Part C to Part B Early Childhood Transition Timeline for SPP/APR Indicators C-8A, C-8B, C-8C, B-11, and B-12 For Part C Children Determined Eligible at Least 90 Days Prior to Their 3rd Birthday

Development of Transition Plan

- Required for all toddlers receiving Part C services prior to exiting Part C.
- Must be developed, with involvement of the family, no more than nine months (age 2 yrs. 3 mos./27 mos.) and no less than 90 days (age 2 yrs. 9 mos./33 mos.) before the toddler's 3rd birthday.
- Must identify appropriate steps and services in IFSP as defined in content of plan, which
 includes confirmation in IFSP of transition notification and transfer of records with parental
 consent, if required. (CFR §303.209(d)(3); §303.344(h))
- IFSP meeting to develop transition plan may be conducted with the Transition Conference.
- Must obtain parental consent, if required, to disclose personally identifiable information (PII).
- Make reasonable efforts to convene conference for children not potentially eligible for Part B.

Transition Notification for Children Potentially Eligible for Part B Services to the SEA and LEA of Residence (Referral to Part B)

- Must occur for all toddlers receiving Part C services as of 90 days prior to 3rd birthday who are
 potentially eligible for Part B, unless parent opts out pursuant to OSEP-approved State opt-out
 policy.
- Must confirm that the child is potentially eligible based on IFSP team determination.
- Notification to LEA and invitation to LEA for transition planning conference may be combined.
- Part B provides notice of Procedural Safeguards to family after notification.

Transition Conference for Children Potentially Eligible for Part B Services

- Must occur with parent approval at least 90 days, and at the discretion of all parties, nine
 months prior to 3rd birthday for all toddlers determined eligible for Part C and who are
 potentially eligible for Part B.
- Must invite LEA to the conference.
- May combine transition conference with IFSP meeting to develop the transition plan.
- Must obtain parental consent, if required, to disclose PII to LEA.
- LEA representative must participate in conference, if invited.
- Part B must provide parents with notice of Procedural Safeguards, if this has not yet occurred.

Initial Evaluation for Part B

B-11

- Provide prior written notice.
- Obtain parental consent for evaluation.

 Must be completed within 60 days of receipt of consent or State-established timeline or sooner if needed to ensure that IEP is developed and implemented by age three.

Eligibility Determination

IEP Meeting – IEP Development

- Inform parents that Part C Coordinator or other representative may be invited to IEP meeting.
- Invite Part C Service Coordinator or other Part C representative at parent request.
- Conduct IEP meeting to develop IEP within 30 days of eligibility determination or sooner if needed to ensure that IEP is developed and implemented by age three (36 mos.).
- Consider most recent IFSP when developing IEP.
- Provider prior written notice.

B-12

• Obtain parental consent for initial provision of special education and related services.

Implementation of the IEP

- IEP is implemented by age three.
- If a child turns three during the summer, and the child does not require Extended School Year (ESY) services, special education and related services may begin in the new school year.

= Part C Indicator



B-12