



First Steps Prior Written Notice

Written Notice must be given to parents of children who participate in Missouri's First Steps Early Intervention program. This notice must be given within a reasonable amount of time and it must occur before the public agency or service provider for either of these reasons below.

1. The public agency or service provider proposes to initiate or change the identification, evaluation, placement or the provision of appropriate early intervention services to the child and the child's family.
2. The public agency or service provider refuses to initiate or change the identification, evaluation, placement or the provision of appropriate early intervention services to the child or the child's family.

Content of Notice must contain sufficient details to inform the parents about:

- The action that is being proposed or refused
- The reason for taking the action
- All procedural safeguards that are available
- The State complaint procedures, including a description of how to file a complaint and the timelines under those procedures.

Notice in Understandable Language:

- Notice must be provided in language that is understandable to the general public.
- Notice must be provided in the native language or other mode of communication used by the parent, unless it is clearly not feasible to do so.
- If the native language or other mode of communication of the parent is not a written language, the public agency must take steps to ensure:
 - a. The notice is translated orally or by other means to the parent in his or her native language or form of communication
 - b. The parent understands the content of the notice
 - c. There is written evidence that these requirements have been met
- If a parent is deaf or blind, the mode of communication must be that which is normally used by the parent (such as sign language, Braille, or oral communication).

Additional information about First Steps is available at <https://dese.mo.gov/special-education/first-steps>