

Section II (A)(2)

Description of services to be provided under Part C to infants and toddlers with disabilities and their families under Arizona's system:

Definition:

"Early Intervention Services" means developmental services that:

- 1) Are provided with public supervision;
- 2) Are determined by the IFSP Team, which includes the parents;
- 3) Are provided at no cost to families;
- 4) Are designed to meet the developmental needs of an infant or toddler with a disability and the needs of the family to assist appropriately in the infant's or toddler's development, as identified by the IFSP Team, in any one or more of the following areas, including:
 - a. Physical development;
 - b. Cognitive development;
 - c. Communication development;
 - d. Social or emotional development; or
 - e. Adaptive development;
- 5) Meet Arizona state standards, including the requirements of part C of IDEA;
- 6) Are provided by qualified personnel;
- 7) To the maximum extent appropriate, are provided in natural environments, as defined in § 303.26 and consistent with §§ 303.126 and 303.344(d); and
- 8) Are provided in conformity with an IFSP adopted in accordance with section 636 of IDEA and § 303.20.

The Arizona Early Intervention Program (AzEIP) provides the following IDEA, Part C Early Intervention Services when determined necessary by an IFSP team to meet child or family outcomes:

- 1) Assistive technology device and service;
- 2) Audiology;
- 3) Family training, counseling, and home visits;
- 4) Health services necessary to enable the child to benefit from another Early Intervention Service;
- 5) Medical services only for diagnostic or other evaluation purposes;
- 6) Nursing;
- 7) Nutrition;
- 8) Occupational therapy;
- 9) Physical therapy;
- 10) Psychological services;

- 11) Service coordination;
- 12) Sign language and cued speech;
- 13) Social work;
- 14) Special instruction;
- 15) Speech-language pathology;
- 16) Transportation and related costs necessary for the child and family to receive an Early Intervention Service; and
- 17) Vision.

Section II (A)(3)

Arizona's policies and procedures regarding the identification and coordination of all available resources within the State from Federal, State, local, and private sources as required under subpart F of 34 CFR Part 303.

The public comment period for this revised policy and new procedure was completed from 1/22/2026 to 2/25/2026. A public hearing was held on 2/25/2026.

Chapter 5: Financial Matters

Revision Dates: 7/1/2026, 4/1/2022

Effective Date: July 1, 2019

References: 34CFR§303.13; 34CFR§§303.500-303.521

Purpose: The purpose of this policy is to specify how Arizona's Early Intervention Program (AzEIP) meets requirements in the Individuals with Disabilities Education Act (IDEA) with regards to use of funds, payor of last resort, and system of payments.

Definitions

- A. "Early Intervention Services" means developmental services that:
- 1) Are provided with public supervision;
 - 2) Are determined by the Individualized Family Service Plan (IFSP) Team, which includes the parents;
 - 3) Are provided at no cost to families;
 - 4) Are designed to meet the developmental needs of an infant or toddler with a disability and the needs of the family to assist appropriately in the infant's or toddler's development, as identified by the IFSP Team, in any one or more of the following areas, including:
 - a. Physical development;
 - b. Cognitive development;
 - c. Communication development;
 - d. Social or emotional development; or
 - e. Adaptive development;
 - 5) Meet Arizona state standards, including the requirements of part C of the IDEA;

- 6) Are provided by qualified personnel;
 - 7) To the maximum extent appropriate, are provided in natural environments, as defined in § 303.26 and consistent with §§ 303.126 and 303.344(d); and
 - 8) Are provided in conformity with an IFSP adopted in accordance with section 636 of IDEA and § 303.20.
- B. “Payor of Last Resort” means a funding source that may be used only after all other available public and private funding sources have been accessed.
 - C. “State Agency” means a state of Arizona agency that has partnered with AzEIP through an intergovernmental agreement, interagency service agreement, intra-agency agreement or Memorandum of Understanding (MOU) to develop and implement a comprehensive, coordinated system of early intervention programs and services for infants and toddlers with or at risk of developmental delays and their families.

Policy

5.0 Financial Responsibility for AzEIP Participating Agencies

- 5.0.1 AzEIP designates financial responsibility to State Agencies when a child meets the eligibility criteria for those State Agencies through intergovernmental and intra-agency agreements.

5.1 Federal Funds Available Under IDEA, Part C: Payor of Last Resort

- 5.1.1 AzEIP uses IDEA, Part C funds to pay for the following as the Payor of Last Resort:
 - A. The following activities, functions, and services authorized under IDEA, Part C:
 - 1) Administration,
 - 2) Maintenance and implementation activities,
 - 3) Direct Early Intervention Services for eligible children and their families that are not otherwise funded through other public and private sources,
 - 4) Related activities by other agencies, and
 - 5) Support for the Interagency Coordinating Council; and
 - B. To expand and improve services for an eligible child and his/her family that are otherwise available.
- 5.1.2 AzEIP does not use IDEA, Part C funds for the following:
 - A. To pay for Early Intervention Services that are to be paid by another public or private source, including any medical program administered by the Department of Defense, but for the enactment of IDEA, Part C; or
 - B. To supplement the level of state and local funds expended for an AzEIP eligible child and his/her family, and in no case to supplant those state and local funds.
- 5.1.3 AzEIP does not commingle IDEA, Part C funds with state funds.
- 5.1.4 AzEIP does not deny or delay Early Intervention Services to any child due to disputes between agencies regarding financial or other responsibilities.

- 5.1.5 AzEIP may use IDEA, Part C funds to pay the early intervention service provider for the following services, pending reimbursement from the agency or entity that has ultimate responsibility for the payment if necessary to prevent delay in receipt of appropriate Early Intervention Services to an eligible child or child's family:
- A. Early Intervention Services,
 - B. Functions of the child find system, and
 - C. Evaluations and assessments.

