

INQUIRY TO FIRST STEPS

[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. First Steps is a voluntary program.

Thank you for calling the local First Steps office to inquire about early intervention services through the First Steps program.

Enclosed are the materials you requested:

- First Steps* information
- Parents As Teachers* information
- Early Head Start / Head Start* information
- Local School District – Early Childhood* information
- Other:

Should you need any additional information about First Steps, we can be reached by calling toll-free at **1-866-583-2392**.

Sincerely,

<<SPOE ADMIN NAME>>
SPOE Administrative Assistant

Enclosures