

**INTERAGENCY AGREEMENT
PART C OF THE INDIVIDUALS WITH DISABILITIES EDUCATION ACT
BETWEEN
ALTA CALIFORNIA REGIONAL CENTER (ACRC)
AND
COUNTY OFFICES OF EDUCATION (COEs)**

**Colusa COE, El Dorado COE, Nevada COE, Placer COE, Sacramento COE,
Sierra COE, Sutter COE, Tahoe/Alpine COE, Yolo COE and Yuba COE**

July 1, 2024 to June 30, 2025

For Implementation of Part C of the Individuals with Disabilities Education Act,
Early Start

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1. PURPOSE

The purpose of this agreement is to describe selected policies and procedures of Alta California Regional Center (ACRC) and the 10 Alta Catchment Area County Offices of Education (COEs) relating to the implementation of the California Early Start Regulations. Specifically, this agreement will define the service and financial responsibilities of each agency, procedures for resolving disputes, and other components necessary to ensure effective cooperation and coordination between the agencies.

2. PARTIES

The parties to this agreement are ACRC and Colusa COE, El Dorado COE, Nevada COE, Placer COE, Sacramento COE, Sierra COE, Sutter COE, Tahoe/Alpine COE, Yolo COE and Yuba COE.

3. TARGET POPULATION

This agreement applies to eligibility, activities, and services performed on behalf of infants and toddlers, birth through thirty-six months of age, and their families, who are eligible infants and toddlers for California Early Start Services. (see Appendix A)

4. PAYOR OF LAST RESORT

A. Financial Responsibility

ACRC and Colusa COE, El Dorado COE, Nevada COE, Placer COE, Sacramento COE, Sierra COE, Sutter COE, Tahoe/Alpine COE, Yolo COE and Yuba COE will operate within the provisions of the State Interagency Agreement executed between the Department of Developmental Services and the California Department of Education on September 9, 1993. The state agencies have signed contracts since the 1993 date of the Inter-Agency Agreement. The provisions entitled "Payer of Last Resort" are outlined in Appendix B.

B. Maintenance of Effort

ACRC is the designated payer of last resort for children jointly served by ACRC and Colusa COE, El Dorado COE, Nevada COE, Placer COE, Sacramento COE, Sierra COE, Sutter COE, Tahoe/Alpine COE, Yolo COE and Yuba COE. As an LEA, the 10 ACRC Catchment Area COEs shall provide Early Start services to infants and toddlers that meet both agencies' eligibility criteria provided the LEA does not exceed its 1980-81 mandate and its 1992-93 level of state funding. Once the LEA reaches its funded capacity, ACRC would then assume responsibility for providing Early Start services to mutually eligible children.

If a designated COE is not at their funded capacity and, after reviewing the referral, the case appears to be appropriate for the designated COE; the coordinator of the designated COE will contact the local ACRC office to notify them of the case and the ability to accept the case.

The designated COE assumes the responsibility to keep ACRC advised of their enrollment numbers on a monthly basis to assist with referrals and intake procedures.

ACRC:

If a referral is received by ACRC where the disability appears to be speech and language only, ACRC will process the intake for a child up to 36 months of age.

If ACRC receives a referral for a child with solely a low incidence disability, ACRC will forward the referral to the designated COE within the five-day timeline noted above.

The 45-day intake time period begins on the day the public agency receives the referral within the five working days of identification of an infant or toddler who may be in need of Early Start service. At the time the

When a referral is received and processed, a service coordinator will be assigned by the lead agency on the case.

5. PROGRAM IMPLEMENTATION POLICIES

A. Child Find Activities

Child find activities include those activities designed to locate individuals, birth to 3 years of age, who may be eligible and in need of Early Start Services. Child find activities are those undertaken to foster awareness and understanding on the part of educators, parents, and other community members, of eligibility criteria for Early Start services, referral procedures, and the range and extent of Early Start services available. Child find activities also include informing parents/guardians, physicians, or other agencies (i.e. Health Department, Hospitals, etc.) of their right to refer an infant or toddler for assessment to determine eligibility and need for Early Start Services.

