



AFC'S GUIDE TO

Early Intervention

October 2019



Advocates for Children of New York
Protecting every child's right to learn

INTRODUCTION

Young children develop and learn at different rates. However, when a young child has a significant delay in development, services are available to help the child. The Early Intervention (EI) Program provides evaluations and services to children from birth to age three who have developmental delays or disabilities and to their families. EI evaluations and services are provided at no cost to families. These services can help to address concerns that you have about your young child's learning, speech, physical development, or behavior, among other areas. The earlier that delays are found and addressed, the better it is for your child's development. This guide explains the process of getting EI services and your rights.

Some important documents that you may want to read are:

- **Developmental Milestones:** Every child develops at a different pace, but experts have put together a chart of skills that young children are typically able to perform at different ages: <http://www.cdc.gov/ncbddd/actearly/milestones/index.html>
- **Early Help Makes a Difference** published by the New York State Department of Health. This brochure lists what you can expect your child to be doing from birth to age three: <http://www.health.state.ny.us/publications/0527>
- **The Early Intervention Program: A Parent's Guide for Children with Special Needs—Birth to Age Three** published by the New York State Department of Health: <http://www.health.state.ny.us/publications/0532>

Helpful Early Intervention Websites:

- **New York City Early Intervention Program:** <https://www1.nyc.gov/site/doh/health/health-topics/early-intervention.page>
- **New York State Early Intervention Program:** http://www.health.state.ny.us/community/infants_children/early_intervention/index.htm

TABLE OF CONTENTS

What is Early Intervention (EI)?	4
Advocating for Your Child	4
Types of EI Services Available.....	5
Who is Eligible for EI Services?.....	6
How to Get EI Services	7
• Step 1: Referral	7
• Step 2: Meeting Your Service Coordinator.....	8
• Step 3: The Evaluation Process	9
• Step 4: The Individualized Family Service Plan (IFSP)	11
• Step 5: Implementing & Reviewing the IFSP	12
Due Process Rights	13
• Mediation.....	13
• Impartial Hearing	14
• Systems Complaint.....	15
Summary of Your Rights.....	16
Transition from EI to Preschool Special Education	17
DOE Early Childhood Programs	21
Contact Information	22
• Early Intervention Contacts	22
• Committees on Special Education (CSEs)	23
About Advocates for Children — Contact Us.....	24

This guide does not constitute legal advice. This guide attempts to summarize existing policies or laws without stating the opinion of AFC. If you have a legal problem, please contact an attorney or advocate.

WHAT IS EARLY INTERVENTION (EI)?

Early Intervention (EI) is a free, family-centered program that provides evaluations and a wide variety of services for children from **birth to three** years of age who have developmental delays or disabilities.

The earlier that professionals identify and address any delays, the better it is for your child's development.

The law recognizes that parents are key participants in the EI process and that the needs of each child are different. Therefore, if your child is eligible for EI services, you and the professionals serving your child should work together to create a plan for services that fits the needs of your child and family.



ADVOCATING FOR YOUR CHILD

Your role as a parent is vital since you are the most important person in your child's life and you know your child best. This guide is meant to help you understand what EI is and how to be your child's advocate in getting services through EI.

We suggest that you organize and keep track of all the EI paperwork. Keep copies and notes of all contacts, conversations, meetings, correspondence, forms, and information. Be aware of your rights, which are stated in this guide, and make yourself an active participant in all stages of the EI process.

As your child's first and best advocate, you may need some advice or legal help. If you have any questions or problems regarding EI, you can call Advocates for Children's Education Helpline for free at (866) 427-6033, Monday through Thursday, from 10:00am—4:00pm.

NOTE:

The NYC EI Program offers a Text 2 Families text message service to help support families with the EI process. You can sign up for text messages by texting **EI** to 877877.

