**Prior Written Notice and Meeting Notification Form**

**INSTRUCTIONS**

**Updated:** February 19, 2020

**Who is responsible:** Intake Coordinators and Service Coordinators

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**Purpose and Use**

The purpose of the form is to safeguard the family’s right to receive advance notice in writing before any service coordination or Early Intervention Service (EIS) provider action is proposed or initiated. **The parent must receive written notice in advance each time any of the following is proposed:**

- Closure of a referral for any reason.
- Termination of eligibility for any reason.
- All activities related to establishing the child’s initial or annual eligibility for the IDEA/Part C Early Intervention System.
- All activities related to developing, changing, or reviewing and IFSP.
- Each instance of starting, changing, or ending an IDEA/Part C service.

The Intake Coordinator and the Service Coordinator completes the Prior Written Notice/Meeting Notification form for each instance of the following:

<table>
<thead>
<tr>
<th>New referrals:</th>
<th>Children with IFSPs:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Closure of Referral</td>
<td>Update to screening for Autism Spectrum Disorder (18 and 24 months of age, and upon concern for children older than 24 months)</td>
</tr>
<tr>
<td>Orientation and Intake</td>
<td>Annual eligibility evaluation, including health, hearing, and vision</td>
</tr>
<tr>
<td>Developmental screening</td>
<td>Annual Family Assessment</td>
</tr>
<tr>
<td>Screening for Autism Spectrum Disorder (18 and 24 months of age, and upon concern for children older than 24 months)</td>
<td>Annual Child Assessment</td>
</tr>
<tr>
<td>Initial eligibility evaluation, including health, hearing, and vision</td>
<td>All types of IFSP Team meetings</td>
</tr>
<tr>
<td>Initial Family Assessment</td>
<td>Any addition of a new service to an IFSP</td>
</tr>
<tr>
<td>Initial Child Assessment</td>
<td>Any change to an existing service on an IFSP</td>
</tr>
<tr>
<td>Transition activities</td>
<td></td>
</tr>
<tr>
<td>Closure (exit for reason other than transition at age three).</td>
<td></td>
</tr>
</tbody>
</table>
Section 1: Child Information

Enter child’s legal first and last name, date of birth, BRIDGES ID number, , the name of the parent, and the date of the notice.

Section 2: Notice of Proposed Closure to IDEA/Part C Services

Complete only if a referral is proposed to be closed, the Intake Coordinator or Service Coordinator is unable to reach the parent of an eligible child, or the child’s eligibility is terminated for any reason.

Check the first box for all children, then check the box below that most accurately reflects the reason for closure or termination of eligibility.

Section 3: Notice of Screening, Evaluation, and Assessment

Complete only if proposed activities are required for the orientation and intake meeting, initial or annual evaluation of eligibility, or six-month updates of the family or child assessments. Use the ‘Other’ option if the child’s eligibility needs to be redetermined prior to the annual IFSP.

Check the box indicating the reason for the appointment, filling in the proposed date, time, and location of the appointment.

Check the box or boxes for the activities expected to be conducted during the appointment.

Section 4: Notice of IFSP Team Meeting

Complete only if proposed activities are required for developing, changing, or reviewing the child’s Individualized Family Service Plan.

Check the box indicating the need for an IFSP team meeting, and filling in the proposed date, time, and location of the appointment. All IFSP Team meetings must be held at a time and location that is convenient for the family.

Check the appropriate box for the type of IFSP Team Meeting: initial, change review, 6-month review, annual evaluation, or other. Only one box should be checked.

Check the appropriate box(es) for the purpose of the IFSP Team Meeting.

The Intake Coordinator or Service Coordinator is responsible for ensuring a copy of the Prior Written Notice and Meeting Notification form is sent to the parent and all other members of the child’s IFSP team before each proposed meeting. This action is documented in a BRIDGES’ service log.

Section 5: Voluntary Waiver of Prior Written Notice

If the family needs or prefers that the appointment or meeting be held before the proposed date, the parent must sign and date Section 5 and contact the Intake Coordinator or Service Coordinator to inform them of the
preferred date, time and/or location. A copy of the notice signed by the parent must be on file in the child’s IDEA/Part C educational record.

Section 6: Intake/Service Coordinator Contact Information and Signatures

In all circumstances in which prior written notice is required, the Intake Coordinator or Service Coordinator must enter their name, phone number, agency, e-mail address, and mailing address in Section 6.