Ongoing child find activities that are conducted within the 10 COEs may include but are not limited to:

1. Public Search is a systematic distribution of information to the public about infants and toddlers who may qualify for Early Start services.
2. Educational Agency Search is a systematic distribution of information to the LEAs within COEs about infants and toddlers who may qualify for Early Start services.

B. Referral & Intake Procedures

All parties to this agreement will forward a copy of the completed intake form by fax, email or U.S. mail to the appropriate agency within five working days (as noted in the federal regulations) of identification. (See Appendix A for Solely Low Incidence Disabilities)

Colusa COE, El Dorado COE, Nevada COE, Placer COE, Sacramento COE, Sierra COE, Sutter COE, Tahoe/Alpine COE, Yolo COE and Yuba COE:

A LEA within the 10 ACRC Catchment Area COEs will follow the process outlined in the COE local policies and administrative regulations for referral of an infant or toddler for Early Start services. The agencies agree:

If COE Infant Program receives a referral for a child with a disability other than a

low incidence disability, the referral will be faxed or emailed to ACRC within the five-day timeline.

If a COE is not at their funded capacity and, after reviewing the referral, the case appears to be appropriate for the COE; the coordinator of the COE will contact the local ACRC office to notify them of the case and the ability to accept the case.

The designated COE assumes the responsibility to keep ACRC advised of their enrollment numbers on a monthly basis to assist with referrals and intake procedures.

ACRC:

If a referral is received by ACRC where the disability appears to be speech and language only, ACRC will process the intake for a child up to 36 months of age.

If ACRC receives a referral for a child with solely a low incidence disability, ACRC will forward the referral to the designated COE within the five-day timeline noted above.

The 45 day intake time period begins on the day the public agency receives the referral within the five working days of identification of an infant or toddler who may be in need of Early Start service. At the time the referral is

received and processed, a service coordinator will be assigned by the lead agency on the case.

C. Assessment Procedures

The designated COE is obligated to assess and provide services to infants and toddlers with a suspected low incidence disability (Appendix A). If the designated COE is not at their capacity, it is agreed that the designated COE will assess and provide services to infants and toddlers with suspected delay(s) in one or more of the five developmental domains (Appendix A) and possibly requiring Early Start services. ACRC is to provide assessments to all infants who appear not to be solely low incidence.

The assessment plan will be completed and parent signature obtained by the lead agency who has assigned the interim service coordinator to the case.

The designated COE Schools Infant Program will obtain the signature for the assessment plan for those children suspected of having a low incidence disability.

ACRC will obtain the signature for the assessment plan for those children that have been referred to the designated COE.

A Release of Information will be obtained by the service coordinator of both agencies.

Procedural safeguards updated to reflect IDEA 2004 will be given to the family at the time the assessment plan is signed.

Assessment data obtained by one agency will be made available and accepted by the second agency for use in determining eligibility and service needs.

Appropriate releases are to be obtained from the parent prior to releasing assessment data between the agencies. For those infants/toddlers determined to be dually eligible for education and regional center services, the following process and procedures will be implemented:

When the designated COE is the lead agency on a case, they take responsibility for obtaining all needed signatures and sharing information with ACRC.

When ACRC is the lead agency on a case, they will take responsibility for

obtaining all needed signatures and sharing information with the designated COE.

The portion of the assessment which addresses family concerns, priorities and resources is voluntary on the part of the family and will be included on the IFSP document.

The assessment report will be developed and presented at the initial IFSP meeting. The assessment report will include but not be limited to the following areas:

- o Standardized and Non-Standardized Assessment Tools
- o Observations
- o Parent Input
- o Information from outside assessments and/or agencies
- o Health Summary (including vision and hearing status)

The report will also address the child's areas of strengths and weaknesses,

eligibility for Early Start Services, suggested outcomes and services to be addressed in the IFSP.

D. Eligibility for Early Start Services:

The determination of eligibility for an infant or toddler shall be made by the IFSP team including the designated COE multidisciplinary team with qualified personnel from ACRC and/or the designated COE. The determination shall be made with the participation of all parties, including the parent. No single procedure shall be used as the sole criterion for determining an infant's or toddler's eligibility.