TYPES OF EI SERVICES AVAILABLE

There are many types of services available in the EI program, including:

- Audiology
 - Nutrition Services
 - Psychological Services
 - Social Work Services
 - Transportation
 - Some Health Services
 - Occupational Therapy
 - Respite Services
 - Special Instruction
 - Vision Services
 - Nursing Services
 - Physical Therapy
 - Service Coordination
 - Speech Therapy
 - Family Training, Counseling, Home Visits, & Support Groups
- Applied Behavior Analysis (ABA): therapy to help reduce problematic behavior
 - Assistive Technology: equipment and services that are used to improve a child's abilities to communicate, eat, or move

Whenever possible, the services are provided in the child's "natural environment."

A child's "natural environment" is a setting where young children typically spend the day. For most children, EI providers travel to where the child is found – at home or at a child care, preschool, or early childhood education program where their parents enroll them (see page 21). If necessary to meet their needs, children may receive individual or group services at an EI agency.



WHO IS ELIGIBLE FOR EI?

A child from birth to three years of age is eligible for EI services if EI evaluations show that the child has a **developmental delay** or if the child has a **disability**.

A child may be behind in one or more of the following areas of development:

- **Cognitive:** skills related to thinking, learning, and interacting with the environment.
- **Communication:** skills related to understanding and using language and gestures.
- **Physical/Motor:** skills related to vision, hearing, or movement, such as crawling, walking, using hands and fingers, and eye-hand coordination.
- **Social/Emotional:** skills related to getting along with others, such as awareness of others, ability to express feelings, and imitating other children.
- **Adaptive/Self-Help:** skills related to independence, such as toileting, eating, and dressing.

A **developmental delay** means that a child has:

1. A 12-month delay in one of the functional areas listed above; **or**
2. A 33% delay in one functional area or a 25% delay in each of two areas; **or**
3. If appropriate standardized instruments are used, a score of at least 2.0 standard deviations below the mean in one functional area or a score of at least 1.5 standard deviations below the mean in each of two functional areas.



Exception: For children whose *only* delay is in the area of *communication*, a developmental delay means a score of 2.0 standard deviations below the mean in the area of communication, or, if no standardized test is appropriate for the child, a severe delay in communication. A 12-month delay or 33% delay in communication alone is insufficient to qualify for EI services.

A **disability** means that a child has a diagnosed physical or mental condition that has a high probability of resulting in developmental delay, such as Down syndrome.

HOW TO GET EI SERVICES

Step 1: Referral

If you think that your child may have a delay or disability and may benefit from EI services, you can make a referral to the NYC Early Intervention Program by calling **311** and stating that you want to make an Early Intervention referral or by faxing this form to the EI Regional Office: <http://bit.ly/ReferralEI>.

There are some people who are required to make a referral if they think your child may be eligible for EI, unless you object. These people include doctors, nurses, and other clinicians; child care centers; school teachers and administrators; staff at domestic violence and homeless shelters; and other social service program providers. You can ask these professionals to help you refer your child.

Children who are developing typically but are *at risk* for delays should be referred to EI's child find/developmental monitoring office for developmental screening and tracking. For example, children who have a family history of vision or hearing impairments or were born at a low weight may be referred to this office.

If your child is two-and-a-half-years-old or older, you may want to refer your child to EI *and* to the Committee on Preschool Special Education (CPSE) because EI services end at age three unless the CPSE finds a child eligible for preschool special education services. See page 17.

The New York State Department of Health and the New York City Department of Health and Mental Hygiene run the EI program. The person who is responsible for receiving the referrals, making sure the process moves forward, and leading the meetings to develop and review the service plan is the **Early Intervention Official Designee (EIOD)**.



HOW TO GET EI SERVICES

Step 2: Meeting Your Service Coordinator

Once your child is referred, an EI “initial service coordinator” from a local agency will contact you to set up a meeting.

During the meeting, the service coordinator should:

- Inform you of your rights and make sure you understand them.
- Discuss the evaluation process.
- Provide you with a list of evaluators to choose from and help make an appointment for evaluations with your consent.
- Explain that EI services are free.
- Explain the relationship between your health insurance or Medicaid and EI services.
- Explain what an **Individualized Family Service Plan (IFSP)** is. See page 11.



You should also receive a copy of *The Early Intervention Program: A Parent’s Guide*, written by the New York State Department of Health. If you do not receive a copy in the mail or from your service coordinator, you should request one over the phone from your Regional EI Office (see page 21) or you can find the guide online in multiple languages at <http://www.health.state.ny.us/publications/0532>.

