

## IDEA Part C to Part B Transition Requirements

	Part C Responsibilities	Part B Responsibilities
Transition Notification	<p>The lead agency notifies the SEA and the LEA that a toddler who resides in their district, is receiving Part C services and is potentially eligible for Part B 619 preschool services, will be turning three years old and exit the Part C program. The notification includes the child's name, date of birth and parents' contact information (names, addresses and telephone numbers).</p> <ul style="list-style-type: none"> <li>In South Carolina, Part C sends the notifications electronically to the SEA and LEA each month, starting at 23 months old or as soon as the child is determined eligible for BabyNet, if they are older than 23 months. This practice ensures that all new referrals are detected and sent as soon as eligibility is determined. LEAs can also monitor their lists and detect if a previously referred child is no longer showing as active (typically this means the child has moved or the family has refused transition services).</li> </ul>	<p>The SEA and LEAs will ensure that Part C has an up-to-date list of the appropriate local contacts to receive electronic notifications.</p> <p>If notification reports list children assigned to the incorrect school district, LEA personnel will reply to the notification e-mail and identify the potential errors. Part C personnel will follow up to verify and make the necessary corrections.</p>
Transition Referral	<p>The Service Coordinator will send the <a href="#">Transition Referral form</a> to the LEA between a child's 27 and 33 months of age, but as close to 27 months as possible.</p> <ul style="list-style-type: none"> <li>With parental consent, the service coordinator will send a completed form along with a copy of the most recent IFSP and other pertinent information to the LEA.</li> <li>Without parental consent, the service coordinator will send a completed form that includes the parent's signature.</li> </ul>	<p>For parents indicating they are not interested in pre-school services, the LEA will receive the Transition Referral form from Part C signed by the parent containing only the directory information and stating the parent is not interested in these services. Further contact about these services with the family is the LEA's responsibility as part of its Child Find activities.</p>
Transition Plan	<p>The service coordinator will ensure that the IFSP includes the following:</p> <ul style="list-style-type: none"> <li>Program options for the toddler after they leave Part C.</li> <li>Plan developed by the IFSP team (including the family).</li> <li>Steps in the IFSP (developed between 27-33 months) for the toddler and family to follow when exiting Part C.</li> <li>Components of the transition plan are included in the IFSP Outcomes section of BRIDGES, the Transition screen in BRIDGES and in the IFSP meeting notes section in BRIDGES.</li> </ul>	

