



STATE OF WASHINGTON
DEPARTMENT OF CHILDREN, YOUTH, AND FAMILIES

1500 Jefferson Street, SE • P.O. Box 40975 • Olympia WA 98504-0975

Date: August 1, 2019
To: Local Lead Agencies, Early Intervention Provider Agencies
From: Laurie Thomas, Early Support for Infants and Toddlers (ESIT) Administrator
Re: Procedural Safeguard Documentation when giving Prior Written Notice (PWN)

This memo serves to clarify when a signature is needed when providing Prior Written Notice (PWN) to families.

ESIT currently provides a Parent Prior Written Notice form to be used with families. According to the ESIT/DCYF contract, PWN is to be given to families no less than seven days in advance, unless it is documented that a different timeframe best meets the family's needs, prior to proposing or refusing to initiate or change the identification, evaluation, or placement of the child, or the provision of appropriate early intervention services.

This form includes a "parent(s) acknowledgement" section which requests they sign and return the form. As stated on the form, the signature is meant to serve as documentation that the family received a copy of their procedural safeguards along with the PWN.

The acknowledgment of the receipt of procedural safeguards may be documented with a signature on this form OR in the child's record (progress notes, contact log, etc.). A signature is not required. The documentation must be clear and easily found in the record.

If you have further questions, please contact your Program Consultant.

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