If your child needs immediate help, you can ask the service coordinator to help develop an “**interim IFSP.**” The interim IFSP is a temporary plan so your child can get services right away. The plan must include the name of your service coordinator, the types of services to be provided, where the services will be provided, how often the services will be provided, and who will provide the services. *The services cannot be provided without your consent.* If you think your child needs an interim IFSP, we suggest that you get a letter from your doctor before the meeting explaining why your child needs services right away.

HOW TO GET EI SERVICES

Step 3: The Evaluation Process

After your child is referred to EI, you have the right to a free, multidisciplinary set of evaluations for your child. Evaluations will assess your child's specific developmental strengths and needs and will determine whether or not your child is eligible for EI services.

Evaluations are voluntary and confidential. They may take place in your home or at an EI evaluation site. You must **consent** in order for evaluations to take place.

Screening: With your consent, the evaluator may do a screening to determine whether or not additional testing is necessary. However, you have a right to a full set of evaluations for your child regardless of the results of the screening.

Evaluations must be done by at least two professionals and must include:

- **Child assessment:** An evaluator will assess your child's abilities and needs in each area of development: cognitive, communication, physical/motor, social/emotional, and adaptive/self-help. See page 6.
- **Health assessment:** This includes a physical examination and a vision and hearing screening and is often done by the child's regular doctor.
- **Parent interview:** You can state your concerns or observations about your child's development.
- **Review of records:** With your consent, the evaluator will review records related to your child's health status and medical history.
- **Voluntary family assessment:** You can choose to participate in a family assessment to address your family's priorities, resources, and concerns.
- **Transportation assessment:** This is an assessment of transportation needs to get EI services.



Your rights during the evaluation process:

- **You can choose not to have your child evaluated:** Your child may be evaluated only if you give written consent.
- **You can choose a provider to evaluate your child:** You will receive a list of providers that do EI evaluations. You can choose a provider from this list to evaluate your child at no cost to you. The initial service coordinator will help you choose an evaluation agency. A list of evaluation sites is available at <http://bit.ly/FamilyInfoNYC> (under NYC EI provider directory). You should ask the evaluation site how long it will take to give you an appointment, complete the evaluations, and write the reports.
- **You have a right to a full set of evaluations:** These evaluations must be done by at least two professionals, including one who is a specialist in the area of the child's suspected delay or disability.
- **You may request a second evaluation:** If you feel that any of the evaluations are inaccurate or incomplete, you may request a second evaluation. The EI Official Designee (EIOD) must agree for this to take place.
- **You may participate in the evaluation process:** You have the right to be present and participate in the evaluations and we strongly suggest that you do so. The evaluations should take place at a time and location convenient for you, and may take place in your home. If you mainly speak a language other than English in your home, your child should be evaluated in that language. The evaluators should speak to you in your preferred language.
- **You have a right to a copy of the full evaluation report:** The evaluators must provide you with a copy of your child's full evaluation report before the IFSP meeting. You should review the report before the meeting. You also have the right to a written and oral summary in your preferred language. This summary must include:
 - A statement about your child's eligibility for the program.
 - The names of the evaluators.
 - A description of the evaluations and your child's responses.
 - Any tests and scores used with explanations of what they mean.



Ask any questions you have and keep a copy of the evaluations for your records.

HOW TO GET EI SERVICES

Step 4: The Individualized Family Service Plan (IFSP)

An IFSP is a written plan that states which EI services your child and family have the right to get and the goals of these services. If your child is found eligible for EI, your initial service coordinator will set up a meeting to create an IFSP. It must be completed no later than 45 calendar days after your child's referral to EI.

The meeting should occur at a time and place convenient for you and should be done in your preferred language. The people who must be at the meeting and who form an IFSP team include:

- **You, the parent.**
- **Your initial service coordinator.**
- **An Early Intervention Official Designee (EIOD).**
- **An evaluator who was a member of your child's evaluation team.**
- **An interpreter in your preferred language, if necessary.**

No one else may participate without your consent. You may also invite others, such as family members, service providers, doctors, or an advocate, to attend the meeting. The EIOD may participate over the phone.

