# Form EI-11

Today's date | Child's name | Child's DOB

Parent name(s) | EIDS number

## Prior Written Notice for Proposed Change to Services

When any Ohio Early Intervention (EI) service provider recommends or proposes to begin (initiate) or change the EI services that will be provided to your family and child, we must give you prior written notice at least ten calendar days before beginning or changing that EI service.

Ohio Early Intervention is proposing to ☐ begin ☐ change one or more EI service(s) for your child and your family.

Details about proposed change

Reason for proposed change

Proposed date of change (no fewer than 10 days from today's date)

Please contact me as soon as possible if you have any questions about this action.

EI service provider name | EI service provider contact information

As the parent, you have dispute resolution options available. A copy of your Ohio Early Intervention Parent Rights brochure is enclosed. If you have any questions, please contact your EI service coordinator at:

EI service coordinator name | EI service coordinator contact information

**Waiver of Timeline (optional)**

I understand and agree to waive my right to receive written notice 10 calendar days prior to changing or beginning proposed activity.

Initials of parent(s) | Date

On ☐ (date) ☐ (name/role) provided a copy of this notice and consent form to the parent(s) ☐ in-person ☐ via mail ☐ via email.

*If this form is completed by a person other than the EI service coordinator, the EI provider must send a copy to the EI service coordinator within five calendar days of providing notice to the parent.*

Ohio Department of Developmental Disabilities
An Equal Opportunity Employer and Provider of Services
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OHIO Early Intervention