

Wayne RESA Procedures for Birth to Three

Determining Eligibility for Michigan Mandatory Special Education (MMSE)

A Special Education referral is made for a student who is:

Birth to 2yrs. 10.5mths.

- Referral is provided to Early Intervention.
- Upon receipt of the referral the family is contacted via phone or mail to determine appropriateness of referral and/or to gather additional information.
- An appointment is scheduled to obtain parent/guardian consent and conduct an evaluation.
- Notification of the referral is sent to Resident District Special Education Director, Special Education Supervisor, or Designee.
- Early Intervention will complete the evaluation and convene an IFSP, in conjunction with the Resident District, within 45 calendar days of the receipt of the referral.
- For those students who are determined eligible for MMSE, procedures for Transition from Part C to B must be followed. Eligibility procedures must be completed and an IEP must be held prior to the student's third birthday (see **Transition from Part C to B**).

2yrs. 10.5mths. to 3yrs. - without an IFSP

- The Resident District follows Part B timelines and procedures for a request for an initial evaluation.
- Upon receipt of a written request for an evaluation the Resident District has 10 school days to provide written notice and request written consent to evaluate.
- The Resident District has not more than 30 school days from the receipt of the parent consent to complete the evaluation and provide an offer of FAPE or determine the student as ineligible.

Birth to 2 yrs. 9mths. - with an IFSP including Early On Only

- The Agency servicing the student may make an MMSE referral to the Child Find Referral Coordinator, along with a copy of the Child's IFSP and Interagency Referral Form.
- The Child Find Referral Coordinator will then forward the referral to Early Intervention.
- The referral is processed by Early Intervention, in conjunction with the Referring Agency.
- Notification of the referral is sent to Resident District Special Education Director, Special Education Supervisor, or Designee.

2yrs. 9mths. to 3yrs. - with an IFSP including Early On Only

- The Agency servicing the student may make a referral to the Child Find Referral Coordinator.
- The Child Find Referral Coordinator will then forward the referral to the student's Resident District.
- The Resident District will contact the family and advise them of their Part C rights and their Part B option.
 - If the parent selects the Part C option, the Resident District will refer the family to Early Intervention.
 - The parent has the right to choose Part C, however, the transition process to Part B must also begin by 2yrs. 10.5 mths.
 - If the parent selects the Part B option, the Resident District will document the parent's decision to waive their rights to a MMSE Part C evaluation on the Notice of FAPE to accompany the REED. The Resident District follows Part B timelines and procedures for a request for an initial evaluation.
- Once the evaluation process is complete, the Resident District will notify the Referring Agency of eligibility to signal exit from Part C services.

Transition from Part C to Part B

Transition of Students with an IFSP including Michigan Mandatory Special Education

Students with an IFSP turning three and transitioning from **Early Intervention to Resident District:**

- Between 9 months and 90 days before the child's third birthday Early Intervention-
 - notifies the Resident District of the "potentially eligible" student
 - completes a Transition Plan
 - convenes Transition Conference; Resident District representative is invited
- Early Intervention conducts the REED/Evaluation/MET in conjunction with the Resident District.
- The REED may determine that no additional evaluations are needed, however, parent consent and a MET are required to determine eligibility for Part B.
- The Resident District convenes the IEP in conjunction with Early Intervention prior to the child's third birthday.
- If the child turns three within a school year prior to April 1st, Early Intervention Services will no longer be provided after the child's birthday. The Resident District is responsible for the development and implementation of the IEP by the child's third birthday.
- If the child turns three on or after April 1st, Early Intervention Services may be documented on the IEP (R340.1755) and provided through August. In this case, the Resident District, in conjunction with Early Intervention, will develop and implement the IEP using the Duration column in the Programs and Services section to indicate when Early Intervention Services will end.
- If a student with an IFSP is evaluated for Part B, but found ineligible, it is the Resident District's responsibility to conduct the ineligible IEP.

Students with an IFSP turning three and transitioning from **Early Intervention to a Center Based Program:**

- Between 9 months and 90 days before the child's third birthday Early Intervention-
 - notifies the Resident District and receiving Center Program of the "potentially eligible" student
 - completes a transition Plan
 - convenes a transition Conference; Resident District and Center Program representatives are invited
- Early Intervention conducts the REED/Evaluation/MET in conjunction with the Resident District and receiving Center Program.
- The REED may determine that no additional evaluations are needed, however, parent consent and a MET are required to determine eligibility for Part B.
- The Resident District convenes the IEP in conjunction with Early Intervention and the Operating Program by the child's third birthday.
- If the child turns three within a school year prior to April 1st, Early Intervention Services will no longer be provided after the child's birthday. If it is determined through the IEP that the child will be placed in a Center Based program, implementation of the placement will begin by the child's third birthday.
- If the child turns three on or after April 1st, Early Intervention Services may be documented on the IEP (R340.1755) and provided through August. In this case, the Center Program, in conjunction with Early Intervention and the Resident District, will develop and implement the IEP using the Duration column in the Programs and Services section to indicate when Early Intervention Services will end.