

## **North Carolina Infant-Toddler Program**

### **Prior Written Notice: Instructions**

- Purpose:** To provide parents with prior written notice before the Infant-Toddler Program proposes or refuses to initiate or change the identification, evaluation, or placement of a child or the provision of early intervention services for a child and family.
- Completion of this form should occur any time the Infant-Toddler Program is proposing or refusing to initiate or change the identification, evaluation, or placement of a child or the provision of early intervention services for a child and family. The notice must inform the parent about:
1. The action that is being proposed or refused;
  2. The reasons for taking the action;
  3. All procedural safeguards that are available under the Infant-Toddler Program; and
  4. The Infant-Toddler Program complaint procedure, which includes a description of how to request a complaint resolution and the timelines under these procedures. *(A copy of the North Carolina Infant-Toddler Program Notice of Child and Family Rights should accompany all prior written notice forms.)*
- Instructions:**
1. Enter the child's name and date of birth. Enter the date the form is being completed and the parent's name.
  2. Check the box(s) that reflect the action(s) being proposed or refused.
  3. Describe the reasons why the action is being proposed or refused in the required narrative box.
  4. Enter the name, title and contact information of the CDSA representative completing the prior notice.
  5. In the "For CDSA Use" box, document the date the prior notice was mailed or delivered to the parent. The parent should be given ten-day prior notice unless they agree to have the proposed action(s) occur sooner.
  6. The parent must be given a copy of the notice even if they agree not to wait the ten-day prior notice time.
  7. Distribution:  
File original completed form in the child's Infant-Toddler Program record.  
Give copy to parent as written prior notice of the proposed or refused actions(s).
- 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.