



**NOTICE OF ACTION**

NAME OF CHILD	DATE OF BIRTH	DATE COMPLETED
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**INSTRUCTIONS**

Prior written notice must be provided to parents of children in First Steps when certain actions are taken. The parent should contact the Service Coordinator if there are any questions regarding this notice or action. The Service Coordinator contact information is included below.

**ACTION**

- Evaluation Refused by System Point of Entry (SPOE)
- Ineligible for First Steps Program
- Change in Eligibility
- Parent Request to Discontinue Service
- Parent Chose to Withdraw from First Steps Program
- Individualized Family Service Plan (IFSP) Team Refused Parent Request for Ongoing Assessment or Service

**REASON FOR THE ACTION**

Empty text area for providing the reason for the action.

**SERVICE COORDINATOR**

SERVICE COORDINATOR NAME AND ADDRESS	SERVICE COORDINATOR PHONE NUMBER
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- A copy of the Parental Rights Statement is enclosed with this notice.