to PERC and WVPTI.	At least 9 months before child's third birthday. May begin earlier for late spring, summer or fall birthdays.		
Service coordinator contacts all appropriate "potential" receiving agencies that family wants invited to a face-to-face planning meeting. Schedule the date, time and location.	It is important that the service coordinator initiates contact early with the individuals that the family wants to invite to the meeting, and attempts to schedule the meeting at a time and place that will facilitate attendance of all parties. The transition meeting must be held at least 90 days and no more than 9 months prior to the child's third birthday.		Examples of early childhood programs and supports that the family may choose to invite include: county school system, Head Start, Parents as Teachers, Starting Points, or other parent education groups.
Obtain consent from parents for release of relevant information from the child's WV BTT educational record.	Before sending notice of the face to face transition meeting and at any other appropriate juncture.		Parent consent must be specific about which documents are to be released to which parties.
Send Notice of Face-to-Face Transition Planning Meeting form to all IFSP team members, and other agencies or individuals who the family selects to attend the meeting. Attach copies of pertinent information from the child's WVBTT record (assessments, IFSP) to meeting notice.	At least two weeks prior to scheduled meeting and earlier if possible.		Face-to-face transition meetings are to be held for every child – even if the family does not desire to invite the school system or any other agencies to the meeting. The only exceptions are if families refuse to have such a meeting.
Remind other team members to be prepared to participate in the completion of the Transition Summary Update form at the face-to-face transition planning meeting or to send a summary of the child's current developmental status for the team's consideration if not able to attend the meeting face-to-face.	When sending notice of the meeting.		
Facilitate completion of the Transition Summary Update. Document discussion and activities of the face-to-face transition planning meeting utilizing the WV Birth to Three Teaming Activity note.	Team may complete prior to, or during the face to face meeting. Check the county procedures for preference. (posted on BTT website)		



WV Birth to Three  
 Office of Maternal, Child and Family Health  
 Bureau for Public Health  
 Department of Health and Human Resources

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Facilitate face-to-face meeting, ensuring that: families are informed of eligibility criteria, enrollment procedures, and the notification and/or referral process for Part B and other early childhood programs/services in the community (including the need for a valid birth certificate and immunization records); plans are made for exchanging any additional information that may be needed; strategies are identified to support a successful transition for the child and family.	Face-to-face meeting must occur at least 90 days, and up to 9 months prior to the child's third birthday.  Check each county's transition procedures posted on the WVBTT website for county dates for children with summer or early fall birthdays.		
Provide all participants with copies of completed activity note and Transition Summary Update.	Send copies within one week after meeting. Originals to the child record.		
If a Part B representative is not present at the meeting, and the family desires a referral to Part B, the service coordinator will assist the family to complete a letter of request for evaluation and will forward that request to the County Special Education director or designee. SC will document in child record.	Help family to complete letter during the face-to-face transition planning meeting.		
Arrange for return of all Assistive Technology equipment provided by WV Birth to Three unless it has been determined that the child continues to need the equipment. If the child needs the equipment after age three, the service coordinator will revise the WV Birth to Three Assistive Technology Loan Agreement to provide the family with the toll free numbers of the RAU and the WV Birth to Three State office in order to plan for return of the equipment to the State when no longer being used by the child.	During transition planning meeting – document on activity note and update loan agreement.		Remind the family that equipment purchased by BTT is state property and cannot be sold or otherwise disposed of by the family.
Follow up with family (and other participants as appropriate) to assure that activities identified during the face-to-face meeting are completed.	Immediately after meeting and until child transitions from BTT.		
Complete the Transfer/Transition form, recording all requested information. If the date of the face-to-face meeting was less than 90 days before the child's third birthday, be sure to include the reasons for the delay.	Within 5 days of the child's exit from WV Birth to Three.		
Submit completed Transition Plan to RAU.	Within 5 days of child's exit from WV Birth to Three.		