**Policy Manual**

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**Chapter 5: Transition**

**5-1**

**Overview**

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**5-2**

**General**

The Connecticut Birth to Three System under the Office of Early Childhood (OEC) ensures:

1. the implementation of policies and procedures that will result in a smooth transition for infants and toddlers with disabilities under the age of three and their families from receiving early intervention services under Part C of IDEA to:
   1. Preschool or other appropriate services for toddlers with disabilities; or
   2. Exiting the program for infants and toddlers with disabilities.
2. A description of how Connecticut meets each of the requirements of this chapter.
3. An interagency agreement written between the lead agency and the Connecticut State Educational Agency (SEA) will ensure:
   1. A seamless transition between services under Part C of IDEA and under Part B of IDEA, an interagency agreement addresses how the lead agency and the SEA meet the requirements of this chapter and §303.344(h), and 34 CFR 300.101(b), 300.124, 300.321(f), and 300.323(b).
4. Any policy the lead agency has adopted under §303.401(d) and (e).
5. The transition requirements in this chapter apply to all toddlers with disabilities receiving services under Part C of IDEA before those toddlers turn age three.

**5-3**

**Notification to the SEA and appropriate LEA**

1. The lead agency ensures that:
   1. Since all toddlers receiving services under early intervention may be eligible for preschool services under Part B of IDEA, not fewer than 90 days before the third birthday of the toddler with a disability, the lead agency notifies the SEA and the LEA for the area in which the toddler resides that the toddler on his or her third birthday will reach the age of eligibility for services under Part B of IDEA, as determined in accordance with Connecticut law. In accordance with §303.401(d) the following information will be shared: i) A child’s name. (ii) A child’s date of birth. (iii) Parent contact information (including parents’ names, addresses, and telephone numbers);
   2. Since all toddlers receiving services under early intervention may be eligible for preschool services under Part B of IDEA, The Connecticut Birth to Three System, as soon as possible after determining the child’s eligibility more than 45 but less than 90 days before that toddler’s third birthday, notifies the SEA and the LEA for the area in which the toddler with a disability resides that the toddler on his or her third birthday will reach the age of eligibility for services under Part B of IDEA, as determined in accordance with Connecticut law. In accordance with §303.401(d) the following information will be shared: i) A child’s name. (ii) A child’s date of birth. (iii) Parent contact information (including parents’ names, addresses, and telephone numbers); or
2. If a toddler is referred to the Connecticut Birth to Three System fewer than 45 days before that toddler’s third birthday and that toddler may be eligible for preschool services under Part B of IDEA, The Connecticut Birth to Three System, with parental consent required under §303.414, refers the toddler to the SEA and the LEA for the area in which the toddler resides; but, the Connecticut Birth to Three System is not required to conduct an evaluation, assessment, or an initial IFSP meeting under these circumstances.

**5-4**

**Transition Conference**

1. The lead agency ensures that:
   1. For toddlers receiving services under Part C of IDEA who may be eligible for preschool services under Part B of IDEA, The Connecticut Birth to Three System with the approval of the family of the toddler, convenes a conference, among early intervention providers, the family, and the LEA not fewer than 90 days, and, at the discretion of all parties, not more than 9 months, before the toddler’s third birthday to discuss any services the toddler may receive under Part B of IDEA; and
   2. If the lead agency determines that a toddler with a disability is not potentially eligible for preschool services under part B of the Act, which is defined as children who exit Part C prior to turning 2 ½ years of age, the Connecticut Birth to Three System with the approval of the family of that toddler makes reasonable efforts to convene a conference among the child’s Birth to Three program, the family and providers of other appropriate services for the toddler to discuss appropriate services that the toddler may receive.

**5-5**

**Transition Plan**

1. The lead agency ensures that:
   1. Program options for all toddlers with disabilities are reviewed for the period from the toddler's third birthday through the remainder of the school year; and
   2. Each family of a toddler with a disability who is served under Part C of IDEA is included in the development of the transition plan required under this section and §303.344(h);
   3. A transition plan is established in the IFSP not fewer than 90 days--and, at the discretion of all parties, not more than 9 months--before the toddler’s third birthday; and
   4. The transition plan in the IFSP includes, consistent with §303.344(h), as appropriate:
   5. Steps and services for the toddler with a disability and his or her family to exit from the Part C program to effect a smooth transition of the child to preschool special education or other appropriate services; The steps include discussions with and training of parents as appropriate regarding future placements and other matters related to the child’s transition.
   6. Any transition services and other activities that the IFSP team identifies as necessary to support the transition of the toddler and his or her family;
   7. Procedures to prepare the child for changes in service delivery including steps to help the child adjust to, and function in, a new setting; and
   8. Confirmation that the child find information about the child has been transmitted to the LEA or other relevant agency in accordance with §303.209(b) and with parental consent, if required under §303.414, transmission of additional information needed by the LEA to ensure continuity of services from the Part C program to the Part B program, including a copy of the most recent evaluation and assessments of the child and the family and most recent IFSP developed in accordance with §§303.340-303.345.

**5-6**

**Transition conference and IFSP meeting to develop transition plan**

Any conference conducted under section 5-4 or meeting to develop the transition plan under section 5-5, which conference and meeting may be combined into one meeting, must meet the requirements in §§303.342(d) and (e) and 303.343(a).