

DATE

NAME

Intake Department, Early Start

NAME OF REGIONAL CENTER

ADDRESS

Sent via fax: FAX NUMBER

Re: Early Start Referral for CHILD'S NAME (DOB XX-XX-XX)

Dear _____

I am hereby referring the above named child for a comprehensive and multidisciplinary evaluation and assessment to determine eligibility for Early Start. CHILD lives within the catchment area of NAME OF REGIONAL CENTER at ADDRESS. *(note: if you are the child's educational rights holder, you will want to include that information here. If you are not the child's educational rights holder, you should provide the name and contact information for that person, so that the regional center can contact them. In addition, if the child has an open DCFS case, ask the social worker to submit a DCFS 5004 referral form as soon as possible.)*

The child is showing delays in the following areas: *(cognitive, communication, self help, fine motor, gross motor, social-emotional)*. Examples of these delays include: *(give as many examples as possible, for example you can list milestones that the child is not meeting)*.

As you are aware, state law requires that the initial evaluation and initial assessment must be timely, comprehensive and multidisciplinary (Cal. Gov't Code § 95016 (a)). If the child is eligible, an IFSP must be developed within 45 days from the initial referral, and that IFSP must include appropriate services (17 C.C.R. 52106 (b)(6)). As such, the regional center must conduct an initial assessment to determine the level of services that will be provided in the child's IFSP, if the child is found eligible. Therefore, we are requesting that this child receive **not only a developmental evaluation, but also *[insert specific assessments here, such as a speech evaluation if there are speech delays, an occupational therapy evaluation if there are fine motor delays, a physical therapy evaluation if there are gross motor delays]* assessments.**

If you have any questions or concerns, please contact me at PHONE NUMBER.

Sincerely,

Signature