For infants and toddlers who meet dual eligibility criteria and receive services from both ACRC and the designated COE, ACRC is responsible for providing or purchasing Early Start services that are beyond the funded capacity of the LEA. The LEA shall provide services up to their funded capacity.

Please refer to Appendix A for agency eligibility criteria.

E. Individualized Family Service Plans (IFSP) and Service Coordination

Parties to this agreement will participate in the multi-agency IFSP meeting for any infant or toddler who is eligible for services by ACRC and/or designated COE.

Initial IFSP Meeting will be held within 45 days of the receipt of the referral.

The interim service coordinator of the lead agency is responsible for notifying all parties of the IFSP. If needed, the lead agency will provide the services of an interpreter. In cases where both agencies have assessed the child, the

designated COE agrees to assume the role of the interim lead agency by providing interim service coordinator services by notifying the parties of the IFSP meeting and making arrangements for an interpreter. At the initial IFSP meeting, the service coordinator will be assigned and the lead agency designated. The process for determining a service coordinator is identified in Title 14, California Early Intervention Services Act (Appendix C).

A periodic review of the IFSP will be conducted at least every six months by the identified IFSP Service Coordinator and the parent(s) either in a meeting

by alternate means that is acceptable to the parent and the LEA. Before any changes are implemented, an IFSP meeting must be held and the revisions to the plan must be documented on the IFSP form at the meeting. For dually enrolled infants/toddlers a copy of each IFSP must be sent to the other agency for their records. When a new, additional or revised service(s) is offered at an IFSP meeting, the lead agency shall ensure that the appropriate team members attend the IFSP either in person or be available by alternate means. It is understood that each agency can only commit to providing services funded by that agency.

An Annual IFSP shall be held to document the progress and revise provisions of services to the infant/toddler. Arrangements for the meeting shall be made with and written notice provided to the parent and other members in a timely manner to ensure attendance at the IFSP meeting by the service coordinator.

For dually enrolled children, both agencies agree to participate in the annual IFSP review meeting when appropriate.

For cases requiring an interpreter at an IFSP meeting, the agencies agree to the service coordinator of the lead agency shall arrange for services on a case by case basis.

A common Individualized Family Service Plan form will be used by the provider agencies party to this agreement. The parties to this agreement must agree to any modifications made to the forms prior to implementation. The forms will be reviewed and an agreement signed annually to determine if modifications are needed prior to June 30th of each year.

IFSP forms will be provided by the designated COE service coordinator or COE administrator.

The representative from each public agency will have the authority to offer services and sign the IFSP document on behalf of that agency.

F. Transition Procedures

The LEA(s) as identified in the designated COE Local Plan shall conduct a special education assessment and hold an IEP meeting prior to the child's third birthday to determine eligibility for special education and related services. Pursuant to the requirements contained in Title 34 Code of Federal Regulations, Section 303.344, each LEA or their designee shall participate in the transition planning for toddlers served under the Early Start

services for, before the toddler is two years nine months, or at the discretion of all parties up to six months before the child turns three to ensure an IEP is developed and implemented by the toddler's third birthday.

Six months prior to the child's third birthday, the service coordinator of the lead agency shall:

- 1) Notify the parent that transition planning will occur within the next three months.
- 2) Notify the LEA of an IFSP transition planning meeting. The federal and state law requires the attendance of an LEA representative or their designee pursuant to 34 CFR 300.132.
- 3) Collaborate with the LEA providing preschool service of the date, time and location for the transition planning meeting.

G. Interim Placements

When an eligible infant or toddler moves into a designated COE which is serviced by ACRC, all agencies agree to use existing information from the

previous service provider of the Early Start services including the existing IFSP, assessment documents or any other pertinent data. This will assist the agency(s) to determine continued eligibility, service delivery and to minimize delay in the provision of appropriate Early Start services.

The procedures contained in Welfare and Institutions Code section 4643.5, pertain to transfers between regional centers. These procedures shall apply to an infant or toddler with an existing IFSP who moves from an area where he or she received Early Start services from a regional center into the ACRC service area.

The procedures contained in Education Code section 56325, pertaining to an IEP, shall apply to an infant or toddler with an existing IFSP who moves from an area where he or she received early intervention services from an LEA into the service area of the designated COE agree to provide services to such an infant/toddler if operating below the funded capacity, or for an infant or toddler with a low incidence disability.