The IFSP must include:

- Your child's current levels of functioning.
- The services that will be provided, how often your child will get them, the length of services, start date, and transportation. See page 5 for a list of available services.
- Your family's strengths, concerns, and resources (if you consent).
- The "natural environments" (settings in which typical peers are found such as your home or a child care center) or, if necessary, other locations (e.g., EI agencies) where the services will be provided.
- The outcomes expected from services and how to reach and monitor those goals.
- The ongoing service coordinator of *your choice* who will implement the plan and assist you throughout the program.
- Other services that your child needs but are not provided by EI, such as medical services.
- If your child is in child care or another early childhood education program, a plan to train the provider to accommodate your child's needs.
- If your child will be turning three soon, the steps to be taken to help your child transition to preschool special education services or other preschool programs.

Writing the IFSP is a team effort and you are a key player. You have a right to fully participate in the meeting.

The plan will only be implemented by the ongoing service coordinator when you and the EI Official Designee both agree on it.

If you do not agree to a particular service, EI will not provide that service. You can still get the other services you do agree upon. Make sure you understand the IFSP. Do not sign off on the IFSP if you do not agree with it or do not understand it.

HOW TO GET EI SERVICES

Step 4: Implementing & Reviewing the IFSP

Once the IFSP is done, your child is eligible to receive services right away. Services should start no later than 30 days after you consent to services.

Your ongoing service coordinator is responsible for making sure the services are provided and for helping you with any problems. A list of service providers is available at <http://bit.ly/FamilyInfoNYC>.

The IFSP will be reviewed **every 6 months and re-evaluated annually by the IFSP team** (you, your service coordinator, EI Official Designee, and evaluator/service providers). The goal of this review process is to monitor your child's progress and make any needed changes to the plan. Like the initial IFSP, you and your EI Official Designee must agree on the services in the new IFSPs. If you do not agree to a particular service, EI will not provide that service. You may also request an IFSP meeting at any time you feel it is necessary. The IFSP reviews may happen through an in-person meeting or, if you agree, through a phone meeting or written correspondence.

NOTE:

If you are having problems getting the services on the IFSP or getting other EI services that your child needs, you should call your service coordinator and then the service coordinator's supervisor. If you are still having problems, you should call the Regional EI Office in your borough, the EI Office of Consumer Affairs, or Advocates for Children. See contact information on pages 22-24.

DUE PROCESS RIGHTS

If you disagree with the Early Intervention staff at any time, you have the right to:

- Ask for mediation.
- Ask for an impartial hearing.
- File a systems complaint.

MEDIATION

Mediation is an informal and confidential meeting in which parents and EI officials discuss their concerns with a mediator, a neutral person trained to help people solve problems. During mediation, both sides have a chance to state their views.

You must request mediation *in writing*. You should state the nature of the problem, your proposed solution, and if you need an interpreter. Your EI service coordinator can help you. Send requests to:

Director of Consumer Affairs
NYC Early Intervention Program
Gotham Center #12
42-09 28th Street, 18th Floor
Long Island City, NY 11101
Fax: (347) 396-8977



EI then has two working days to notify a mediation center in writing. A copy of the notification will be sent to you and should include the names, addresses, and phone numbers of people who will be participating. The center will then assign a mediator who should set up a mediation meeting within two weeks of the notification.

Mediation is free and you are allowed to invite other people to attend the meeting with you such as a friend, advocate, provider, doctor, or family member. If you want to bring an attorney, you must tell EI. If EI wants to bring an attorney, EI must tell you.

Mediation must be completed within 30 calendar days of notification unless EI and you agree to extend the timeline. The mediator will write any agreement reached and ask EI and you to sign. Your service coordinator must then update the IFSP within five working days of receiving the agreement. If you do not reach an agreement with EI at the mediation, you can ask for an impartial hearing. You do not have to go through mediation before requesting an impartial hearing.

