

Child ELIGIBLE for AzEIP services between 2 years 9 months and 2 years 10½ months old

AzEIP Responsibilities	PEA Responsibilities
Obtain parent consent to share written or verbal information	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. Provide Procedural Safeguards and Prior Written Notice as appropriate.
Notify parent of required PEA Notification (no later than the business day after initial IFSP meeting) and opt-out timing (no later than initial IFSP Meeting)	Develop initial IEP/provide PWN of ineligibility by child's 3 rd birthday or as soon as possible following 3 rd birthday
Provide parent with information on early childhood programs	<p><i>* If unable to meet in-by-3 requirement, count as late referral to AzEIP during Annual Special Education Data Collection</i></p>
Provide PEA and ADE (C2BInbox@azed.gov) with PEA Notification/Referral Form <ul style="list-style-type: none"> • No later than the business day following initial IFSP 	
Develop and document transition plan in the IFSP	
<i>*Neither the Transition Conference nor the Transition Planning meeting is required</i>	

Helpful resources:

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