

INSTRUCTIONS  
**BN011 (REV.01.2011)**  
Written Prior Notice

**A. Purpose**

The purpose of this form is to provide required written notification to the parent/guardian seven days prior to any action, (including pending closure), or meeting, when a BabyNet Service Provider proposes or refuses changes in BabyNet services. Copy of the Written Prior Notice must be provided to the family and documented in service notes.

**B. Uses**

The Service Coordinator uses this form to provide the following information to the family:

1. Notification that a referral was made to BabyNet but the program has been unable to contact the family and closure is pending.
2. Notification that the child has missed one or more appointments for intake, evaluation or assessment and closure is pending.
3. Notification that child is not (or no longer) eligible for BabyNet and closure is pending.
4. Notification that closure is pending because the parent/guardian has indicated that they are no longer interested in BabyNet services.
5. Notification of upcoming IFSP team meetings (initial, annual, review or change).
6. Notification of meeting date, time, and place of IFSP team meetings.
7. The parent is encouraged to contact the Service Coordinator when they do not agree with the proposed action, have questions regarding the notice, or wish to change a meeting date, time or location.
8. Basic Rights of IDEA Part C are included on this notice.

**C. Instructions**

Page 1

1. Enter the Date of Notice, child's name, date of birth, BabyTrac number, and name of parent/guardian.
2. Check the reason for written prior notice or meeting notification.
3. If meeting notification, check appropriate Meeting Purpose.
4. Use 'Other' for issues not listed on form and provide explanation.
5. When parent consents to the action or meeting taking place prior to 7 days from the Date of Notice, signature and date is required.

Page 2

1. Service Coordinator enters name, phone number, agency, agency address, and signs and dates form.
2. Check box if the Notice of Child and Family Rights is sent to the family with this document. The Notice of Child and Family Rights **must** be included with the Written Prior Notice unless documentation exists that this has previously been shared with the family.