



Infant & Toddler
Connection of Virginia

Department of Behavioral Health and,
Developmental Services

1 (800) 234-1448
TTY/TDD 1(804) 771-5877

1220 Bank Street, 9th Floor
P.O. Box 1797
Richmond, Virginia, 23218-1797
(804) 786-3710

Early Intervention Services - Notice of Action

Date:

TO: Name
Address
City/State/ZIP

Client's Name:
Member ID Number:

Dear :

The Infant & Toddler Connection of _____

Plans to take the following action effective _____:

This decision is based on:

Exceeded the 45 calendar days allowed for developing an initial Individualized Family Service Plan (IFSP) due to system reasons.

Took more than 30 calendar days after you signed the Individualized Family Services Plan (IFSP) to start one or more of the services listed on the IFSP due to system reasons.

If you disagree with the decision and action listed above, you have the right to request an appeal.

To request an appeal, please send written notification and the action that you disagree with within 30 days of the date on this letter. You may either write a letter or complete an Appeal Request Form. Forms are available from your Service Coordinator, on the internet at the Department of Medical Assistance Service's website at www.dmas.virginia.gov, at the Infant & Toddler Connection of Virginia's website at www.infantva.org, from the Part C Procedural Safeguard Specialist at (804) 786-3710, or by calling (804) 371-8488.

When completing the request for an appeal, be specific about what you are appealing and want to be reviewed. If you received a copy of the *Parental Prior Notice* form, please include this form with your appeal request.

The appeal request must be signed and mailed or faxed to:

APPEALS DIVISION
Department of Medical Assistance Services (DMAS)
600 E. Broad Street, Suite 1300
Richmond, VA 23219
FAX: (804) 371-8491

Under Part C of the Individuals with Disabilities Education Act, you also have the right to file an Administrative Complaint, request Mediation and/or a Due Process Hearing to assist in resolving any disagreements. For assistance, contact:

Procedural Safeguard Consultant
Infant & Toddler Connection of Virginia
PO Box 1797
Richmond VA 23218
(804) 786-3710
(FAX) (804) 371-7959

The Notice of Child and Family Rights and Safeguards in the Infant & Toddler Connection of Virginia Part C Early Intervention System provides more information about these dispute resolution options.

If you have any questions regarding the actions identified in this letter, you may contact me by calling _____

Sincerely,

Name
Title
Infant & Toddler Connection of _____

Enc:
Notice of Child and Family Rights and Safeguards in the Infant & Toddler Connection of Virginia Part C Early Intervention System.