

Child ELIGIBLE for AzEIP services between 2 years 6 months and 2 years 9 months old

AzEIP Responsibilities	PEA Responsibilities
Obtain parent consent to share written or verbal information	Attend Transition Conference/Transition Planning Meetings scheduled by AzEIP at a time and place convenient for the family
Notify parent of required PEA Notification (no later than 2 years 9 months old) to PEA with copy to SEA and opt-out timing (no later than 2 years 8 months old)	Provide procedural safeguards to parents upon receipt of PEA Notification/Referral Form (file alert with ADE at C2Binbox@azed.gov if PEA Notification/Referral was not received by the time the child was 2.9); provide Procedural Safeguards; perform Review of Existing Data (AzEIP Evaluations and IFSP documents); obtain consent for evaluation as appropriate and; provide Prior Written Notice (PWN) for proposed/refused items.
Invite parent-requested programs to transition conference and transition planning meeting (may be held separately or together) PEA where parents reside, Head Start, Community Preschool, etc.	
Provide PEA and ADE (C2Binbox@azed.gov) with PEA Notification/Referral Form On or before the child is 2 years 9 months old	
Facilitate meeting(s) and document results on Transition Conference Summary Form and on IFSP as appropriate	Invite AzEIP Service Coordinator and/or others that parent requests to MET and/or IEP meetings. Contacts will be listed on Transition Conference Summary Form.
Attend MET/IEP meetings as requested by parent	Conduct initial evaluation within 60 days of receipt of PEA Notification/Referral form and determine eligibility/ineligibility. May use AzEIP evaluation data in determination if appropriate
Develop and document transition plan in the IFSP	Develop initial IEP/provide PWN of ineligibility by child's 3 rd birthday or as soon as possible following 3 rd birthday

Age Calculator: <http://www-users.med.cornell.edu/~spon/picu/calc/agecalc.htm>