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Early Intervention Complaint Request Form

At any time during your participation in the Birth to Three System (B23), you have the right to file an administrative (written) complaint, request mediation, and/or request a due process hearing to resolve any disagreement.

The review, investigation, or processing of an administrative complaint or due process hearing will not prevent you from continuing to receive appropriate early intervention services agreed to in the setting identified in the most recent Individualized Family Service Plan (IFSP) that you have signed. However, if the complaint involves the application or initial services, your child will receive those services that are not in dispute.

More information on dispute resolution can be found on birth23.org. Parents, providers, and state personnel are always encouraged to try to resolve differences at the program level. Your service coordinator is available to answer your questions, discuss your concerns with other IFSP team members, and, if needed or you request, bring your IFSP team together to discuss possible changes to your family's IFSP. B23 is willing to send an impartial person to facilitate an IFSP meeting if both parties agree that would be helpful. Remember at any time you can file an administrative complaint, request mediation, and/or request a due process hearing.

For information, questions, or help to complete this form, contact the Birth to Three Family Liaison at 1-860-500-4420 or email OEC.B23family@ct.gov.

Contact Information				
Your Name:		Date:		
Address:				
Phone:		Email:		
Please list any accommodations, including translation and interpreting you may need:				
Complaint is against:				
□ Birth to Three System				
□ Birth to Three Program	Program Name:			
□ Other	Describe:			
*If compliant involves a ch	nild please include:			
Child's Name: Date of Birth:				
Address:				
Relationship to Child: Parent Family Member Other Other				
Dispute Topic:				
Please select any relevant topics related to the disagreement:				
□ Evaluation	- E	ligibility		
□ IFSP		onfidentiality		
□ Services	□ A	ccess to Records		
- Other (Evaluin):	-	_		

	process is the most effective way to address my concerns. I understand I can always request a formal dispute resolution.
Fo	rmal Dispute Resolution Option(s): (Please indicate all that apply):
	Administrative (Written) Complaint – Any individual or organization may file a signed, written complaint alleging a violation of the requirements of Individuals with Disabilities Act (IDEA), Part C, and/or its regulations by a contracted providing agency, early intervention professional, or the state lead agency for the Birth to Three System.
	□ Check here if you initially want to attempt to resolve the dispute through Mediation, although not required before requesting review of an administrative complaint.
	Mediation – You may request a mediation when you disagree with a program or provider regarding any matter related to your child's or family's participation in the program. Mediation is a voluntary process and may only be used when both parties to the dispute agree to participate. Participation in mediation does not deny you the right to a due process hearing or any other procedural safeguard under the IDEA, Part C.
	Note: If the parties agree to mediate any of the concerns presented, an impartial mediator will be provided by the Office of Early Childhood at no expense to the parties.
	Due Process Hearing – You may request a due process hearing to resolve disagreements related to an agency or provider's proposal or refusal to initiate or change the identification (child is suspected of having a developmental delay), evaluation, eligibility, placement, or the provision of appropriate early intervention services.
	□ Check here if you initially want to attempt to resolve the dispute through Mediation, although not required before requesting a due process hearing.

□ **Contact** me to discuss my questions and concerns. I am not sure which and/or what formal

Dispute Description

A. The Problem:

liable for any attorney fees incurred.

Informal Option: (This is optional)

Please explain what you believe the Birth to Three program has done wrong, e.g. "The IFSP is not being followed."

□ Check here if you plan to have representation by counsel. The state lead agency is not

В.	Facts	upon	which	the d	ispute	is I	based:
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Please provide a written description of the facts supporting your statement of the problem and identify any information (i.e., IFSPs, written correspondence, evaluations/assessments) that may be helpful. Be as specific as possible. For example, "My child's IFSP states he will have 12 hours of services per month, but he has never had more than 6 hours."

C. Proposed Resolution:
Describe what you would like to happen to resolve this issue for you.

If a written complaint is requested and it is against an entity other than the state Birth to Three System then you must also send a copy to them.

Name (A typed name is considered your electronic signature):	
Signature:	
Date:	

		ease send the signed and completed complaint form, along with any supporting documents, by e of the following methods to the Office of Early Childhood-Birth to Three:				
Mail:		Fax:	Email:			
	450 Columbus Blvd Hartford, CT 06103-1835	860-326-0559	OEC.B23family@ct.gov			

The Office of Early Childhood will respond within 7 business days once the form is received. If you do not receive a response, please call 1-860-500-4420.

All individuals have the right to be treated fairly without regard to race, color, religion, sex or sexual orientation, marital status, national origin, ancestry, age, political belief, or disability. Parents have the right to information in their native language unless it is not feasible to do so. Inquiries regarding nondiscrimination policies should be directed to: Connecticut Department of Administrative Services; c/o Equal Employment Opportunity Leadership Associate for Connecticut Office of Early Childhood; 450 Columbus Boulevard, Suite 1501; Hartford, CT 06103.