



Place Provider Label with phone number here

Family: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Child Name: \_\_\_\_\_

Child's DOB: \_\_\_\_\_

### 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:** (check all that apply)

- Your child is eligible for services and a meeting is needed to develop your child's IFSP.
- Your child is not eligible for services.
- An IFSP meeting to review your child's IFSP is needed at which we may change an IFSP service, duration or frequency.
- A transition planning conference for your child is needed at which we may change an IFSP service, duration or frequency.
- Other (describe):

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):

Ø Enter Text here

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 me.  
OR  
 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.

\_\_\_\_\_  
Initials of Parent(s)

\_\_\_\_\_  
Date

*Note: Parent(s) to receive a copy of this form.*