IMPARTIAL HEARING

An **impartial hearing** is a formal process conducted by an administrative law judge to solve a problem. Both sides provide testimony and present witnesses to support their positions. The administrative law judge reviews all the evidence and must make a decision within 30 calendar days of the filing of the hearing request unless both sides agree to extend the timeline.

To request an impartial hearing, you must write to:

Director, Bureau of Early Intervention
NYS Department of Health
Corning Tower, Room 287
Empire State Plaza
Albany, NY 12237
Fax: (518) 486-1090

You should send a signed letter “return receipt requested” or fax it so that you have proof that you made the request. Your letter should state the nature of the problem, your proposed solution, and if you need an interpreter.

The Department of Health will assign an administrative law judge to your case and send you a notice of hearing that should include:

- A description of the hearing process.
- A statement informing you of your right to bring an attorney and any other people you choose.
- A statement informing you of your right to have any services that are not in dispute provided during the hearing process.
- A statement informing you of your right to appeal any decision of the administrative law judge.



NOTE:

If you do not receive the notice within a week after submitting your request, call the Department of Health at (518) 473-7016.

If the EI Official decides to bring an attorney to the hearing, you must be told within five working days after EI receives your hearing request. You then have at least five days to find an attorney of your own if you wish. Your service coordinator should inform you of free legal services that may be available.

The hearing will be recorded and you have a right to a copy of the hearing record. We suggest you request it. Obtaining the record is important, especially if you disagree with the decision and want to appeal. After the hearing is completed, you will receive a copy of the decision, including the findings and conclusions of the administrative law judge, how the dispute is to be resolved, and how any relief is going to be implemented. You will also receive information about your right to appeal the decision.



If you win your hearing, your service coordinator is then responsible for changing your IFSP within five working days.

SYSTEMS COMPLAINT

You may file a written **systems complaint** with the New York State Department of Health (the state agency responsible for running EI) if you believe that EI is not doing its job. You have up to one year to make a complaint. You should send the signed complaint “return receipt requested” or fax it to:

Director, Bureau of Early Intervention
NYS Department of Health
Corning Tower, Room 287
Empire State Plaza
Albany, NY 12237
Fax: (518) 486-1090

The Department of Health then has 60 calendar days to investigate your complaint and send you a copy of its findings and, if necessary, a corrective action plan. If the corrective action plan requires any steps to be taken, you should be told when they will be done. A review will take place to see if the corrective action plan has been followed.

A SUMMARY OF YOUR RIGHTS

As a parent, you have certain rights under EI. Your EI service coordinator must provide you with a guide outlining your rights and explain these rights to you. You have the right to:

- Be involved in all stages of the EI process.
- Refuse to consent or withdraw (take back) consent at any stage of the process.
- Choose whether or not to have your child evaluated and have evaluations done in a timely manner.
- Receive full copies of all evaluation results.
- Have a meeting to make an Individualized Family Service Plan (IFSP) within 45 calendar days after your child's referral to EI.
- Refuse any specific service without losing the right to other services.
- Have all your family's information kept confidential.
- Examine, get a copy of, and ask to correct all records regarding your child and family.
- Have notices, results of screenings and evaluations, and services provided to you in your preferred language.
- Be notified in writing of any possible changes in your child's services before any changes are made.
- Bring or consult an advocate or attorney at any meeting or stage of the process.
- Ask for mediation or a hearing or file a systems complaint if you disagree with any decision.

For an additional summary of your rights under EI, see "Your Family Rights in Early Intervention," available in multiple languages online at: <http://bit.ly/FamilyInfoNYC>.

TRANSITION FROM EIT TO PRESCHOOL SPECIAL EDUCATION

EI services are available at least until your child turns three years old. At that time, your child may no longer need services or may transition to other services. At least six months before your child turns three, your child's service coordinator should help you begin the transition process.

Many children who have had EI services are eligible for preschool special education services. The Committee on Preschool Special Education (CPSE) provides these services for children ages three to five. The CPSE is part of the Committee on Special Education (CSE) in the NYC Department of Education (DOE), not the NYC Department of Health and Mental Hygiene. The CPSE provides evaluations and services at no cost to families.

