**PRIOR WRITTEN NOTICE   
UNDER EARLY STEPS, PART C OF THE INDIVIDUAL WITH DISABILITIES ACT (IDEA)**

Dear:       RE:        
 (Parent/Guardian) (Child’s Name)

The Local Early Steps is required to notify you in writing, within a reasonable time, before taking actions regarding your child’s eligibility, early intervention services or termination. This is called ***Prior Written Notice***.

The following action(s) have been recommended:

* Description of the action that the Local Early Steps proposes or refuses to take:

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* Effective date of the action:

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* The reasons for taking the action:

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The *Summary of Family Rights and Procedural Safeguards Within Early Steps* is attached. If you have questions or concerns about the action in this Prior Written Notice or your rights, please contact your Service   
Coordinator.   
   
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 (Service Coordinator) (Date)

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 (Phone) (Email)

If you would like parent-to-parent support, please contact your Family Resource Specialist.

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 (Family Resource Specialist)  
  
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 (Phone) (Email)

If you do not agree with the actions in this notice, there are informal ways of sharing your concerns with your team and Early Steps. If informal steps do not work to satisfy your concerns or you believe that a violation of Part C has occurred, you may file a written, signed complaint with the Early Steps State Office Part C Coordinator at the following address:

Part C Coordinator

Florida Department of Health

Children’s Medical Services

Early Steps State Office

4052 Bald Cypress Way, BIN # A06

Tallahassee, FL 32399-1707