5.2 System of Payments

- 5.2.1 AzEIP includes in its system of payments:
- A. Private insurance,
 - B. Public insurance or benefits,
 - C. State funds,
 - D. Local funds,
 - E. Private donations and grant funding, and
 - F. Federal funds as the Payor of Last Resort.
- 5.2.2 AzEIP does not include in its system of payments:
- A. Family fees,
 - B. Co-payments, or
 - C. Deductibles.
- 5.2.3 AzEIP does not charge fees for the following services that a child is required to receive at no cost to the family under IDEA, Part C:
- A. Child find and public awareness;
 - B. Screening, evaluation and assessment and the functions related to them;
 - C. Service coordination;
 - D. Ongoing IFSP services; or
 - E. Administrative and coordination activities related to:
 - 1) Development, review, and evaluation of IFSPs and interim IFSPs;
 - 2) Transition conferences;
 - 3) Implementing procedural safeguards, including dispute resolution; and
 - 4) Teaming activities on behalf of a family, as described in AzEIP contracts and agreements to provide a team-based approach to early intervention services.
- 5.2.4 AzEIP does not pay for or reimburse families for health insurance premiums.
- 5.2.5 AzEIP does not require families to sign up for or enroll in public benefits or insurance to receive early intervention services.
- 5.2.6 AzEIP requires consent to bill public health insurance when:
- A. The responsible person or child is not already enrolled in the Arizona Health Care Cost Containment System (AHCCCS); or

- B. The use of the child's or responsible person's public benefit insurance benefits/insurance would:
 - 1) Decrease available lifetime coverage or any other insured benefit for the child or responsible person;
 - 2) Result in the responsible person paying for services that would otherwise be covered by the public insurance benefits;
 - 3) Result in any increase in premiums or discontinuation of public insurance benefit for that child or responsible person; or
 - 4) Risk loss of eligibility for the child or the responsible person for home and community-based waivers based on aggregate health-related expenditures.

5.2.7 AzEIP makes available at no cost to the family all services identified on the IFSP to which the parent has provided consent if the parent does not provide consent to bill public benefits or insurance as specified in 5.2.6.

5.2.8 AzEIP maintains procedures with requirements for SPAs to implement Arizona's system of payments.

5.2.9 AzEIP maintains A Family's Guide to Funding Early Intervention Services in Arizona, containing Arizona's system of payments policies, including notification that:

- A. Parental consent must be obtained as specified in 5.2.6 before disclosing Personally Identifiable Information (PII) to AHCCCS or an AHCCCS contracted health plan;
- B. The state will make available services specified in 5.2.7 at no cost to the family;
- C. A parent has the right to withdraw their consent at any time to share their PII with AHCCCS or an AHCCCS contracted health plan at any time; and
- D. States the general categories of cost a parent may incur if they consent to use their insurance.

5.2.10 AzEIP monitors SPAs to ensure that:

- A. Families are provided with a copy of the system of payments through A Family's Guide to Funding Early Intervention Services in Arizona;
- B. Consent is obtained prior to billing private health insurance:
 - 1) Initially;
 - 2) Each time services increase in frequency, length, intensity, or duration; and
 - 3) When there is change of health insurance; and
- C. Requirements related to the use of public insurance benefits specified in 34CFR §303.520(a) are met.

5.3 Contracting or Otherwise Arranging for Services

- 5.3.1 AzEIP maintains an adequate provider network to provide Early Intervention Services by establishing the following in accordance with Arizona Revised Statutes, Arizona Rules, and any applicable federal law:
- A. Contracts;
 - B. Vendor agreements;
 - C. Intergovernmental Agreements;
 - D. Interagency Service Agreements;
 - E. Intra-agency Service Agreements; and
 - F. Memoranda of Agreement or Understanding.
- 5.3.2 AzEIP maintains and posts on the website a billing manual that provides technical assistance and detailed standard work on billing Early Intervention Services.
- 5.3.3 AzEIP requires SPAs to seek reimbursement for Early Intervention Services provided to children who are AzEIP eligible and their families in accordance with:
- A. IDEA, Part C and its regulations;
 - B. Office of Management and Budget regulations;
 - C. The Education Department General Administrative Regulations in 34 C.F.R. part 80;
 - D. All Arizona standards, including applicable state laws;
 - E. Other applicable federal and state laws;
 - F. The specific terms and conditions of the contract, including applicable state and agency Terms & Conditions;
 - G. Technical assistance from the Office of Special Education Programs:
 - 1) Guidance,
 - 2) Policy clarification, and
 - 3) Memos; and
 - H. AzEIP policies and procedures.

Implementing the System of Payments

Effective Date: July 1, 2026

Intended Users: Service Coordinators, Service Providing Agency (SPA) billing staff

References: 34CFR§303.12; 34CFR§303.13; 34CFR§303.510(a);
34CFR§303.511(d); 34CFR§§303.520-521

Definitions

1. “Early Intervention Services” means developmental services that:
 - A. Are provided with public supervision;

- B. Are determined by the IFSP Team, which includes the parents;
 - C. Are provided at no cost to families;
 - D. Are designed to meet the developmental needs of an infant or toddler with a disability and the needs of the family to assist appropriately in the infant's or toddler's development, as identified by the IFSP Team, in any one or more of the following areas:
 - 1) Physical development;
 - 2) Cognitive development;
 - 3) Communication development;
 - 4) Social or emotional development; or
 - 5) Adaptive development;
 - E. Meet Arizona state standards, including the requirements of Part C of IDEA;
 - F. Are provided by qualified personnel;
 - G. To the maximum extent appropriate, are provided in natural environments, as defined in § 303.26 and consistent with §§ 303.126 and 303.344(d); and
 - H. Are provided in conformity with an IFSP adopted in accordance with section 636 of IDEA and § 303.20.
2. "Practitioner" means the same as "Early Intervention Services Provider" in 34CFR §303.12.

