**Name**

Address

City, State, Zip

Date

Dear Parent/Caregiver/Guardian Name,

This letter is in reference to your child, Child's Name and Date of Birth , who is enrolled in the NC Infant-Toddler Program through the CDSA Name Children’s Developmental Services Agency (CDSA). One of the services provided through the CDSA is loaning your family Assistive Technology (AT) equipment to help with your child’s Individualized Family Service Plan (IFSP) outcomes.

It has come to my attention that you have not yet returned the AT equipment that was loaned to you. The Loan Agreement which you signed states *“I understand that the use of this assistive technology is by LOAN and I agree to return the AT when no longer needed to achieve an IFSP outcome, when my child is no longer enrolled, or when my child exits the NC Infant-Toddler Program”.* Our policy on loaning equipment states that *“the family may be responsible for the estimated value of a lost, unreturned or damaged device”.*

Please return the equipment to the CDSA by [10 day date] so that you will not be responsible for an unreturned item. If you are unable to make the return, please contact your service coordinator, Name of Service Coordinator, or the AT Loan Program at (828) 438-6502 to arrange for pick-up. If you believe that your child may still need the equipment, please contact your service coordinator who can provide you with resource information.

Please let us know if you have any questions.

Sincerely,

Director's Name & Credentials

Director, CDSA Name

cc:      , EISC,        
 Katie Sigmon, AT Loaning Program  
      , AT Contact,