H. Provision of Services

The administrator of the designated COE will provide monthly and proposed yearly calendars reflecting the schedule of the provision of services.

ACRC and the educational agencies agree that children cannot be placed on waiting lists for Early Start services which the child requires as outlined on the IFSP.

The agencies agree that the IFSP must address the services the child requires as determined by the IFSP team, regardless if the services are available at the time of the IFSP meeting.

I. Availability of Agency Staff

ACRC and the designated COE will provide a process and procedure that will allow for the receipt of referrals twelve months a year.

J. Procedural Safeguards

Procedural Safeguards will be given to families at the initial, and all other IFSP meetings. The parties to this agreement will abide by the Procedural Safeguards as outlined in the Federal Law and state regulations in

Chapter 2, Early Start Services.

K. Surrogate Parents

The designated COE agrees to share listing of trained surrogate parents with ACRC. The surrogate parent will be appointed by the IFSP service coordinator on an as needed basis.

ACRC or LEAs shall assign an individual to act as a surrogate parent if:

- 1) No parent can be identified;
- 2) The infant or toddler is a dependent of the juvenile court and the parental rights of the parent have been limited by the court or relinquished; or
- 3) The parent cannot be located, after reasonable efforts by the ACRC or LEA.

A surrogate parent may represent an infant or toddler in all matters related to:

- 1) The evaluation and assessment of the infant or toddler;
- 2) Development and implementation of the infant's or toddler's IFSP

- 3) The ongoing provision of early intervention services to the infant or toddler;
- 4) Requesting mediation or due process hearings; and
- 5) Any other early intervention service established under Part C of the Individuals with Disabilities Education Act, Title 20 United States Code Sections 1431-1445.

L. Dispute Resolution

The following steps will be implemented if a dispute arises between the designated COE, and/or the LEAs within the designated COE and ACRC as to:

- 1) The eligibility of the infant or toddler for Early Start services;
- 2) Which agency is responsible for the infant and family evaluation and assessment, service coordination, and the development and implementation of the IFSP;
- 3) Which agency is responsible for the provision of Early Start services as identified on the IFSP; and
- 4) Conflict with a service provider(s)

Every attempt should be made to resolve the dispute at the lowest possible level within 10 working days from date of the written request for dispute was received.

The service coordinator identified on the IFSP and the representatives from the agencies involved in the case will meet within 10 working days.

If the issue(s) is not resolved at such meeting, the parties will request the assistance of the appropriate COE Director and/or LEA special education administrator and ACRC administrator.

If resolution of the dispute is not achieved the following parties agree to meet

to try to resolve the dispute within 20 days of receipt of the written notification of the issues and the attempts to resolve the issues:

- o Director of ACRC
- o The appropriate COE Director and/or LEA special education administrator
- o The appropriate County Superintendent of Schools and/or LEA superintendent.
- o This meeting shall take place within 60 calendar days, DDS and CDE for a state level review and resolution.

The parties can request mediation assistance from the California Department of Developmental Services (DDS) and/or the California Department of Education (CDE).

The state-level review will be conducted jointly by DDS and CDE and a decision rendered in 60 calendar days of receipt of the dispute.

Status of Services During a Period of Dispute

Pending the resolution of a dispute, a child must continue to receive the Early Start services as outlined in the IFSP. If the dispute involves the initial Early Start services, the child must receive all of the Early Start services identified and agreed to in the IFSP.

Assignment of Financial Responsibility

Pending the resolution of a dispute between the agencies, the fiscal responsibility of the services will remain as outlined in the last signed IFSP.

6. ADDITIONAL COMPONENTS

A. Joint Meetings between the Agencies

Both ACRC and the designated COE agree to participate in monthly meetings. The Service Coordinators will schedule the monthly meetings in July of the current year through June of the following year. The location of the monthly meetings will be identified by the Service Coordinators. The meeting will be used for information sharing of current caseload data, referrals, cases with or possible dual eligibility, transitioning timeline of cases from Part C to Part B, and scheduling of IFSP meetings or IEP meetings. For those dually eligible cases, the issues of gaps in services or other issues with a case will be addressed at these meetings.