Procedure

- 1. The service coordinator must provide the family at the initial visit and any time consent to bill insurance or share Personally Identifiable Information (PII) with a health plan is obtained with a copy of:
 - A. The AzEIP Family's Guide to Funding Early Intervention Services in Arizona (GCI-1086A or GCI-1086A-S); and
 - B. The Child and Family Rights in the Early Intervention Program (GCI-1070A or GCI-1070A-S) which explains the family's procedural safeguards including the right to:
 - 1) share an informal concern with AzEIP
 - 2) file a formal complaint with AzEIP
 - 3) request and/or participate in mediation
 - 4) request a due process hearing.
- 2. The service coordinator must confirm that the family has completed during the initial visit or complete a/an:
 - A. Health Insurance Agreement (GCI-1040A or GCI-1040A-S) for the:
 - 1) Evaluation; and

- 2) The initial provision of Early Intervention Services on the Individualized Family Service Plan (IFSP) if eligible; and
- B. Public Insurance Benefits form (GCI1041B or GCI-1041B-S) prior to sharing Personally Identifiable Information (PII) with the Arizona Health Care Cost Containment System (AHCCCS) or an AHCCCS health plan.
3. The service coordinator must obtain written informed consent to use the parent's or child's private insurance using the Health Insurance Agreement (GCI-1041A or GCI-1041A-S) to pay for each increase in frequency, length, duration, or intensity of an Early Intervention Service on the IFSP.
4. The service coordinator must within 10 days of completing a Health Insurance Agreement (GCI-1041A or GCI-1041A-S) and/or Public Insurance Benefits form (GCI-1041B or GCI-1041B-S):
 - A. Enter the data from the form completely and accurately into the Arizona Department of Economic Security (ADES) data system(s); and
 - B. Provide a copy of the form to the family.
5. The service coordinator must:
 - A. Allow the family to withdraw their consent at any time to:
 - 1) Use their private insurance, or
 - 2) Share their PII with their public health plan;
 - B. Document the withdrawal of consent;
 - C. Notify any billing staff that consent has been withdrawn; and
 - D. Update the ADES data system to reflect that the consent has ended as of the date of the withdrawal.
6. The service coordinator must complete a new Public Insurance Benefits form (GCI-1041B or GCI-1041B-S) if the family:
 - A. Withdraws their consent to share PII, or
 - B. Wishes to consent to share PII after previously declining.
7. A Practitioner or SPA must not deny or delay early intervention services to the child and family if:
 - A. The parent declines to use private insurance,
 - B. The parent does not consent to sharing their PII with their public health plan,
 - C. The parent chooses not to enroll in public benefits or insurance, or
 - D. The SPA is delayed in or unable to obtain authorization to bill Early Intervention Services.
8. The SPA must not collect from a family:
 - A. Fees,
 - B. Copayments, or
 - C. Deductibles.

9. The SPA may collect payments from a family that are made to the family from the insurance provider for their child's Early Intervention Services.
10. The SPA billing staff must coordinate benefits as specified in the AzEIP billing manual.
11. The SPA billing staff must utilize public insurance to the maximum extent possible when the family has consented to share their PII with their public health plan.
12. The SPA billing staff must not bill any Early Intervention Service if:
 - A. Written consent is not obtained for billing private insurance using the Health Insurance Agreement (GCI-1041A or GCI-1041A-S);
 - B. Written consent is not obtained to share PII with an AHCCCS health plan using the Public Insurance Benefits form (GCI-1041B or GCI-1041B-S);
 - C. Written consent has not been obtained for a newly enrolled AHCCCS member using the Public Insurance Benefits form (GCI-1041B or GCI-1041B-S); and/or
 - D. Consent has been withdrawn to bill private insurance or share PII with an AHCCCS health plan.
13. The SPA billing staff must enter results of insurance billing into the ADES data system.
14. The SPA billing staff must invoice AzEIP for all Early Intervention Services that are not billed through the Division of Developmental Disabilities data system for an Arizona Long Term Care System eligible child as specified in the AzEIP billing manual.

Section II (A)(4)

Arizona's rigorous definition of "developmental delay" as required under §§303.10 and 303.111.

Definition:

"Significant Developmental Delay" means an infant or toddler demonstrates at least two standard deviations below the mean in one or more of the following developmental areas:

- 1) Physical: fine motor, gross motor, and sensory which includes vision and hearing;
- 2) Cognitive;
- 3) Language/communication;
- 4) Social or emotional; or
- 5) Adaptive (self-help).

AzEIP defines eligibility for early intervention in Arizona as an infant or toddler between birth and 36 months of age who:

- A. Lives in Arizona,
- B. Is not receiving IDEA Part B services, and
- C. Has:
 - 1) A Significant Developmental Delay in one or more areas of development; or
 - 2) An Established Condition that has a high probability of resulting in a developmental delay.

Description of the evaluation and assessment procedures, consistent with §303.321, that will be used to measure a child's development to determine if a child has a Significant Developmental Delay:

Evaluation:

When medical records are not available that confirm that the child has an Established Condition or Significant Developmental Delay:

- A. The Multidisciplinary Evaluation Team (MET) must review all available information and determine the information still needed to determine eligibility for AzEIP;
- B. When completing an evaluation of the child, the MET must:
 - 1) Administer an [AzEIP approved evaluation tool](#) in the child's Native Language and document the results on the Developmental Evaluation Report;
 - 2) Document the child's history including interviewing the parent;
 - 3) Identify and document the child's present level of development in each of the following developmental domains:
 - a. Physical: fine and/or gross motor and sensory (includes vision and hearing);
 - b. Cognitive;
 - c. Language/communication;
 - d. Social or emotional; and
 - e. Adaptive (self-help).
 - 4) Gather information from the following other sources to understand the full scope of the child's unique strengths and needs when applicable:
 - a. Family members,
 - b. Medical providers,
 - c. Social workers,
 - d. Other caregivers, and
 - e. Any other source of information that potentially impacts the child's eligibility;
 - 5) Review medical, educational, or other records if available; and
 - 6) Administer the Modified Checklist for Autism in Toddlers (M-CHAT-R) screening if the child is between 16 and 30 months unless the family declines.

Assessment:

The service coordinator and at least one of the following team members must complete a multidisciplinary Child and Family Assessment (CFA) with the family prior to the initial Individualized Family Service Plan (IFSP):

- A. One team member involved in the evaluation if eligibility was determined based on results of the evaluation, or
- B. The team member who completed the record review if eligibility was determined based on an Established Condition.

