Arizona Early Intervention Program
DCS Making a Referral

Participation by families in the Arizona Early Intervention Program (AzEIP) is voluntary. The AzEIP service coordinator is responsible for identifying the parent (*see reverse*) under the Individuals with Disabilities Education Act (IDEA) when the child referred is in the care and custody of the Department of Child Safety (DCS). AzEIP uses a Central Referral Agency, Raising Special Kids, to process referrals statewide.

How to Make an AzEIP Referral

- **Online**
  - This is the fastest and most efficient method. To receive confirmation of the assigned AzEIP provider, please include your work email address and you will be notified.
- **Toll-Free:** (888) 592-0140
- **E-mail:** AzEIP.Info@raisingspecialkids.org

After the Referral is Made

- If the biological parent (aka bio parent) is available, has not had their rights severed, and is willing to participate in the process then they are the IDEA parent, and the team proceeds with the bio parent in the initial planning process.
- If the AzEIP Service Coordinator cannot locate the bio parent, then the AzEIP Service Coordinator contacts the DCS specialist. If after the service coordinator makes three attempts on different days, at different times of day over the course of a few weeks to contact the bio parent, the AzEIP Service Coordinator may proceed with someone else who may serve as the IDEA parent.
- If the bio parents are available and do not want to proceed, the AzEIP Service Coordinator is required to document that decision and exit the referral.

Requesting AzEIP Records

DCS specialists are required to use the Uninterrupted Scholars Act Letter developed by DCS to comply with federal legislation which allows AzEIP to share information with DCS. Submit the completed form that applies to the situation at the time of referral.

- CSO-1048A – DCS is investigating allegations of abuse and neglect and reasonably believes that the child's health or safety is in jeopardy; or
- CSO-1050A – the child is in the care and legal custody of DCS.

In the Referral Please Include:

- Biological parents' names, and contact information; and
- The current status of the biological parental rights; and
- Out-of-home Caregiver's name and contact information; and
- Any Court orders regarding custodial rights.

After the Referral the DCS worker should be prepared to answer additional information including:

- Change in status in biological parents' rights; and
- Change in placement since referral; and
- Change in assigned DCS specialist.

WHO IS THE PARENT?

The definition of “parent” under IDEA is:

§303.27 Parent

(a) Parent means—

(1) A biological or adoptive parent of a child;

(2) A foster parent, unless State law, regulations, or contractual obligations with a State or local entity prohibit a foster parent from acting as a parent;

(3) A guardian generally authorized to act as the child’s parent, or authorized to make early intervention, educational, health or developmental decisions for the child (but not the State if the child is a ward of the State);

(4) An individual acting in the place of a biological or adoptive parent (including a grandparent, stepparent, or other relative) with whom the child lives, or an individual who is legally responsible for the child’s welfare; or

(5) A surrogate parent who has been appointed in accordance with §303.422 or section 639(a)(5) of the Act.

(b)

(1) Except as provided in paragraph (b)(2) of this section, the biological or adoptive parent, when attempting to act as the parent under this part and when more than one party is qualified under paragraph (a) of this section to act as a parent, must be presumed to be the parent for purposes of this section unless the biological or adoptive parent does not have legal authority to make educational or early intervention service decisions for the child.

(2) If a judicial decree or order identifies a specific person or persons under paragraphs (a)(1) through (a)(4) of this section to act as the “parent” of a child or to make educational or early intervention service decisions on behalf of a child, then the person or persons must be determined to be the “parent” for purposes of part C of the Act, except that if an EIS provider or a public agency provides any services to a child or any family member of that child, that EIS provider or public agency may not act as the parent for that child.

AzEIP Contact list

- Find Your Local Early Intervention Program
- View an interactive map of AzEIP Geographic Service Regions