Your child becomes eligible for CPSE services on the following dates:

- If your child turns three between January 1st and June 30th, your child is eligible for preschool special education services on January 2nd of the year your child turns three.
- If your child turns three between July 1st and December 31st, your child is eligible for preschool special education services on July 1st.

However, if the CPSE holds a meeting and finds your child eligible for preschool special education services *before* your child's third birthday, you can choose to have your child continue receiving EI services instead of getting preschool special education services:

- If your child turns three between January 1st and August 31st, your child can continue receiving EI services until August 31st.
- If your child turns three between September 1st and December 31st, your child can continue receiving EI services until December 31st.

Your choice of when to have your child transition is very important because there are often waitlists for CPSE services, especially center-based preschool programs. It is often easier to find a seat in a preschool special education center-based program in September than in the middle of the school year.

In order to have this choice, you should make sure that all of the steps listed below occur on time. **Unless the CPSE holds a meeting and finds your child eligible for preschool special education before your child's third birthday, services will end on your child's third birthday.**

Notification:

No later than 90-120 calendar days (around three to four months) before your child will become eligible for preschool special education, EI will notify your local Committee on Preschool Special Education (CPSE) in writing that your child is aging out of EI unless you object to such notification. This notification is not the same as a referral.

Referral:

You must refer your child in writing to the CPSE, or provide consent for EI to refer your child, to begin the process of determining if your child is eligible for preschool special education services. The CPSE evaluation process following referral is lengthy. Therefore, you should make sure the referral to the CPSE happens at least four months before your child turns three so your child does not experience a gap in services. If you give consent for EI to refer your child, you should check to make sure it happens.

Transition Plan:

EI must create a written transition plan for every child transitioning from EI to CPSE or to other early childhood services.

Transition Conference:

With your consent, the EI Official Designee should arrange a transition conference to discuss the process for getting CPSE services and to develop a transition plan for your child. The conference should be held at least 90 calendar days (around three months) before your child is eligible for preschool services. With your consent, the transition conference may be combined with the IFSP review meeting that occurs closest to your child's second birthday or with the initial CPSE meeting if the meeting occurs at least 90 days before your child is eligible for preschool special education services.

EI may ask you to agree to waive the transition conference. However, you have the right to have this conference and you do not need to waive it, even if you want your child referred to the CPSE or even if your child has already been referred to the CPSE. The conference may provide you with additional information about CPSE and other preschool services and can help make sure your child does not experience a gap in services. The conference should include:

- You, the parent.
- Your EI service coordinator.
- Your Early Intervention Official Designee (EIOD).
- Your CPSE administrator.

Records:

With your consent, EI should send all records (IFSPs and EI evaluations) to the CPSE.

CPSE Packet:

After the CPSE receives the referral for your child, the CPSE should send you a packet of information, including an explanation of your rights, a consent form for evaluations, and a list of approved preschool special education evaluation sites run by the DOE and private agencies. If you do not receive this packet within a week after referral, you should call the CPSE or ask your EI service coordinator for help. See the note on page 20.

CPSE Evaluations:

After you receive the CPSE packet, you should choose an evaluation site from the list in the CPSE packet and call to schedule an evaluation appointment as soon as possible. You should ask the evaluation site how long it will take to give you an appointment, complete the evaluations, and write the reports. The agency providing EI services to your child may be an approved CPSE evaluation site. If you have trouble finding an evaluation site that can finish the evaluations before your child's third birthday, you should ask for help. See the note on page 20.

At the first meeting with the evaluation site, you will sign the consent form included in your CPSE packet if you want your child to be evaluated. You should bring a copy of your child's EI evaluations. With your consent, the evaluation site will determine if your child's EI evaluations can be used. If your child's strengths and needs have changed, you may want to ask for new evaluations.

Eligibility:

A child is eligible for preschool special education services if the child:

1. Has a 12-month delay in one functional area (cognitive, communication, physical/motor, social/emotional, or adaptive/self-help); **or**
2. Has a 33% delay in one functional area or a 25% delay in each of two areas; **or**
3. If appropriate standardized instruments are used, has a score of at least 2.0 standard deviations below the mean in one functional area or a score of at least 1.5 standard deviations below the mean in each of two functional areas; **or**
4. Is eligible for one of the following classifications of disability under the law: autism, deafness, deaf-blindness, hearing impairment, orthopedic impairment, other health impairment, traumatic brain injury, or visual impairment; **and**
5. The delay or disability affects the child's educational performance.

