South Sound PARENT to PARENT
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Proudly supporting families in: Grays Harbor, Mason, & Thurston Counties

Interagency Agreement

Between

South Sound Parent to Parent

And

North Thurston Public Schools

This Interagency Agreement is made and entered into by and is between South Sound Parent to Parent, hereinafter referred to as "SSP2P" and North Thurston Public Schools, hereinafter referred to as "the District."

It is the purpose of this agreement to:

A. Outline the procedures for the transition of toddlers with developmental delays and qualifying disabilities from Part C to Part B services, ensuring that Part B eligible toddlers shall experience a smooth and effective transition to preschool services, as authorized in 34 CFR 303.209(a)(3)(i)(A).

It is mutually agreed that:

1. SSP2P is responsible for oversite of Early Intervention Support (EIS) provider compliance of transition requirements for children ages birth through three years of age under IDEA Part C.
2. The District is responsible for Local Education Agency (LEA) compliance with IDEA Part B and OSPI policies.
3. SSP2P and the District will promote individualized, family-centered, and culturally responsive early childhood transition planning in preparation, implementation and reflection of transition planning conferences.

Period of Performance:

This agreement shall become effective on July 1, 2026, and shall remain in effect until June 30, 2027, unless terminated or further amended with thirty days' notice by either Party. This agreement will be reviewed annually to determine if modifications are needed.

Scope of Work:

The Parties agree to coordinate at the local level to ensure that implementation of the following transition steps occur, so that toddlers who are potentially eligible receive timely transitions:

1. Transition Timeline and Procedures: Throughout an infant or toddler's enrollment in early intervention, the family and the child's Individualized Family Service Plan (IFSP) Team discuss the transition steps to be taken to ensure a smooth transition for the toddler when early intervention services end, by the toddler's third birthday. The provision of a Free Appropriate Public Education (FAPE) through an Individualized Education Plan (IEP) is required no later than the eligible toddler's third birthday. The toddler is no longer enrolled in and eligible for early intervention

services after the toddler's third birthday. For those toddlers who are not potentially eligible for Part B special education, SSP2P shall make reasonable efforts to identify other possible and appropriate resources in the community to assist the toddler and family in transitioning out of early intervention services.

2. Transition Notification

a. As early as nine months but no later than 90 days prior to the toddler's third birthday, Early Support for Infants and Toddlers (ESIT) shall send an electronic notification to the District where the toddler receiving Part C services resides for all toddlers who are potentially eligible and have not opted out for services under Part B and who shall shortly turn 3 years old and exit the Part C program.
b. The electronic notification data report is transmitted by ESIT to the District on a monthly basis. The report covering the prior month is for toddlers potentially eligible for Part B, who shall shortly turn 3 years old (i.e., between 2 years and 3 months and 2 years and 9 months), will have a transition conference offered, and will be exiting the Part C program, according to Section 2.2(a). The report lists the toddler's name, date of birth, and parent contact information. IDEA 20 USC 1437 §637(a)(9)(A)(ii)(I} and 34 CFR §303.401 (d)
c. If a toddler is determined eligible for Part C less than 90 days but more than 45 days before the third birthday, ESIT shall provide the notification to the District as soon as possible after determining the toddler's eligibility for Part C and potential eligibility for the Part B. IDEA 20 USC 1437 §637(a)(9)(A)(ii)(I) and 34 CFR §303.209(b)(ii).
d. If a toddler is referred to Part C less than 45 days before the toddler's third birthday, SSP2P, with parental consent, shall refer the family to the District. SSP2P is not required to conduct an evaluation, assessment, or initial IFSP meeting. IDEA 20 USC 1437 §637(a)(9)(A)(ii)(I) and 34 CFR §303.209(b)(iii)
e. In Washington State's Early Support for Infants and Toddlers (ESIT) program, parents can "opt out" of having their child's basic information shared with the local school district for IDEA Part B (special education preschool) services. Once SSP2P receives the opt-out form, the child's personally identifiable information (PII) is not transmitted to the school district, and the child's Part C (early intervention) services will simply end on their third birthday.
f. Family Resources Coordinators (FRCs) must introduce the opt-out form between 27 and 32 months, and the form is due 90 days prior to the child's third birthday. If the parent does not sign the opt-out form after 30 days, then their PII will be shared with the District. South Sound Parent to Parent will make every effort to conduct a transition planning meeting. A transition conference is only required when the parent would like their child to transition to Part B services but is still highly encouraged for all children.
g. If the parent has provided approval, SSP2P's FRC shall convene a transition conference no later than 90 days before the toddler's third birthday, regardless of the availability of each invitee. IDEA 20 USC 1437 §637(a)(9)(A)(ii}{II) - {Ill) and 34 CFR §303.209(c)
h. The transition conference shall be held no later than 90 days before the toddler's third birthday, but at the discretion of all Parties. The transition conference is reported in the

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Data Management System (DMS) as an IFSP meeting, held to develop the transition plan. The transition conference shall be held at a time and location convenient for the family and in the native language of the family or other mode of communication used by the family, unless it is clearly not feasible to do so. Meeting arrangements shall be made with, and written notice provided to, the family and other participants early enough before the meeting date to ensure that they shall be able to attend. IDEA 20 USC 1437 §637 (a)(9)(A)(ii){II} - (Ill) and 34 CFR §§303.209(c) and 303.342(d) - (e)

i. The Part C FRC is responsible for inviting meeting participants to the transition conference.
    i. For the toddler who may be eligible for preschool services under Part B, the transition conference must include the Part C Family Resources Coordinator, family of the toddler, and the District representative. The District representative will participate (in person or virtually) in the transition conference to provide an overview of the types of preschool special education services that may be available and a description of the evaluation and eligibility process. 34 CFR §300.124(c) and WAC 392-172A-02080(2)
    ii. If the transition conference is for a toddler who is not potentially eligible for preschool services under Part B, meeting participants include the family, the FRC, and representatives of the other early childhood program option(s) of interest to the family. 34 CFR §303.209(c) and (e) and §303.343(a) (d) Any transition conference must meet the requirements in 34 CFR §§303.432(d) and (e); §303.343(a) and §303.209(e).

In Witness Whereof, the Parties have executed this Agreement.

South Sound Parent to Parent,
Early Intervention Provider Agency

Signature

Kim Smith
Printed Name

Executive Director
Title

8.27.2026
Date

North Thurston Public Schools

Signature

Heather Lemon
Printed Name

Executive Director Finance
Title

8.26.2026
Date