

Prior Written Notice (PWN) Circumstance Chart

Circumstance	When is PWN Needed	Timing of PWN
Screening	Any time a post-referral screening will be conducted to determine whether there is a suspicion of a delay.	After deciding to conduct a screening, but before asking parent to sign a consent for screening.
Refusing Initial Evaluation for <i>Early On</i> Eligibility	Any time a referral has been made to <i>Early On</i> and an evaluation will not be conducted because <i>Early On</i> has decided there is not a suspicion of a delay. This includes when screening results do not show a suspicion of a delay.	After deciding to not conduct an <i>Early On</i> evaluation for eligibility.
Refusing Initial Evaluation for Michigan Mandatory Special Education (MMSE) Eligibility	After a parent has requested an MMSE evaluation and the MMSE staff have determined that an evaluation for MMSE eligibility is not needed because there is not a suspicion of a disability that would qualify the child for MMSE services.	After deciding to not conduct an MMSE evaluation for eligibility.
Proposing Initial Evaluation for <i>Early On</i> and/or MMSE	Any time an initial evaluation will be conducted to determine eligibility.	After deciding to conduct an evaluation, but before asking parent to sign a consent for evaluation.
If Appropriate, Any Evaluation (Other than Initial) to Determine Continuing Eligibility for <i>Early On</i> and/or MMSE Eligibility	Any time an evaluation will be conducted to determine continuing eligibility.	After deciding to conduct an evaluation, but before asking parent to sign a consent for evaluation.
Eligible for <i>Early On</i> and/or MMSE Eligibility	Any time a decision is made that a child is eligible for <i>Early On</i> and/or MMSE.	After the eligibility decision is made, but before conducting the IFSP meeting.

Circumstance	When is PWN Needed	Timing of PWN
<p>Not Eligible for <i>Early On</i> and/or MMSE</p>	<p>Any time a decision is made that a child is not eligible for <i>Early On</i> and/or MMSE.</p>	<p>After the eligibility decision is made.</p>
<p>Initial IFSP Meeting</p>	<p>When <i>Early On</i> makes a decision about the provision of service (specific service, length, duration, frequency, intensity and method of service delivery) during the development of an Initial IFSP.</p> <p>When <i>Early On</i> makes a decision about placement (service location) during the development of an Initial IFSP.</p> <p>When a parent declines a placement or service that <i>Early On</i> proposed and therefore it is not included in the service section of the IFSP. PWN is needed for <i>Early On</i> decisions regarding refused as well as proposed service and placement.</p>	<p>After the IFSP is developed, but before asking the parent to sign the IFSP.</p>
<p>Annual IFSP Meeting</p>	<p>When the IFSP team proposes any change(s) in the service (specific service, length, duration, frequency, intensity and method of service delivery) and/or placement (service location) from what was reflected on the previous IFSP.</p> <p>When a parent declines a placement or service that <i>Early On</i> proposed; therefore, it is not included in the service section of the IFSP.</p> <p>When a change in service and/or placement is requested or discussed, but refused by <i>Early On</i>.</p> <p>If no changes to placement or services are proposed or refused</p>	<p>After the IFSP is developed, but before asking the parent to sign the IFSP.</p>

Circumstance	When is PWN Needed	Timing of PWN
	during the development of the new IFSP, PWN is not needed.	
<p>Exit or Transition Prior to Age Three</p>	<p>When <i>Early On</i> is proposing to end service provision because a child is exiting between age two and a half (2 ½) and three (3) to transition into Preschool Special Education under Part B.</p> <p>When a decision is made to end service provision because a family indicates they no longer want to participate in <i>Early On</i>.</p> <p>When a decision is made to end service provision because the child is no longer eligible for <i>Early On</i>.</p> <p>PWN is not needed when exiting a child at age three.</p>	<p>After a decision is made to exit a child prior to age three.</p>