

		The Children's Integrated Services Guidance Manual
Chapter:		Chapter 9
Subject:		Part C to Part B Late Referral Transition Policy and Procedures
Approved:	Karen Garbarino	Effective: 7/1/13

In compliance with new federal IDEA Part C 303.209(b)(ii)(iii) regulations, the DOE and AHS jointly developed the following late referral transitions policy and procedures to implement when children are referred to the Children's Integrated Services/Early Intervention (CIS/EI) within 90 days of their 3rd birthday.

If a child is referred to CIS/EI within 45 days of their third birthday:

- CIC/EI is not required to conduct an evaluation, assessment or initial One Plan meeting for CIS/EI but must consider eligibility for other CIS support services.
- If a child may be potentially eligible for Part B/Essential Early Education (EEE) services, the regional CIS/EI, with parental consent, shall make a referral to the LEA where the child resides.

If a child is determined eligible for Part B/Essential Early Education (EEE) services, more than 45 days but less than 90 days before that child's third birthday:

- The regional CIS/EI must provide transition notifications as soon as possible to the LEA where the child resides and the Part C State office.
- The Part C state office will provide written notification as soon as possible to the SEA for all children determined eligible for early intervention services

Best Practice Guidance:

If a child is referred 45 days but less than 90 days before their third birthday, parental rights will be provided and family will be fully informed about the following Part C and Part B option that may address their child and family needs;

The family* may:

1. Proceed with CIS/EI initial evaluation if eligible, convene a One Pan (IFSP) /Transition meeting and begin early intervention services **or**,
2. Proceed with Early intervention services due to immediacy of needs and significant concerns about the child's mental and/or medical condition. Develop and "interim" One Plan (IFSP) and begin early intervention service as warranted. Team will discuss appropriateness of conducting Part C and/or Part B initial evaluation and eligibility determination **or**,
3. Proceed with referral to LEA. LEA must act on referral with 3 school calendar days. An education support team (EST) or other school based team will gather information and concerns, e.g., reason for referral, developmental concerns, screenings, health records, etc. If warranted, the LEA will proceed with the initial Part B special education evaluation, if the child is determined eligible under Part B EEE criteria, the LEA will convene and Individual Education Plan (IEP) meeting within 30 days of eligibility determination.

*Due to limited time, a family may choose a direct referral to the school rather than pursuing an Early Intervention evaluation. There will be no requirement for a transition meeting and the school will identify the parent as the primary referral source.

If a child is determined eligible for CIS/EI services more than 90 days before their third birthday:

- The service coordinator will immediately inform the local school district and the Part C state office (informs the SEA) of a child who may be potentially eligible for EEE and proceed with Early Intervention Services.
- Transition requirements do not change but teams may choose to hold the One Plan Meeting and Transition meeting at the same time depending on individual cases and parental choice.