

## ***North Carolina Infant-Toddler Program Declining Early Intervention Services: Instructions***

- Purpose:** The purpose of this form is to obtain signed documentation when (1) a parent declines to proceed with initial IFSP development after a child is determined eligible for the Infant-Toddler Program; or (2) a parent declines all services as outlined on the IFSP and wishes to exit the Infant-Toddler Program.
- Completion of this form should occur when a child is determined eligible or continues to be eligible for the NC Infant-Toddler Program, and a parent is declining all services.
- Instructions:** Enter the child's name and date of birth. Complete applicable section and have parent sign and date. File completed form 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.