IEP Meeting:

After evaluations are completed, the CPSE should schedule a meeting to determine if your child is eligible for preschool special education services and, if so, develop an Individualized Education Program (IEP). The IEP states the preschool program and services that your child has the right to get. The CPSE must create the IEP within 60 calendar days after you sign the consent form at the evaluation agency. Even if you want your child to keep getting EI services, the CPSE must create a complete IEP.

Transition:

If the CPSE finds that your child is eligible for preschool special education services and creates an IEP before your child's third birthday, you can choose to move your child to preschool services when your child becomes eligible for CPSE or to have your child continue receiving EI services until your child ages out. See page 17.

If the CPSE finds that your child is *not eligible* for preschool special education services:

EI will end on your child's third birthday. Your EI service coordinator should meet with you to discuss other appropriate early childhood programs for your child such as Head Start, child care, or a general education preschool program. See page 21.

Remember that you have due process rights. You can ask the NYC Department of Education (DOE) for mediation or an impartial hearing if you believe your child should be eligible for preschool special education services.

If the IFSP team decides your child should *not be referred* for preschool special education evaluations:

EI will end on your child's third birthday. If you disagree with this decision, you have the right to refer your child in writing to the CPSE for preschool special education evaluations at any time.

NOTE:

If your child is not eligible for CPSE services or the IEP meeting takes place after your child's third birthday, then **EI services will end on your child's third birthday.**

If your child's third birthday is approaching and the evaluations are not completed or the CPSE has not scheduled an IEP meeting, you should call your EI service coordinator, the service coordinator's supervisor, the Regional EI Office in your borough, the EI Office of Consumer Affairs, and your CPSE administrator. You can also email the DOE at eitopreschool@schools.nyc.gov and copy AFC at preschool@afcnyc.org. See pages 22-24.

For more information about the transition from Early Intervention to preschool special education, feel free to review the DOE *Guide to the EI-to-Preschool Transition* and the DOE *Family Guide to Preschool Special Education*, available online: <http://bit.ly/DOE-Preschool-IEP> . For additional information about preschool special education services, read AFC's *Guide to Preschool Special Education Services*, available at www.advocatesforchildren.org/who_we_serve/early_childhood.

If you have questions or need support transitioning to preschool, you can contact the DOE at eitopreschool@schools.nyc.gov. Feel free to copy AFC in your email to the DOE at preschool@afcnyc.org.

DOE Early Childhood Programs

The DOE runs various early childhood programs for young children before they enter kindergarten, including EarlyLearn NYC programs and 3-K. Many children who attend these programs receive EI services or preschool special education services.

EarlyLearn NYC programs are free or low-cost programs that serve children from six weeks old until they enter kindergarten. These programs are located across New York City and are open up to 10 hours a day. Children are eligible based on their parent's income and other factors. For more information, and to see if your child is eligible, visit the DOE website schools.nyc.gov/EarlyLearn.

3-K is a free full-day (6 hours and 20 minutes) preschool program for children available starting in September of the year they turn three. Families must apply for a seat through the DOE central application in the spring before the start of the school year.

Additional resources on early childhood education in NYC are available on our website at www.advocatesforchildren.org/who_we_serve/early_childhood.

Although all children in NYC are eligible to apply, 3-K programs are only located in certain school districts, and children living in those districts have a better chance of receiving a placement offer. For information on the DOE application process and a list of 3-K programs, visit the DOE website schools.nyc.gov/3k.

CONTACT INFORMATION

Early Intervention Contacts

NYC Early Intervention Program

Office of Consumer Affairs

Gotham Center #12
42-09 28th Street, 18th Floor
Queens, NY 11101

Phone: (347) 396-6828

Fax: (347) 396-8977

Email: ElConsumerAffairs@health.nyc.gov

You can also fill out this online form and the Office of Consumer Affairs will call you:
<http://bit.ly/QuestionsEI>.

