

Dear {Coordinator}

This is your official notification of your contract number information and allocation amounts for 2004-2005. An electronic copy of your local contract with the specific fiscal information inserted is being sent to you via email following this email. If you are unable to open that attachment, please contact our office for a hard copy of the contract.

For those of you who are unable to open the email attachment the information you will need to complete your State Fiscal Year 2005 Commonwealth of Virginia Infant & Toddler Connection of Virginia Local Contract for Continuing Participation in Part C is listed below.

Please confirm the following information in section 8.0 Compensation and Payment (page 20) of your Local Contract:

Council Name:	<u>Infant &amp; Toddler Connection of {Council Name}</u>
Contact Number:	<u>{Number}</u>
State Dollars:	<u>{State}</u>
Federal Dollars:	<u>{Federal}</u>
Total Allocation:	<u>{Total}</u>

Please make 3 copies of the entire contract, including the approved budget and budget justification narrative as required including completed attachments A, B and C. Secure original signatures on page 20 of each of the three copies of the contract and return all three copies by July 16, 2004. For those localities with municipal fiscal agents that must follow the required process of their local governments, a form will be provided which will need to be returned to our office stating your intent to return the signed contract to us. Please send the completed contract to:

Mary Ann Discenza, Part C Coordinator  
Part C Early Intervention  
1220 Bank Street, 9th Floor  
Richmond, Virginia 23218  
(804)-371-6592

This local contract reflects our best efforts (working in collaboration with the Office of the Attorney General) to implement a legal contract for SFY-05 within the constraints of the Virginia Code. We will be working to revise the Virginia Code for next year in order to better support an infrastructure that allows for a legal local contract with clear delineation of roles and responsibilities.