

Unable to Contact/Locate Prior to Eligibility

Name:

Date of Birth:

Date:

Dear _____,



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, _____.
(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:

-
-
-
-
-

Please contact me at _____ or () _____.
(Email) (Phone Number)

If I do not hear from you within five days from the receipt of this letter, by _____
(Date)
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: **866.583.2392**.

Sincerely,

Service Coordinator

Enclosure: Parental Rights Statement