B. Joint Trainings

Training needs will be discussed at COE Program monthly meetings noted in the item above. The training needs discussed will be reported to the supervisory level to determine joint training and funding for training possibilities.

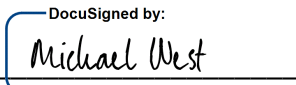
7. TERMS OF AGREEMENT AND REVIEW SCHEDULE

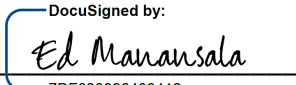
This agreement shall be in effect from July 1 of the current fiscal year until June 2025. The parties agree to review the document yearly in order to ensure compliance with federal and state mandates. With the written concurrence of all parties, the agreement may be extended until revised with signatures of approval by all parties.

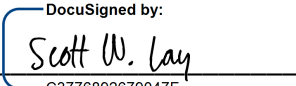
8. APPROVAL

IN WITNESS WHEREOF, the Parties via their respective authorized representatives have executed and entered into this Agreement as of the date set next to the signatures below.

**SUPERINTENDENT OF SCHOOLS for the following County Offices of Education:
Colusa COE, El Dorado COE, Nevada COE, Placer COE, Sacramento COE,
Sierra COE, Sutter COE, Tahoe/Alpine COE, Yolo COE and Yuba COE**

Date: 4/30/2024 By: 
Michael West
Superintendent Colusa COE

Date: 4/25/2024 By: 
Ed Manansala, Ed.D.
Superintendent, El Dorado COE

Date: 4/30/2024 By: 
Scott Lay
Superintendent, Nevada COE

Date: 5/14/2024

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By: Gayle Garbolino-Mojica
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Gayle Garbolino Mojica
Superintendent, Placer COE

Date: 4/30/2024

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By: David W. Gordon
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David W. Gordon
Superintendent, Sacramento COE

Date: 4/25/2024

DocuSigned by:
By: James Berardi
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James Berardi
Superintendent, Sierra COE

Date: 4/26/2024

DocuSigned by:
By: Tom Reusser
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Tom Reusser
Superintendent, Sutter COE

Date: 4/25/2024

DocuSigned by:
By: Ken Burkhardt
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Ken Burkhardt
Superintendent, Tahoe/Alpine COE

Date: 5/10/2024

DocuSigned by:
By: Garth Lewis
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Garth Lewis
Superintendent, Yolo COE

Date: 4/25/2024

DocuSigned by:
By: Rob Gregor
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Rob Gregor
Superintendent, Yuba COE

Alta California Regional Center

Dated: 4/29/2024

DocuSigned by:
By: Lori Banales
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Lori Banales, Executive Director

A. APPENDIX A – ELIGIBILITY CRITERIA

The term "Eligible infant and toddler" for the purposes of this title means infants and toddlers from birth through two years of age, for whom a need for early intervention services, as specified in the Individuals with Disabilities Education Act (20 U.S.C. Sec. 1471 et. seq.) and applicable regulations, is documented by means of assessment and evaluation as required in Sections 95009 and 95028 and who meet one of the following criteria:

- 1) Infants and toddlers with developmental delay.
A developmental delay exists if there is a significant difference pursuant to 52082 between the infant's or toddler's current level of functioning and the expected level of development for his or her age in one or more of the following developmental areas:

- A. Cognitive;
- B. Physical: including fine and gross motor, vision, and hearing;
- C. Communication;
- D. Social or emotional;
- E. Adaptive.

All infants/toddlers under 24 months at the time of referral and assessed with one 33% delay and infants and toddlers over 24 months at the time of the referral with two 33% delays or one 50% delay are eligible for ACRC services due to a "developmental delay" per (TBL) ABx4 9.

- 2) Infants or toddlers with established risk conditions.
An established risk condition exists when an infant or toddler:
 - A. Has a condition of known etiology which has a high probability of resulting in developmental delay; or
 - B. Has a solely low incidence disability. A low incidence disability means a severe disabling condition with an expected incident rate of less than one percent of the total statewide enrollment in kindergarten through grade 12.

