

**INACTIVATE RECORD BEFORE IFSP**

**[Insert Primary Contact Name]  
[Insert Primary Contact Address]  
[Insert Primary Contact City, State, Zip]**

**RE: [Insert Child's name]  
DOB: [Insert Child's DOB]**



**DATE: [Insert Today's Date]**

**Dear [Insert Primary Contact First Name],**

First Steps is Missouri's early intervention system that provides services to families with children, birth to three years of age, with disabilities or developmental delays. The program is designed to meet the needs of families related to enhancing their child's development, learning, and participation in family and community life.

This letter is to inform you that the First Steps System Point of Entry (SPOE) office has received a referral for your child, **[Insert Child's First and Last name]**. I am trying to locate you in order to share more information about First Steps. Below is a list of the dates I attempted to locate you:

**<<Date>>      <<Contact attempt>>**

**<<Date>>      <<Contact attempt>>**

**<<Date>>      <<Contact attempt>>**

If I do not hear from you within 5 days from the receipt of this letter, by **[DATE 8 days in future]**, then I will assume you are not interested at this time and your child's record will be closed.

If you would like to contact First Steps in the future, call toll-free **1-866-583-2392**.

Sincerely,

**[INSERT SC NAME]**  
Service Coordinator

Enclosure: Parental Rights Statement