The multidisciplinary team must:

- A. Observe the child engaged in:
 - 1) Spontaneous, child-directed interaction in at least one everyday routine with caregivers, siblings, and other children;
 - 2) Structured caregiver-directed interaction; and/or
 - 3) Interaction with IFSP team members;
- B. Review and discuss developmental and medical records including the evaluation information if an evaluation was completed;.
- C. Use an assessment tool(s) as part of or prior to the initial and each annual assessment documenting standard scores on the summary page of the tool to identify present levels of development in the following developmental domains if an evaluation was not completed:
 - 1) Physical,
 - 2) Cognitive,
 - 3) Communication,
 - 4) Adaptive, and
 - 5) Social/Emotional.

The service coordinator must:

- A. Facilitate a discussion using the CFA pages from the IFSP document (GCI-1021A, GCI-1021A-S, GCI-1021P, or GCI-1021P-S) to identify:
 - 1) The child's strengths and needs in each developmental domain; and
 - 2) The family's resources, priorities, and concerns related to enhancing the child's development; and
- B. Document the results of that discussion by completing all pages of the CFA on the IFSP document (GCI-1021A, GCI-1021A-S, GCI-1021P, or GCI-1021P-S)

Section II (A)(7)

Arizona's policies and procedures that require the referral for early intervention services under Part C of specific children under the age of three, as described in §303.303(b)

The public comment period for this revised policy and new procedure was completed from 8/1/2025 to 10/14/2025. Public hearings were held on 9/5/2025 and 10/14/2025.

Policy:

1.6 Child Find

1.6.1 AzEIP implements a child find system, in coordination with SPAs and State Agencies and advice and assistance from the ICC that:

- A. Ensures all infants and toddlers residing in Arizona who are potentially eligible for Early Intervention Services through AzEIP are identified, located, and evaluated regardless of the severity of their disability as required under IDEA, Part C, and the General Education Provisions Act (GEPA), including:
 - 1) Native American infants and toddlers with disabilities residing on a reservation geographically located in Arizona and minority populations;
 - 2) Infants and toddlers with developmental delays or disabilities who are:
 - a. Unhoused;
 - b. In foster care;
 - c. Wards of the State or tribe;
 - d. Attending private schools; and
 - e. Part of military families;
 - 3) Infants and toddlers who are subject of a substantiated case of child abuse or neglect or identified as directly affected by illegal substance or withdrawal symptoms resulting from prenatal drug exposure;
- B. Includes a system for making referrals; and
- C. Ensures that the child find system is coordinated with all other State Agencies to locate and identify children, including:
 - 1) ADE, which administers the preschool special education program under section 619 of IDEA, Part B;
 - 2) ADHS, which is responsible for the maternal child health program, Women Infants and Children (WIC), newborn hearing screening, and other supports for families and children;
 - 3) AHCCCS which oversees the administration of Early Periodic Screening, Diagnosis and Treatment (EPSDT), Arizona Long Term

- Care System (ALTCS), Children's Health Insurance Program (CHIP) and other health programs;
- 4) Programs under the Developmental Disabilities Assistance and Bill of Rights Act;
 - 5) Arizona Head Start and Early Head Start grantees;
 - 6) Divisions and programs within ADES, including the Supplemental Security Income (SSI) program, Child Care Administration (CCA), Arizona Refugees Resettlement program, Supplemental Nutrition Assistance (SNAP), and domestic violence programs;
 - 7) The Arizona Department of Child Safety (DCS), which administers the Child Abuse Prevention and Treatment Act (CAPTA);
 - 8) The Early Hearing Detection and Intervention (EHDI) system; and
 - 9) The Maternal, Infant and Early Childhood Home Visiting (MIECHV) Program.

1.6.2 AzEIP, with the advice and assistance of the ICC, ensures that:

- A. There is not unnecessary duplication of effort by the agencies involved in the IDEA, Part C child find system; and.
- B. The resources of each public agency are utilized to implement the child find system in an efficient manner.

1.6.3 AzEIP facilitates the identification, location and evaluation of all potentially eligible children in collaboration with its SPAs and State Agencies through:

- A. Interagency planning,
- B. Participation in public awareness,
- C. Participation in the child find system,
- D. Screening and referral, and
- E. Monitoring.

1.6.4 AzEIP requires its Service Providing Agencies to:

- A. Identify child find partners statewide,
- B. Promote collaboration with AzEIP, and
- C. Report child find activities within 10 days of the end of each quarter.

1.6.5 AzEIP collaborates with ADE to ensure implementation of an Intergovernmental Agreement (IGA) that details each agency's responsibilities under IDEA in relation to child find.

1.6.6 AzEIP maintains procedures to ensure children under the age of three are referred to AzEIP who are:

- A. The subject of a substantiated case of child abuse or neglect; or
- B. Identified as directly affected by illegal substance abuse or withdrawal symptoms resulting from prenatal drug exposure.

1.6.7 AzEIP coordinates with the Arizona Department of Health Services, Office of Newborn Screening by participating when appointed in:

- A. Newborn Screening Advisory Panel; and
- B. Early Hearing Detection & Intervention (EHDI) Advisory Panel.

Procedure:

Arizona Early Intervention Program (AzEIP) Referrals

Effective Date: 7/1/2026

Intended Users: Parents, Primary Referral Sources, Service Providing Agencies (SPAs)

References: 34 CFR § 303.303

Procedure

1. When a parent is concerned about the development of their infant or toddler under the age of 3 and would like assistance from AzEIP, they may refer their child to AzEIP by:
 - A. Applying online from the [AzEIP website](#);
 - B. Calling Central Referral at (888)592-0140;
 - C. Emailing AzEIP.Info@encirclefamilies.org; or
 - D. Sending a fax to (602)357-1978.
2. A parent or professional making a referral by email or fax must include:
 - A. The child's name,
 - B. The child's date of birth, and
 - C. The parent's contact information.
3. When a professional identifies an infant or toddler with developmental concerns, they must refer the child to AzEIP as soon as possible and no more than 7 days after the child has been identified using one of the methods listed in (1).
4. When a professional identifies an infant or toddler with the following circumstances, they must refer the child within 7 days using one of the methods above:
 - A. The child is the subject of a substantiated case of abuse or neglect, or
 - B. The child has been directly affected by:
 - 1) illegal substance abuse, or
 - 2) withdrawal symptoms resulting from prenatal drug exposure.
5. When an employee or contractor of an AzEIP Service Providing Agency receives a request for an AzEIP referral, within one business day that SPA or Practitioner must submit the referral with any accompanying documents to the AzEIP central referral agency.
5. When a complete referral is received, the AzEIP Central Referral agency must assign the infant or toddler to a contracted Service Providing Agency (SPA) and notify the assigned SPA within one business day.

