



DEPARTMENT OF ECONOMIC SECURITY

Your Partner For A Stronger Arizona



To:  
Service Providing  
Agencies



Date: July 10, 2024



Subject:  
Request for  
Reconsideration of  
Arizona Early  
Intervention Program  
(AzEIP) Action or  
Decision

## Arizona Early Intervention Program Technical Assistance Bulletin

### Request for Reconsideration Process

TBEIS Service Providing Agencies and AzEIP Contractors are able to request the AzEIP Office reconsider and/or amend an action or decision that occurred within the past six (6) months.

#### Purpose

This bulletin is meant to describe the process that Team Based Early Intervention Service (TBEIS) Providing Agencies and AzEIP Contractors can follow to request the AzEIP office to reconsider an action or decision.

The TBEIS Service Providing Agency/AzEIP Contractor should submit their request for reconsideration in writing to the AzEIP Part C Coordinator at [ebinns@azdes.gov](mailto:ebinns@azdes.gov). The written request should contain the following:

- Name of the individual(s) submitting the request
- Name(s) of Service Providing Agency/AzEIP Contractor
- Contact information of individual(s) submitting the request
- Detailed description of request

The TBEIS Service Providing Agency/AzEIP Contractor will receive written notice that their request was received within three (3) business days of receipt.



## Request for Reconsideration Process

All requests for reconsideration will be reviewed against Federal and/or State regulations, AzEIP Policies and Procedures, AzEIP Technical Assistance, AzEIP TBEIS Billing Manual, TBEIS Contracts, Interagency Agreements and Memorandum of Understandings.

Depending on the content of the request, programmatic and fiscal records may be required and/or a meeting scheduled with the individual(s) submitting the request.

The Part C Coordinator and assigned AzEIP Leadership, as subject matter experts, will assist in the investigation. Each written request will be reviewed with DES Executive Leadership. Additional DES Agency subject matter experts may also participate in the review process such as the Office of Procurement, Office of Inspector General, Financial Services Administration, etc.

In some instances, requests and agency decisions may also be reviewed with the Office of Special Education Programs (OSEP) to ensure alignment with Federal regulations.

Within 45 days of the receipt of the written concern, the Part C Coordinator will provide a written response to the individual(s) who submitted the request.



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