Transition Timeline Guidance

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| Timeline | Part C Requirements |
| A child is determined eligible before, or during, their 28th month. | Transition Notification or Opt-out must be completed in the child’s 28th month.  EI provider will document Notification or Opt-out on the Transition Notification and Consent form (T-1) or Transition Notification screening tool (and Transition Consent form, if needed) in Welligent.  A Transition Conference with the LEA to develop a plan with steps and services is required by the child’s 30th month.  EI provider documents the Transition Plan (T-2 form, or Transition Steps form in Welligent). |
| A child is determined eligible after 28 months and before 33 months (before 90 days prior to the child’s 3rd birthday). | Transition Notification or Opt-out must be completed with the parent within 7 calendar days of the Eligibility/IFSP Meeting and sent to the LEA within 2 business days of its completion.  EI provider will document Notification or Opt-out on the Transition Notification and Consent form (T-1) or Transition Notification screening tool (and Transition Consent form, if needed) in Welligent.  A Transition Conference with the LEA to develop a plan with steps and services is required by the child’s 30th month; or, if eligibility was after 30 months, as soon as possible, but not later than the child’s 33rd month.  EI provider documents the Transition Plan (T-2 form, or Transition Steps form in Welligent). |
| A child is determined eligible for EI during or after 33 months (within the 90 days before the child’s 3rd birthday).  *This includes children determined eligible at 34.5+ months (within 45 days of their 3rd birthday.)* | Transition Notification or Opt-out must be completed with the parent within 7 calendar days of the Eligibility/IFSP Meeting and sent to the LEA within 2 business days of its completion.  EI provider will document Notification or Opt-out on the Transition Notification and Consent form (T-1) or Transition Notification screening tool (and Transition Consent form, if needed) in Welligent.  A Transition Conference to develop a plan with steps and services is required as soon as possible. The LEA’s participation is not required.  EI provider documents the Transition Plan (T-2 form, or Transition Steps form in Welligent). |
| A child is referred at or after 34.5 months (within 45 days of the child’s 3rd birthday). | This child will not be served by Part C, so this is not an EI Transition.  Follow process for ***Children Referred to EI => 34.5 months [within 45 Days of Age 3].*** |

**There are some instances, such as those described below, where the transition timelines are extremely compressed and/or complicated by engagement challenges.** There are several factors to consider in these situations:

* Notification must be sent at 28 months or within 7 days of eligibility.
* EI should prioritize evaluations (determine eligibility) for referred children approaching 33 months, in order to complete the eligibility process and notification as soon as possible.
* When a family is unresponsive to EI’s attempts to contact during transition timelines, it is important to balance family engagement with the transition requirements.
  + - Typically, after 3 attempts to contact go without a response, a 10-day letter should be sent.
    - If Notification had not already been sent prior to loss of contact, the 10-day letter should also inform the family that Notification will be sent unless they opt out within 7 days. If the family does not opt out, send Notification.
    - If family does not respond within 10 days, child should be discharged.

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| Examples: | Part C Requirements |
| A child is determined eligible before 34.5 months (more than 45 days before their 3rd birthday), and:   * Notification is sent at the required time (prior to the 45 days), * contact is lost, and * **family re-engages in response to the 10-day letter** after 34.5 months (within the 45 days prior to 3rd birthday). | A Transition Conference to develop a plan with steps and services is required as soon as possible. The LEA’s participation is not required.  EI provider documents the Transition Plan (T-2 form, or Transition Steps form in Welligent). |
| A child is determined eligible before 34.5 months(more than 45 days prior to their 3rd birthday), and:   * Notification is sent at the required time (prior to the 45 days), * contact is lost and 10-day letter is sent, * **child is discharged**, and * family contacts EI within the 45 days prior to 3rd birthday, after child is already discharged. | For re-referrals to EI after 34.5 months, follow process for *Children Referred to EI => 34.5 months [within 45 Days of Age 3].*  When contacting RIPIN, make sure to note that this child was previously enrolled, and that Notification took place prior to discharge. |