



Infant & Toddler  
Connection of Virginia

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Department of Mental Health,  
Mental Retardation and Substance Abuse Services

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To: Local System Managers  
From: Mary Ann Discenza  
Date: September 14, 2007  
Subj: Approval for Transition Planning Conference

Federal Part C regulations require that if a toddler with a disability may be eligible for preschool services or other services under Part B of the Act, the lead agency, with the approval of the family of the toddler, will convene a conference among the lead agency, the family, and the LEA not fewer than 90 days--and, at the discretion of all of the parties, not more than nine months--before the toddler's third birthday to discuss any services the toddler may receive under Part B of the Act. To date, Virginia has not had a consistent mechanism for documenting the required parent approval. The IFSP Stakeholder Group recommended, and the Part C Office agreed, that local systems be given the option of documenting parent approval for the transition conference in either of two ways:

1. Use of a statewide approval form; or
2. Parent signature in the designated place on page 7 (the transition page) of the revised statewide IFSP form.

A new statewide approval form, *Parent Approval for Transition Planning Conference*, has been developed and is attached. This approval form is different than a parental consent form (since the federal Part C procedural safeguards do not require parent consent for the transition planning conference). Therefore, it is not necessary to provide the family a copy of *Notice of Child and Family Safeguards in the Infant & Toddler Connection of Virginia Part C Early Intervention System* when using the new approval form. **Please begin using this form immediately to document parent approval for the transition planning conference.**

The revised statewide IFSP form will be piloted in October and available for statewide use no later than January, 2008. Once the revised IFSP form is implemented statewide, you may then use either mechanism to document parent approval.