

***North Carolina Infant-Toddler Program
BIOLOGICAL PARENT NOTIFICATION LETTER:
INSTRUCTIONS***

- Purpose:** To inform biological parent when a surrogate parent appointment has been made for Infant-Toddler Program services. When a biological parent is involved with his child, this notification explains the requirement of appointing surrogate parent, as well as responsibilities and limits of surrogate parent services.
Completion of this form follows determination of biological parent availability and involvement based on discussion with county Department of Social Services representative for children who need a surrogate parent.
- Instructions:** Typically, the Early Intervention Service Coordinator completes and signs this form. Enter child's name, date of birth, biological parent information, and CDSA representative signature.
Send original to biological parent. Submit a copy to county Department of Social Services, and file a copy in child's Infant-Toddler Program record.
- Disposition:** Infant-Toddler Program records, including financial and automated information, must be maintained based upon the Infant Toddler Program's record retention policy. Records must be archived in accordance with state requirements to ensure their preservation for the required length of time.