

Referrals from Part C (Early Intervention) to Part B (Early Childhood Special Education)

April 2017



Referral for a child anticipated to start at the beginning of the upcoming school year (age eligible – two (2) years old by September 30)

Transition Conference

- Occurs 90 calendar days to nine months prior to anticipated transition to next program.
- Representatives from Part B must attend.
- Meeting must meet criteria of Individualized Family Service Plan (IFSP) Meeting.

Referral

- Referral to school divisions must be by April 1. This allows divisions adequate time to plan for incoming children. If the child is found eligible, no lapse in services between programs should occur.

Referral for a child turning three (3) years old (transition by third birthday)

Transition Conference

- Occurs 90 calendar days to nine months prior to child's **third** birthday.
- Representatives from Part B must attend.
- Meeting must meet criteria of Individualized Family Service Plan (IFSP) Meeting.

Referral

- For referral to school divisions, **allow 65 business days plus 30 calendar days before third birthday**. If the child is found eligible, no lapse in services between programs should occur.

The school division is to let the local **Infant & Toddler Connection (I&TC)** know the designee to receive the referral.

Child suspected of having a disability is **REFERRED** to the School Division Special Education Director or Designee.

Special Education Director or Designee reviews referral.

THIS STARTS THE 65 DAY ELIGIBILITY TIMELINE.

Additional information is needed to determine if an evaluation should be completed. The referral is sent to the school-based team (within 65 day timeline).

There is enough information to complete evaluation for determining Part B eligibility.

An alternate action may be decided with parental agreement and documentation (e.g., screening, close monitoring, no evaluation at this time) and **the process (65 day timeline) is stopped**.

Eligibility Committee Meeting

- School divisions may accept/consider up-to-date information from Part C programs for eligibility (review of existing data). Part C representation is encouraged. At parental request, Part C representative(s) is invited to eligibility meetings to present evaluation information.
- Educational needs of the child shall be made by a team of qualified professionals and the parent of the child.
- Eligibility must be determined **within the 65 day timeline from date of referral**.

If a child is found eligible during the summer, the IEP team determines when services begin and if the child waits until the fall or needs services immediately and requires Extended School Year (ESY) services.

CHILD IS FOUND ELIGIBLE

- IEP team has 30 calendar days to develop an IEP.
- Part C representation is encouraged. At parental request, Part C is invited to contribute performance information based on Part C services.
- Implementation date is an IEP team decision. The IEP is to be implemented as soon as possible and within a reasonable amount of time.

CHILD IS NOT FOUND ELIGIBLE

- The family, with Part C, may decide (prior to age three) on other possible community services.
- The eligibility team may provide information about other resources available in the community.

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The referral process presumes parental consent for timely referral from the I&TC to the local school division. If parents choose to refer their child at a later date, the local division has 65 days from the time of receipt of referral by the Special Education Director or designee to complete the evaluation and eligibility process. If the child is determined eligible, the school division has 30 calendar days to develop the IEP.