



Infant & Toddler Connection of Virginia

LICC/Provider Label (w/ Phone Number)

TO: Family

Address

City, State & Zip

RE: Child's Name

ID Number

Parental Prior Notice ITCV-PS-3(R) 09-02

Date: _____

Dear: _____

Infant & Toddler Connection of Virginia is required to provide you with written prior notice within a reasonable time (5 calendar days) 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 or family. This letter is to provide notice of the following: (check all that apply)

- _____ Evaluation & assessment of your child is not necessary at this time.
- _____ Your child is eligible for Infant & Toddler Connection of Virginia.
- _____ Your child is not eligible for Infant & Toddler Connection of Virginia.
- _____ An evaluation/assessment of your child for continued eligibility is necessary.
- _____ A meeting to develop the initial Individual Family Service Plan (IFSP) is needed.
- _____ A meeting to develop the annual Individualized Family Service Plan (IFSP) and discuss family fees is needed.
- _____ A meeting to revise or review the Individualized Family Service Plan (IFSP) is needed.
- _____ The required transition planning conference is necessary.
- _____ Other (describe) _____

Reasons why this action(s) is being proposed or refused including a description of information used to make this decision (i.e. screening results, evaluation/assessment procedures, reports, records, etc):

This notice includes a copy of the Notice of Child and Family Safeguards in the Infant & Toddler Connection of Virginia Part C Early Intervention System. As discussed in this information, you have the right to request mediation and/or an impartial due process hearing should you disagree with the above proposed or refused action(s).

Notice given in person mailed on _____ (date) by:

Sincerely, _____
Name/Title

Parent(s) Acknowledgment

I have received a copy of family rights and safeguards under Part C of IDEA (Notice of Child and Family Safeguards in the Infant & Toddler Connection of Virginia Part C Early Intervention System) and a copy of Facts About Family Fees along with this notice. This information and information about family fees (if given at this time) has been explained to me and I understand it.

Signature of Parent(s) Date

L If you received this notice by mail, please sign and return it to the address printed on the label above.

Attachment: *Notice of Child and Family Rights in the Infant & Toddler Connection of Virginia Part C Early Intervention System and Facts About Family Fees*

Optional: I understand the above and agree that these activity(s) by the Infant & Toddler Connection of Virginia System may occur prior to the 5-calendar-day prior notice timeline.

Note: *Parents are to receive a copy of this form.*

Initials of Parent(s) Date