NY State Bureau of Early Intervention

New York State Department of Health
Corning Tower, Room 287, Empire State Plaza
Albany, NY 12237

Phone: (518) 473-7016

Fax: (518) 486-1090

E-mail: bei@health.ny.gov

NYC Regional Early Intervention Offices

BRONX:

1309 Fulton Ave., 5th Fl.
Bronx, NY 10456

Phone: (718) 838-6887

Fax: (718) 664-2023

BROOKLYN:

16 Court St., 2nd & 6th Fl.
Brooklyn, NY 11241

Phone: (718) 722-3310

Fax: (718) 722-7767 or
(718) 722-2994

MANHATTAN:

42 Broadway, Suite 1611
New York, NY 10004

Phone: (212) 436-0900

Fax: (212) 436-0904

QUEENS:

90-27 Parsons Blvd., 2nd Fl.
Jamaica, NY 11432

Phone: (718) 553-3954

Fax: (718) 553-3997

STATEN ISLAND:

135 Canal Street, 2nd Fl.
Staten Island, NY 10304

Phone: (718) 568-2300

Fax: (718) 568-2341



CONTACT INFORMATION

Committees on Special Education (CSEs)

Region	Chairperson	Districts	Address	Phone/Fax #
1	Steven Birkeland	7, 9, 10	One Fordham Plaza, 7 th Fl. Bronx, 10458	(718) 329-8001 Fax: (718) 741-7928
2	Tricia DeVito	8, 11, 12	3450 E. Tremont Ave., 2 nd Fl. Bronx, 10465	(718) 794-7420 Span: (718) 794-7490 Fax: (718) 794-7445
3	Jennifer Lozano	25, 26	30-48 Linden Pl. Flushing, 11354	(718) 281-3461 Fax: (718) 281-3478
		28, 29	90-27 Sutphin Blvd. Jamaica, 11435	(718) 557-2553 Fax: (718) 557-2620
4	Chris Cinicola	24, 30	28-11 Queens Plaza N, 5 th Fl. Long Island City, 11101	(718) 391-8405 Fax: (718) 391-8552
		27	Satellite Office 82-01 Rockaway Blvd., 2 nd Fl. Ozone Park, 11416	(718) 642-5715 Fax: (718) 642-5891
5	Geraldine Beauvil	19, 23, 32	1665 St. Marks Ave. Brooklyn, 11233	(718) 240-3558 Fax: (718) 240-3555
6	Arlene Rosenstock	17, 18, 22	5619 Flatlands Ave. Brooklyn, 11234	(718) 968-6200 Fax: (718) 968-6253
7	Noel Kitchen	31	715 Ocean Terrace, Bldg. A Staten Island, 10301	(718) 420-5790 Fax: (718) 420-5787
	Dina Benanti	20, 21	415 89 th Street Brooklyn, 11209	(718) 759-4900 Fax: (718) 759-4970
8	Caroline Danner	13, 14, 15, 16	131 Livingston St., 4 th Fl. Brooklyn, 11201	(718) 935-4900 Fax: (718) 935-5167
9	Esther Morell	1, 2, 4	333 7 th Ave., 4 th Fl. New York, 10001	(917) 339-1600 Fax: (917) 339-1450
10	Fabiana Czermerinski	3, 5, 6	388 West 125 th St., 7 th Fl. New York, 10027	(212) 342-8300 Fax: (212) 342-8427



Our Mission

Advocates for Children of New York (AFC)'s mission is to ensure a high-quality education for New York students who face barriers to academic success, focusing on students from low-income backgrounds. AFC achieves this through four integrated strategies:

- Free advice and legal representation for families of students;
- Free trainings and workshops for parents, communities, and educators and other professionals, to equip them to advocate on behalf of students;
- Policy advocacy to effect change in the education system and improve education outcomes; and
- Impact litigation to protect the right to quality education and to compel needed education reform.

Still have more questions? Please call the Jill Chaifetz Education Helpline:

Monday through Thursday

10 am to 4 pm

866-427-6033 (toll free)

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