For the purpose of this definition, severe disabling conditions are:

- ◆ Hearing impairments: means a condition, whether permanent or fluctuating, which impairs the processing of linguistic information through hearing, even with amplification, and which adversely affects an infant's or toddler's development. Processing linguistic information includes speech and language reception and discrimination.
- ◆ Vision impairments: means a visual condition which, even with correction, adversely affects the infant's or toddler's development.
- ◆ Severe orthopedic impairments: means a severe orthopedic impairment which adversely affects the infant's or toddler's development. Such orthopedic impairments include impairments cause by congenital anomaly, disease and other causes. or any combination thereof.

B. APPENDIX B – PAYOR OF LAST RESORT

- 1) Definition - "Payer of last resort" means Alta California Regional Center or a Local Education Agency (LEA within the 10 ACRC Catchment Area COEs) that is ultimately responsible to arrange, provide, or pay for Early Start services, as defined in 34 CFR, Section 303.12, as listed on an individualized family service (IFSP) after all other providers or payers have been considered and eliminated because their legal responsibilities have been fulfilled under state or federal law.
- 2) Alta California Regional Center shall provide, arrange, or purchase Early Start services, as required by the IFSP, and be payer of last resort for infants and toddlers determined eligible for Early Start services (See Appendix A). If a referral shall be made by the service coordinator and/or the parent, Alta California Regional Center shall be the payer of last resort after all other public and private sources for payment have been reviewed. Referrals to other providers that may have responsibility for payment may include but not be limited to California Children Services or Medi-Cal. This review shall not delay the provision of Early Start services on the IFSP. Early Intervention services on the IFSP shall begin as soon as possible.

- 3) LEAs within the designated COEs shall provide or arrange for Early Start services, as required by the IFSP, and be payer of last resort for infants and toddlers with solely low incidence disabilities. (Appendix A)
- 4) Infants who are visually impaired (VI) and who live in the designated COE will receive Visually Impaired (VI) services as stated in the IFSP by COE Office of Education VI staff. Infants who are visually impaired and who live in the designated COE will receive VI services as stated in the IFSP by COE staff.

C. APPENDIX C – SERVICE COORDINATION – LEAD AGENCY

Service Coordination means the activities carried out by a service coordinator to assist and enable an eligible child and the child's family to receive the rights, procedural safeguards, and services that are authorized to be provided under early intervention. Each child and the child's family eligible under the guidelines of the Early Start regulations must be provided with one service coordinator who is responsible for:

- ◆ Coordinating all service across agency lines; and
- ◆ Servicing as the single point of contact in helping parents to obtain the services and assistance they need.

The Service Coordinator is employed by the agency identified in the document as the Lead Agency for the individual cases.

Service coordination is an active, ongoing process that involves:

- ◆ Assisting parents of eligible children in gaining access to the early intervention services and other services identified in the IFSP;
- ◆ Coordinating the provision of early intervention services and other services (such as medical services for other than diagnostic and evaluation purposes) that the child needs or is being provided;
- ◆ Facilitating the timely delivery of available services; and
- ◆ Continuously seeking the appropriate services and situations necessary to benefit the development of each child being serviced for the duration of the child's eligibility.

Specific service coordination activities include but not limited to:

- ◆ Coordinating the performance of evaluations and assessments;
- ◆ Facilitating and participating in the development, review and evaluation of IFSPs;
- ◆ Assisting families in identifying available service providers;
- ◆ Informing families of the availability of advocacy services;
- ◆ Coordinating with medical and health providers; and
- ◆ Facilitating the development of a transition plan to preschool services.

Assignment of the Service Coordinator: All agencies agree that the service Coordinator must be persons who, are considered to have knowledge and understanding of:

- ◆ Infants and toddlers who are eligible for early intervention services
- ◆ Part C and the regulations
- ◆ The nature and scope of services available under early interventions, the funding streams as outlined by the state and other pertinent information.

ACRC and the COE Infant Program agree to the following process and procedure:

- ◆ If the student is receiving services from designated COE, the service coordinator will be the administrator or designee of designated COE;
- ◆ If the student is receiving services from a vendor of ACRC, the service coordinator will be the Alta case worker assigned to the case.

