

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
Not Eligible for <i>Early On</i> and/or MMSE	Any time a decision is made that a child is not eligible for <i>Early On</i> and/or MMSE.	After the eligibility decision is made.
Initial IFSP Meeting	<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>	After the IFSP is developed, but before asking the parent to sign the IFSP.
Annual IFSP Meeting	<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>	After the IFSP is developed, but before asking the parent to sign the IFSP.

Circumstance	When is PWN Needed	Timing of PWN
	during the development of the new IFSP, PWN is not needed.	
Exit or Transition Prior to Age Three	<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 required when exiting a child at age three. However, best practice would be to provide the parent with a PWN explaining the child's entitlement to services under IDEA Part C is ending due to age.</p>	After a decision is made to exit a child prior to age three.