Form EI-11

Today's date | Child's name | Child's DOB | ETID number

Parent name(s)

Prior Written Notice of Proposed Change to Services

Ohio Early Intervention (EI) services are determined through the Individualized Family Service Plan (IFSP) process. Prior written notice for those services is provided through the IFSP form at the IFSP meeting. However, when any Ohio EI service provider proposes to end an EI service prior to an IFSP meeting, you must be given this prior written notice at least ten calendar days before ending that EI service. Your service coordinator will contact you to schedule an IFSP meeting to determine the next steps.

Ohio Early Intervention is proposing to end one or more EI service(s) for your child and your family.

Details about proposed change

Reason for proposed change

Proposed date of change (no fewer than 10 days from today's date)

Please contact me as soon as possible if you have any questions about this action.

EI service provider name | EI service provider contact information

As the parent, you have dispute resolution options available. A copy of your Ohio Early Intervention Parent Rights brochure (ohioearlyintervention.org/printed-materials) is enclosed. If you have any questions, please contact your EI service coordinator at:

EI Service Coordinator name | EI Service Coordinator contact information

Waiver of Timeline (optional)

I understand and agree to waive my right to receive written notice 10 calendar days prior to changing the proposed activity.

Initials of parent(s) | Date

On (date) (name/role) provided a copy of this notice and consent form to the parent(s)

☐ in-person ☐ via mail ☐ via email.

If this form is completed by a person other than the EI Service Coordinator, the EI provider must send a copy to the EI Service Coordinator within five calendar days of providing notice to the parent.

Department of Children & Youth

Help Me Grow Early Intervention