Section II (A)(8)

Description of the procedure used by the State to ensure that resources are made available under Part C for all geographic areas within the State.

The Arizona Early Intervention Program (AzEIP) develops and implements a statewide, comprehensive, coordinated, interagency, multidisciplinary system for providing Early Intervention Services, which are based on scientifically based research, to the extent practicable, to all children who are eligible under IDEA, Part C, and their families.

AzEIP ensures that Early Intervention Services are:

- A. Based on age-appropriate scientific research, to the extent practicable given the availability of age-appropriate scientific research concerning a particular Early Intervention Service;
- B. Available to all infants and toddlers with disabilities and their families including those who are:
 - 1) Residing on a reservation geographically located in the state, or
 - 2) Unhoused; and
- C. Assisting family members and caregivers in enhancing their child's learning and development through everyday learning opportunities.

Section II (A)(9)

Policies and procedures used by the State to ensure that, before adopting any new policy or procedure (including any revision to an existing policy or procedure) needed to comply with Part C of the Act and 34 CFR Part 303, the lead agency—

- (1) Holds public hearings on the new policy or procedure (including any revision to an existing policy or procedure);
- (2) Provides notice of the hearings held in accordance with §303.208(b)(1) at least 30 days before the hearings are conducted to enable public participation; and
- (3) Provides an opportunity for the general public, including individuals with disabilities, parents of infants and toddlers with disabilities, EIS providers, and the members of the Council, to comment for at least 30 days on the new policy or procedure (including any revision to an existing policy or procedure) needed to comply with Part C of the Act and 34 CFR Part 303.

Policy:

1.4 Public Participation

1.4.1 AzEIP publishes the Part C grant application, including any new or revised policies, procedures, descriptions, methods, certifications, assurances, and other information required in the application at least 60 days prior to the submission of the Part C grant application for federal funds to the Office of Special Education Programs (OSEP) in a manner that:

- A. Ensures circulation throughout the State for at least a 60-day period, and
- B. Provides the opportunity for public comment on the Part C grant application for at least 30 days during that period.

1.4.2 AzEIP completes the following steps prior to adopting any new or revised policy or procedure needed to comply with IDEA, Part C:

- A. Holding public hearings on the new or revised policy and/or procedure;
- B. Providing notice of public hearings at least 30 days before the hearings are conducted to enable public participation;
- C. Providing an opportunity for the general public and the following to comment for at least 30 days on the new or revised policy and/or procedure:

- 1) Individuals with disabilities,
- 2) Parents of infants and toddlers with disabilities,
- 3) Practitioners, and
- 4) Members of the ICC.

1.4.3 AzEIP:

- A. Publicizes public hearings with the original posting of the proposed policy;
- B. Outlines procedures for submitting public comment in public comment and public hearing announcements; and
- C. Accepts comments by fax, letter, or e-mail to AzEIP, or during public hearings during the public comment period.

1.4.4 AzEIP encourages the ICC and its committees, State Agency, and SPA employees and contractors to inform a broad range of contacts about proposed new or revised policies or procedures.

1.4.5 AzEIP does not consider the following to meet the requirements of IDEA, Part C as subject to public participation requirements:

- A. Policies and procedures not specifically developed to meet the requirements of IDEA, Part C;
- B. Clarification of existing policies and procedures;
- C. Guidance documents and technical assistance;
- D. Billing manual;
- E. Contracts;
- F. Interagency agreements;
- G. Intra-agency Agreements;
- H. Memorandums of Understanding; or
- I. Other documents that are not policies or procedures developed to meet the requirements of IDEA.

1.4.6 AzEIP uses facilities for meetings that meet the accessibility requirements of the Americans with Disabilities Act

Section II (A)(10)

Arizona's policies and procedures it will use to ensure a smooth transition for infants and toddlers with disabilities under the age of three and their families from receiving early intervention services under Part C to preschool or other appropriate services (for toddlers with disabilities) or exiting the program for infants and toddlers with disabilities.

The public comment period for this revised policy and new procedure was completed from 10/3/2025 to 11/3/2025. A public hearing was held on 11/3/2025.

Policy:

Chapter 4: Transition

Revision Dates: 7/1/2026, 4/1/2022

Effective Date: July 1, 2019

References: 34CFR§303.34(b)(10); 34CFR§303.209; 34CFR§303.344(h); 2020 Arizona Department of Education Child Find and Transition Services Intergovernmental Agreement

Purpose: The purpose of this policy is to specify how the Arizona Early Intervention Program implements the requirements of the Individuals with Disabilities Education Act (IDEA) regarding transition from Part C of IDEA to Part B of IDEA.

Definitions:

- A. "Potentially Eligible for Part B Services" means a child who is:
 - 1) Within 9 months of their third birthday,
 - 2) Been determined eligible for Part C services, and
 - 3) Has an active IFSP.
- B. "Public Education Agency" or "PEA" means a public board of education or other public authority legally constituted within a State for either administrative control or direction of, or to perform a service function for, public elementary schools or secondary schools in a city, county, township, school district, or other political subdivision of a State, or for a combination of school districts or counties as are recognized in a State as

an administrative agency for its public elementary schools or secondary schools.

