



INSTRUCTIONS
BN024
BabyNet Complaint Form

A. Purpose

The purpose of this form is to obtain information from the parent/guardian about a formal written complaint that they wish to file with the BabyNet system.

B. Uses

This form may be used by the parent/guardian to discuss their concerns about a violation that may have occurred involving their child's services within the BabyNet system. The parent also has the option of sending a letter to SC First Steps BabyNet discussing their concerns in lieu of using this form. Any formal complaint must be signed by the parent/guardian.

C. Instructions

1. Section 1: Parent enters name, date, and address, county of residence, telephone number, child's name, and date of birth. Parents check yes or no indicating if child has an Individualized Family Service Plan (IFSP). Parent sends a copy of the IFSP, when available, with the complaint to SC First Steps BabyNet Division, 3200 Sumter Street/Concord Building, Columbia, SC 29201.
2. Section 2: Parent uses this section to explain their concern with the BabyNet system and what has occurred to indicate that the service provider has violated Part C (BabyNet system) of the Individuals with Disabilities Education Act (IDEA).
3. Section 3: Parent uses this section to include additional information that the BabyNet system should be aware of concerning their child and the rights that may have been violated.
4. Section 4: Parent/guardian must sign and date the form.
5. BabyNet Complaint Form must be mailed to:
**SC First Steps to School Readiness/BabyNet Division
3200 Sumter Street/Concord Building
Columbia, SC 29201**