Transition Conference	<p>Between the child's ages of 27 and 33 months, the service coordinator, family, LEA and others invited by the family will convene a transition conference to develop the transition plan and ensure that the family understands Part B 619 services. (BabyNet recommends scheduling the conference as close to 27 months as possible to allow adequate time for scheduling.)</p> <p>Transition Conferences must:</p> <ul style="list-style-type: none"> <li>• Be scheduled, planned and facilitated by the <b>BabyNet Part C service coordinator</b>.</li> <li>• Be held at a mutually agreed upon time and place (prior to 33 months old).</li> <li>• Occur face-to-face, via conference call or other technology using a secure connection.</li> <li>• Include parents, other family members, advocates or persons outside of the family (if requested by the family), the service coordinator, evaluators/assessors, an LEA representative and/or community preschool providers (as requested by the family).</li> <li>• Be documented on the <a href="#">Transition Conference Form</a> and in the BRIDGES data system.</li> </ul>	<p>LEA Special Education Teams should partner with their Power School Team to streamline the process, so all items needed for registration are received. The student's name should be entered into Power School as it appears on the birth certificate. The birth certificate is needed for verification and should be provided by the parent to the LEA.</p> <p>During the Transition Conference, the LEA will:</p> <ul style="list-style-type: none"> <li>• Input BabyNet ID in online IEP system for tracking.</li> <li>• Provide information to parents/guardians about Part B preschool services.</li> <li>• Describe the Part B program for preschool children with disabilities.</li> <li>• Describe processes that will occur during the next six months, provide eligibility definitions and explain the determination process.</li> <li>• Describe state timelines and process for consenting to an evaluation and conducting eligibility determinations under Part B and the availability of special education and related services.</li> <li>• Describe additional evaluations that will be necessary to determine eligibility and/or identifies information still needed by the LEA.</li> <li>• Provide parents/guardians with a copy of their due process rights and procedural safeguards for Part B.</li> <li>• Obtain parent/guardian signature on necessary forms (if not yet done).</li> <li>• Plan for the next meeting (evaluation, multidisciplinary team staffing or IEP) with parent input.</li> </ul> <p>Note: a "screening" is not required prior to the transition conference. The district may use information provided by Part C and parents to make determinations about whether or not additional information is needed.</p>
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Part B Eligibility Determination		<p>If a transition team determines that an evaluation is needed, the evaluation will be completed and an eligibility meeting held so that if the child qualifies, an IEP will be in place no later than by the child's third birthday.</p> <p>Invite the Part C Service Coordinator or other service representative to the initial IEP team meeting if the child previously received Part C services.</p> <p>As part of the eligibility determination the team will discuss the results of the comprehensive evaluation and will determine whether the child is a child with a disability and the educational needs of the child.</p> <p>If the child is determined not eligible for Part B services under the IDEA, the LEA will:</p> <ul style="list-style-type: none"> <li>• Explain why the child did not meet eligibility criteria and qualify for special education and related services through the LEA under IDEA, Part B.</li> <li>• Discuss the positive aspects of ineligibility under IDEA, Part B with families of children who will transition to other community-based programs.</li> <li>• Emphasize that if a concern arises at a later date, referral to the LEA is an ongoing option.</li> <li>• Let the family know that ineligibility for IDEA, Part B services (special education and related services) at the time of initial referral to the LEA does not preclude eligibility at a later age.</li> <li>• Provide contact information.</li> <li>• Explain parents' right to appeal eligibility determination (see Parent Handbook).</li> </ul>
Initial IEP	<p>The Service Coordinator may choose to participate in the initial IEP meeting if the family has specifically requested his or her presence.</p>	<p>If the child is determined eligible for Part B services under the IDEA, an initial IEP may be created at the time of the eligibility determination or at a later scheduled meeting. An IEP must be in place by the child's third birthday. Children who are eligible for special education and needed related services will begin receiving services from the LEA on their third birthday.</p> <p>Invite the Part C Service Coordinator or other service representative to the initial IEP team meeting if the child previously received Part C services.</p>

Third Birthdays in the Summer		<p>If a child's third birthday occurs during the summer, the child's IEP team shall determine the date services under the IEP will begin.</p> <ul style="list-style-type: none"> <li>• If the IEP team determines there is a need for extended school year (ESY) services, these services will be provided before the beginning of the school year.</li> <li>• IEP teams must make determinations on an individual basis.</li> <li>• Services may not be limited to particular categories of disabilities.</li> <li>• There cannot be a unilateral limit to the type, amount or duration of ESY services.</li> </ul>
Placement		<p>In determining the educational placement of a child with a disability, including a preschool child with a disability, each LEA must ensure that the placement decision:</p> <ul style="list-style-type: none"> <li>• Is made by a group of people, including the parents and other persons knowledgeable about the child, the meaning of the evaluation data and the placement options.</li> <li>• Is determined at least annually.</li> <li>• Is based on the child's IEP.</li> <li>• Is as close as possible to the child's home.</li> <li>• Takes into consideration any potential harmful effect on the child or on the quality of services that he or she needs.</li> <li>• Does not result in a child with a disability being removed from education in age-appropriate regular classrooms solely because of needed modifications in the general education curriculum.</li> <li>• Is educated in the school that he or she would attend if non-disabled (unless the IEP of a child with a disability requires some other arrangement).</li> </ul>
Special Circumstances	<p>If the parent is NOT interested in IDEA Part B services through the LEA, the Service Coordinator is responsible for:</p> <ul style="list-style-type: none"> <li>• Reviewing transition planning information listed above with the family.</li> <li>• Providing the family with the LEA contact information should they change their mind.</li> <li>• Checking the box in BRIDGES “family refuses participation in the transition process.”</li> </ul> <p>A transition conference is <b>not</b> required for children determined eligible for Part C on or after 33 months of age.</p>	