- C. “Service Providing Agency” or “SPA” means an entity:
- 1) Contracted or in a formal agreement with; and
 - 2) Designated by AzEIP for reporting under 34CFR§303.700 through 303.702.
- D. “Transition Conference” means a conference meeting the requirements of an IFSP meeting in [§§ 303.342\(d\)](#) and [\(e\)](#) and [303.343\(a\)](#) where:
- 1) A toddler is Potentially Eligible for Part B services,
 - 2) The family has consented to the conference, and
 - 3) The PEA has been invited with enough time to attend.
- E. “Transition Plan” means:
- 1) A review of program options for the toddler with a disability for the period from the toddler's third birthday through the remainder of the school year; and
 - 2) The following steps and services determined to ensure a smooth transition from Part C services to Part B preschool services or other appropriate services:
 - a. Discussions with, and training of, parents, as appropriate, regarding future placements and other matters related to the child's transition;
 - b. Procedures to prepare the child for changes in service delivery, including steps to help the child adjust to, and function in, a new setting;
 - c. Confirmation that child find information about the child has been transmitted to the PEA or other relevant agency, in accordance with [§ 303.209\(b\)](#) (and any policy adopted by the State under [§ 303.401\(e\)](#)) and, with parental consent if required under [§ 303.414](#), transmission of additional information needed by the PEA to ensure continuity of services from the part C program to the part B program, including a copy of the most recent evaluation and assessments of the child and the family and most recent IFSP developed in accordance with [§§ 303.340](#) through [303.345](#); and
 - d. Identification of transition services and other activities that the IFSP Team determines are necessary to support the transition of the child.

Policy:

4.0 Transition

4.0.1 AzEIP ensures a smooth transition from early intervention for all AzEIP-eligible children and their families:

- A. Any time the child and family exits AzEIP, and
- B. To preschool or other appropriate services at or around the date a child turns three years old.

4.0.2 AzEIP ensures SPAs meet the following IDEA, Part C transition requirements:

- A. A Transition Plan is developed as part of a child's IFSP:
 - 1) No earlier than 9 months before a child's 3rd birthday if all parties agree; and
 - 2) No later than 90 days before the child's 3rd birthday;
- B. The PEA where the child resides and the State Education Agency (SEA) are notified that the child is Potentially Eligible for Part B services:
 - 1) No later than 90 days before the child's 3rd birthday; or
 - 2) As soon as possible if the child is eligible for Part C services less than 90 days but more than 45 days before the child's 3rd birthday; or
 - 3) With parental consent if the child is eligible for Part C services less than 45 days before their 3rd birthday; and
- C. When a parent agrees to hold a Transition Conference, it is completed:
 - 1) No later than 90 days before the child's 3rd birthday; and
 - 2) No earlier than 9 months before the child's third birthday if all parties agree.

4.0.3 AzEIP refers children who contact AzEIP less than 45 days from their third birthday to their PEA of residence.

4.0.4 AzEIP does not conduct evaluation, screening, assessment, or create an initial IFSP, or complete transition activities when a child is referred to AzEIP less than 45 days before their third birthday.

4.1 Collaboration with the Arizona Department of Education (ADE)

4.1.1 AzEIP participates in an Intergovernmental Agreement (IGA) with the Arizona Department of Education (ADE) to ensure specific IDEA, Part C requirements for transition of a child in early intervention to special education services under IDEA, Part B by:

- A. Delineating the procedures for the transition of children with disabilities or delays from AzEIP to the PEA;
- B. Ensuring families' rights to services for which they are eligible;

- C. Delineating responsibilities of coordination and communication among ADE, AzEIP, SPAs, and PEAs implementing transition requirements;
 - D. Establishing uniformity statewide to provide a coordinated, unduplicated, and seamless system for serving children ages birth through five with developmental delays or disabilities according to IDEA, Parts B and C;
 - E. Encouraging cooperation and communication to ensure the provision of a Free Appropriate Public Education (FAPE) by a child's third birthday; and
 - F. Requiring a data sharing agreement if needed.
- 4.1.2 AzEIP provides PEA and Transition Conference data to ADE in conformity with the data sharing agreement to audit and evaluate transition activities.
- 4.1.3 AzEIP notifies the Arizona Department of Education (SEA) that a toddler receiving IDEA, Part C services who is Potentially Eligible for Part B Services will shortly turn three years old and exit the IDEA, Part C program when service coordinators enter the PEA notification date into the ADES data system no later than 6 months before the child's third birthday.
- 4.1.4 AzEIP shares with ADE a copy of any findings letter for a compliant investigation filed under Part C of IDEA relating to transition services within 30 days of issuance.

Procedures:

Developing a Transition Plan

Revision Dates: 7/1/2026, 4/1/2022

Effective Date: July 1, 2019

Intended Users: Practitioners

References: 34CFR§303.34(b)(10); 34CFR§303.209; 34CFR§303.344(h)

Definitions

1. "Public Education Agency" or "PEA" means a public board of education or other public authority legally constituted within a State for either administrative control or direction of, or to perform a service function for, public elementary schools or secondary schools in a city, county, township, school district, or other political subdivision of a State, or for a combination of school districts or counties as are recognized in a State as an administrative agency for its public elementary schools or secondary schools.
2. "Practitioner" means the same as "Early Intervention Services Provider" in 34 CFR §303.12.

3. “Transition Plan” means:
 - A. A review of program options for the toddler with a disability for the period from the toddler's third birthday through the remainder of the school year; and
 - B. The following steps and services determined to ensure a smooth transition from Part C services to Part B preschool services or other appropriate services:
 - 1) Discussions with, and training of, parents, as appropriate, regarding future placements and other matters related to the child's transition;
 - 2) Procedures to prepare the child for changes in service delivery, including steps to help the child adjust to, and function in, a new setting;
 - 3) Confirmation that child find information about the child has been transmitted to the PEALEA or other relevant agency, in accordance with [§ 303.209\(b\)](#) (and any policy adopted by the State under [§ 303.401\(e\)](#)) and, with parental consent if required under [§ 303.414](#), transmission of additional information needed by the PEALEA to ensure continuity of services from the part C program to the part B program, including a copy of the most recent evaluation and assessments of the child and the family and most recent IFSP developed in accordance with [§§ 303.340](#) through [303.345](#); and
 - 4) Identification of transition services and other activities that the IFSP Team determines are necessary to support the transition of the child.

