



Programs for Infants and Children, Inc.  
 161 Klevin Street Suite 103  
 Anchorage, AK 99508-1508  
 Phone (907) 561-8060 Fax (907) 563-3172

Child's Name:  
 Date of Birth:

## Prior Written Notice

Date:

Dear

The Alaska Early Intervention/Infant Learning Program (EI/ILP) is required to provide you with prior written notice of certain activities within a reasonable time. (303.421(b)(1)) These activities include: proposing or refusing to initiate services; evaluating or changing the eligibility of your child; and changing the location or amount of early intervention services your family receives.

**This letter is to provide notice of the following:**

- oAn evaluation/ assessment is needed to determine your child's eligibility for EI/ILP services;
- oAn evaluation/ assessment is needed to assess your child's progress and ongoing EI/ILP service needs;
- oYour child is eligible for services and a meeting is needed to develop your child's IFSP;
- oYour child is not eligible for services;
- oAn IFSP meeting to review your child's IFSP is needed at which we may change an IFSP service, duration or frequency;
- oA transition planning conference for your child is needed at which we may change an IFSP service, duration or frequency;

The reason this action(s) is being proposed is (include a description of information used to make this decision, such as screening results, evaluation/assessment procedures, reports, records, etc):

This notice includes a copy of the Alaska Early Intervention/Infant Learning Program Parent Rights and Procedural Safeguards document. As discussed in this information, you have the right to disagree with any of the recommendations being made. If a disagreement cannot be resolved at the local level you may choose any number of options as detailed on the Early Intervention/Infant Learning Program Parent Rights and Procedural Safeguards document.

Sincerely,

\_\_\_\_\_

Name / Title

A copy of the Early Intervention/Infant Learning Program Parent Rights and Procedural Safeguards document is attached to this notice. If you have any questions or do not understand your rights, please contact your provider.

I have received a copy of the Early Intervention/Infant Learning Program Parent Rights and Procedural Safeguards document. This information has been explained to me and I understand it.

Signed By \_\_\_\_\_

Date \_\_\_\_\_