

PRIOR WRITTEN NOTICE GUIDANCE

Prior written notice is required under IDEA, Part C so that a family is provided information about the actions being proposed or refused surrounding their child’s participation in AzEIP **before** the action takes place. It is intended to give families information so they can make informed choices and informed decisions regarding the delivery of supports and services to their child.

Prior written notice must be given to the parents in a reasonable timeframe before the Early Intervention Program proposes or refuses to initiate or change the identification, evaluation, or placement of the child, or the provision of appropriate early intervention services to the child and the child’s family.

Activity Requiring Prior Written Notice	AzEIP Form to be used
Identification – Screening to Determine if Child is Suspected of a Developmental Delay	
Propose to Conduct Screening	Consent for Screening – Prior Written Notice (GCI-1082A)
Evaluation	
Propose to evaluate to determine initial AzEIP eligibility	Consent for Evaluation – Prior Written Notice (GCI-1038A)
Refuse to evaluate	Prior Written Notice (GCI-1050A)
Propose to evaluate to re-determine AzEIP eligibility	Prior Written Notice (GCI-1050A)
Placement – Eligibility Determination	
Propose eligibility after completion of record review	Prior Written Notice (GCI-1050A)
Propose eligibility after completion of evaluation	Prior Written Notice (GCI-1050A)
Refuse eligibility after completion of evaluation	Prior Written Notice (GCI-1050A)
Propose to change eligibility status after re-evaluation	Prior Written Notice (GCI-1050A)
Provision of Early Intervention Services	
Propose the type, intensity, frequency, methods and/or duration of early intervention services	IFSP Informed Consent by Parent(s) for Services Page (GCI-1021I)
Propose to change the type, intensity, frequency, methods and/or duration of early intervention services	
Refuse to provide the type, intensity, frequency, methods and/or duration of an early intervention service	Prior Written Notice (GCI-1050A)
Refuse to change the type, intensity, frequency, methods and/or duration of an early intervention service	