Procedure

1. The service coordinator must complete all fields on the transition pages (GCI-1021E or GCI-1021E-S) of the Individualized Family Service Plan (IFSP) document.
2. The service coordinator must explain:
 - A. The purpose of the PEA and State Education Agency (SEA) notification is to ensure a smooth transition from early intervention;
 - B. AzEIP will share the child and family’s demographic information with their school district of residence and the Arizona Department of Education; and
 - C. The PEA notification is a referral for the school district to begin the process of Part B eligibility determination, but is not a family commitment to proceed with Part B special education services.
3. The service coordinator must:
 - A. Explain that in order to facilitate a smooth transition, AzEIP would like to share the following additional documentation that will assist the PEA in determining the eligibility for their program:

- 1) A copy of the most recent evaluation of the child;
 - 2) A copy of the most recent assessments of the child and family; and
 - 3) The most recent IFSP; and
- B. Request a Consent to Share Early Intervention Records and Information (GCI-1040A or GCI-1040A-S) with the school district where the child resides.
4. The service coordinator must request a Consent to Share Early Intervention Records and Information (GCI-1040A or GCI-1040A-S) with any program that the family is interested in pursuing after age three to:
- A. Share information, and
 - B. Invite them to the Transition Conference at the parent's request.
5. The service coordinator must explain to the family that early intervention services end:
- A. The day before the child's third birthday; or
 - B. The day before the child begins Part B services.
6. The service coordinator must discuss funding options for services after age 3.
7. The IFSP team must use the Individualized Family Service Plan Outcome for Child and Family pages to:
- A. Develop participation-based child outcomes and family outcomes that reflect:
 - 1) The family's priorities and interests, and the routines and activities with which they would like support from early intervention; and
 - 2) Unless the family declines, the transition-specific outcomes necessary to:
 - a. Help the child adjust to and function after early intervention services end, and
 - b. Assist the family with identifying activities that need to be completed in order to ensure a smooth and effective transition.
8. The service coordinator must document on the Individualized Family Service Plan Services Needed to Make Progress Towards Outcomes page the services needed to:
- A. Build the family's capacity to support their child's needs; and
 - B. Attain the child outcomes and family outcomes, including any new outcomes related to transition planning.
9. The service coordinator must return to the IFSP procedure starting at:
- A. Step 8 for Developing the Initial Individualized Family Service Plan (IFSP),
 - B. Step 9 for Periodically Reviewing the IFSP, or
 - C. Step 9 for Annually Revising the IFSP.

Updating a Transition Plan

Effective Date: July 1, 2026

Intended Users: Service coordinators

References: 34CFR§303.209

Definitions

1. “Potentially Eligible for Part B Services” means a child who is:
 - A. Within 9 months of their third birthday,
 - B. Been determined eligible for Part C services, and
 - C. Has an active Individualized Family Service Plan (IFSP).
2. “Public Education Agency” or “PEA” means a public board of education or other public authority legally constituted within a State for either administrative control or direction of, or to perform a service function for, public elementary schools or secondary schools in a city, county, township, school district, or other political subdivision of a State, or for a combination of school districts or counties as are recognized in a State as an administrative agency for its public elementary schools or secondary schools.
3. “Transition Conference” means a conference meeting the requirements of an IFSP meeting in [§§ 303.342\(d\)](#) and [\(e\)](#) and [303.343\(a\)](#) where:
 - A. A toddler is Potentially Eligible for Part B services,
 - B. The family has consented to the conference, and
 - C. The PEA has been invited with enough time to attend.
4. “Transition Plan” means:
 - A. A review of program options for the toddler with a disability for the period from the toddler's third birthday through the remainder of the school year; and
 - B. The following steps and services determined to ensure a smooth transition from Part C services to Part B preschool services or other appropriate services:
 - 1) Discussions with, and training of, parents, as appropriate, regarding future placements and other matters related to the child's transition;
 - 2) Procedures to prepare the child for changes in service delivery, including steps to help the child adjust to, and function in, a new setting;
 - 3) Confirmation that child find information about the child has been transmitted to the PEA or other relevant agency, in accordance with [§ 303.209\(b\)](#) (and any policy adopted by the State under [§ 303.401\(e\)](#)) and, with parental consent if required under [§ 303.414](#), transmission of additional information needed by the PEA to ensure

- continuity of services from the part C program to the part B program, including a copy of the most recent evaluation and assessments of the child and the family and most recent IFSP developed in accordance with §§ 303.340 through 303.345; and
- 4) Identification of transition services and other activities that the IFSP Team determines are necessary to support the transition of the child.

Procedure

When a family notifies any team member of a change in their Transition Plan, the service coordinator must:

- A. If the child has moved to a new school district and the Transition Conference has not been completed:
 - 1) Notify the following of the child's new address using the PEA Notification form (GCI-1037A) by including in a single email within 2 business days:
 - a. The previous school district,
 - b. The new school district, and
 - c. Arizona Department of Education at C2Binbox@azed.gov;
 - 2) Identify a new location for the meeting if the parent chooses to move it;
 - 3) Send an updated IFSP Meeting Notification (GCI-1044A or GCI-1044A-S) to all invitees including both the previous and new school districts confirming the details of the meeting; and
 - 4) Request a Consent to Share Early Intervention Records (GCI-1040A or GCI-1040A-S) from the parent for the new school district;
- B. If the child has moved to a new school district and the Transition Conference has already occurred:
 - 1) Notify the following of the child's new address using the PEA Notification form (GCI-1037A) by including in a single email within 2 business days:
 - a. The previous school district,
 - b. The new school district, and
 - c. Arizona Department of Education at C2Binbox@azed.gov;
 - 2) Request a Consent to Share Early Intervention Records (GCI-1040A or GCI-1040A-S) from the parent for the new school district;

- C. If the family loses their housing after the Transition Plan has been developed, notify the following that the family is experiencing homelessness by including in a single email within 5 business days:
 - 1) The previous school district,
 - 2) A school district of the parent's choosing, and
 - 3) Arizona Department of Education at C2Binbox@azed.gov; and
- D. If the parent changes their decision regarding holding a Transition Conference from "no" to "yes" more than 90 days before the child's third birthday, the service coordinator must:
 - 1) Complete the Transition Conference:
 - a. At least 90 days before the child's third birthday, or
 - b. Within 10 business days of the request and document a family delay in the ADES data system if the Transition Conference is not timely due to the family's changed decision; and
 - 2) Complete the [Changes in Transition form](#) and submit to AzEIP.
- E. If the parent changes their decision regarding holding a Transition Conference from "no" to "yes" less than 90 days before the child's third birthday, the service coordinator must:
 - 1) Document the family's request in the contact log,
 - 2) Schedule a periodic review of the IFSP to update the Transition Plan in the IFSP, and
 - 3) Invite the child's PEA of residence to the periodic review.