D. APPENDIX D - TRANSITION

All children receiving Early Start services are potentially eligible for special education and related services at age three and will be referred to the LEA. The purpose of transition is to begin planning for service options as the eligible child approaches age 3. The child who is served by either an LEA or Regional Center shall have the benefit of transition planning from early intervention services to the preschool services operated by an LEA under Part B of the Individuals with Disabilities Education Act. The IFSP service coordinator shall notify the LEA where the toddler resides that there will be a transition planning conference/IFSP requiring the attendance of an LEA representative to establish a transition plan in the IFSP not fewer than 90 days and not more than 9 months before the toddler's third birthday in accordance with 34 CFR 303.209 and 303.344.

Part B LEA

1.0 The Part B LEA understands that ALL children in Early Start are potentially eligible for special education and related services at age three; therefore, all Early Start children must be referred to Part B.

2.0 The Part B LEA shall coordinate with the Part C provider and family to identify a mutually agreeable date, time and location to hold the Transition Planning Conference.

Part C Provider (Regional Center or LEA)

1.0 The IFSP service coordinator will plan to hold a transition conference IFSP for all children in Early Start. The transition conference may occur as early as 27 mos. but no later than 90 days prior to the child's third birthday.

2.0 The IFSP service coordinator will coordinate with the Part B LEA personnel and family to identify a mutually agreeable date, time and location to hold the Transition Planning Conference. A written notice of the Transition Conference IFSP will be mailed to the family and

the LEA.

3.0 The Part B LEA representative must attend the Transition Planning Conference IFSP “not fewer” than 90 days before the child’s third birthday. This conference may occur, at the discretion of all parties, as early as 9 months before the child’s third birthday.

3.0 The IFSP service coordinator must hold a Transition Planning Conference IFSP with the family “not fewer” than 90 days before the child’s third birthday. This conference may occur at the discretion of all parties, as early as 9 months before the child’s third birthday.

4.0 During the Transition Planning Conference, the Part B LEA will participate in the discussion of the transition steps and services as part of the IFSP, including:

- Assessment process
- Timelines
- Eligibility criteria
- IEP meeting process
- Review service options in the least restrictive environment
- Suggest a notification/referral date at least 90 days prior to the third birthday

4.0 During the Transition Planning Conference, the IFSP service coordinator will facilitate discussion of the transition process as a part of the IFSP. The IFSP service coordinator will update and document:

- The steps and services that will support the child and family in order to have a smooth transition from Part C services to Part B services.
- Present levels of development
- Resources, priorities and concerns
- Review of progress on outcomes and continuing services
- Transition services and activities the IFSP team identifies as needed
- Notification referral date of at least 90 days prior to the third birthday
- Obtain written parental consent for additional information to be sent to the LEA at the time of referral beyond name, birth date and parent contact information
- To Provide a copy of the Planning

5.0 The Part B LEA will receive the official notification/referral from the Part C provider.

5.0 (a) The Part B LEA will review all of the information and determine if additional assessments are necessary. Within 15 days of receipt of the notification/referral, the Part B LEA will send the assessment plan to the parents for signature.

5.0 (b) The Part B LEA will confirm receipt of Part C notification/referral.

6.0 The Part B LEA, with parent/guardian consent will assess the child and provide a written assessment report to the IEP team.

7.0 The Part B LEA will send an IEP notice of meeting to the parent/guardian. At the request of the parent/guardian an IEP notice of meeting will be sent to the IFSP service coordinator.

5.0 The IFSP service coordinator, no later than 90 days before the child's third birthday, will notify the child's district of residence of all children that are "potentially eligible" for special education and related services through the Part B. This initial written notification/referral must include directory information (the child's name, child's date of birth and parent contact information names, address, and telephone numbers).

5.0 (a) The IFSP service coordinator will obtain written parental consent to send additional information to the Part B LEA that is beyond the directory information. The packet shall include the most recent evaluation and assessment information and copies of the child's IFSP that have developed and implemented.

6.0 The IFSP service coordinator may attend the initial IEP meeting at the request of the parent/guardian. The IFSP service coordinator may hold the Exit IFSP concurrently with the initial IEP meeting.

7.0 The ACRC service coordinator will staff the child's case with the ACRC eligibility team to determine Letterman eligibility by the child's third birthday