Notifying the Public Education Agency (PEA) and Arizona Department of Education (SEA) of a Child who is Potentially Eligible for Part B Services

Revision Dates: 7/1/2026, 4/1/2022

Effective Date: July 1, 2019

Intended Users: Service coordinators

References: 34CFR§303.209(b)

Definitions

- 1. "Potentially Eligible for Part B Services" means a child who is:
 - A. Within 9 months of their third birthday,
 - B. Been determined eligible for Part C services, and

- C. Has an active Individualized Family Service Plan (IFSP).
2. “Public Education Agency” or “PEA” means a public board of education or other public authority legally constituted within a State for either administrative control or direction of, or to perform a service function for, public elementary schools or secondary schools in a city, county, township, school district, or other political subdivision of a State, or for a combination of school districts or counties as are recognized in a State as an administrative agency for its public elementary schools or secondary schools.
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 - 2) Procedures to prepare the child for changes in service delivery, including steps to help the child adjust to, and function in, a new setting;
 - 3) Confirmation that child find information about the child has been transmitted to the PEA or other relevant agency, in accordance with [§ 303.209\(b\)](#) (and any policy adopted by the State under [§ 303.401\(e\)](#)) and, with parental consent if required under [§ 303.414](#), transmission of additional information needed by the PEA to ensure continuity of services from the part C program to the part B program, including a copy of the most recent evaluation and assessments of the child and the family and most recent IFSP developed in accordance with [§§ 303.340](#) through [303.345](#); and
 - 4) Identification of transition services and other activities that the IFSP Team determines are necessary to support the transition of the child.
4. “Unorganized Territory” means an area in Arizona that does not fall within the boundaries of a school district.

Procedure

1. The service coordinator must within one business day of the development of a Transition Plan within a child’s IFSP:
 - A. Complete the PEA Notification/Referral form (GCI-1037A); and
 - B. Send the completed PEA Notification/Referral form (GCI-1037A) to:

- 1) The child's and family's:
 - a. School district of residence; or
 - b. The family's preferred school district if the family lives in an Unorganized Territory; and
 - 2) The Arizona Department of Education (SEA) at c2binbox@azed.gov if the Transition Plan was developed after a child is 2 years, 6 months old.
2. The service coordinator must email the Arizona Early Intervention Program (AzEIP) quality improvement mailbox within one business day when a child lives in an Unorganized Territory and a preferred school district refuses Part C to Part B transition of a child with:
 - A. The PEA Notification/Referral form (GCI-1037A), and
 - B. The family's requested school district.
3. The service coordinator must enter the following into the ADES data system(s) within 10 calendar days:
 - A. The date the PEA Notification/Referral form (GCI-1037A) was sent;
 - B. The school district of:
 - 1) Residence, or
 - 2) Preference if the family lives in an Unorganized Territory; and
 - C. A note in the demographics section if the family lives in an Unorganized Territory.

Completing a Transition Conference

Revision Dates: 7/1/2026, 4/1/2022

Effective Date: July 1, 2019

Intended Users: Service coordinators

References: 34CFR§303.209(c)

Definitions

1. "Public Education Agency" or "PEA" means a public board of education or other public authority legally constituted within a State for either administrative control or direction of, or to perform a service function for, public elementary schools or secondary schools in a city, county, township, school district, or other political subdivision of a State, or for a combination of school districts or counties as are recognized in a State as an administrative agency for its public elementary schools or secondary schools.

2. “Transition Conference” means a conference meeting the requirements of an Individualized Family Service Plan (IFSP) meeting in [§§ 303.342\(d\)](#) and [\(e\)](#) and [303.343\(a\)](#) where:
 - a. A toddler is Potentially Eligible for Part B services,
 - b. The family has consented to the conference, and
 - c. The PEA has been invited with enough time to attend.

Procedure

1. During the Transition Conference, the service coordinator must:
 - A. Review and revise the transition plan pages (GCI-1021E or GCI-1021E-S) within the IFSP document;
 - B. Review the potential program options/continuum of services available on the child’s third birthday;
 - C. Establish tentative timelines and activities for:
 - 1) The Part B eligibility determination process, and
 - 2) The child’s transition into Part B services, if eligible.
 - D. Establish a plan for parental visitation to the education programs available if requested by the parent and not already completed;
 - E. With the parent’s written consent, share information (evaluation results, progress reports, IFSP, etc.) with the PEA;
 - F. Plan for the collection of additional information to assist in determining eligibility for IDEA, Part B and appropriate IEP services, including Extended School Year (ESY);
 - G. If a PEA representative is unable to attend, share the following information generally with the family:
 - 1) Part B eligibility definitions,
 - 2) Timelines,
 - 3) Process for consenting to an evaluation and conducting Part B eligibility determinations, and
 - 4) Availability of special education and related services; and
 - H. Complete all fields of the Transition Conference Summary (GCI-1033A or GCI-1033A-S).
2. Following the Transition Conference, the service coordinator must:
 - A. Send copies of the Transition Conference Summary (GCI-1033A or GCI-1033A-S) to all conference participants;
 - B. Complete any action items assigned to the service coordinator; and
 - C. Enter the conference data into the ADES data system(s) within 10 calendar days.

