

**Aging and Disability Services Division
IDEA Part C**

Formal Written Complaint

Date:

Name of Person Filing the Complaint:

Relationship to Child:

Mailing Street Address:

City/State/Zip Code:

Child Name:

Child Date of Birth:

Dear Part C Coordinator,

I am filing a written and signed child's _____ for

☐ The child/ren has been enrolled in an Early Intervention (EI) Program.

 EI Program Name:

☐ The child/ren has been referred to EI but has not been assigned to a program.

I believe _____ is not receiving services as required by Part C of the Individuals with Disabilities Education Act (IDEA).

My complaint is based on the following issues:

(Please be detailed and explain how this has affected the child, include facts, dates, and a summary of the concern.)

Please list names of those involved in the complaint, if known.

(Please be clear. If names are not known, please list titles and/or company names.)

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I believe the issue(s) stated in the complaint could be resolved through the following action(s):

I understand that:

- My complaint may be investigated.
- I may be contacted for additional information during the investigation.
- I will receive a copy of the final report within 60 calendar days from the date this written complaint is received by the IDEA Part C Office, unless there an extension had been approved.

The best days and times to reach me are:

The easiest way to contact me is by:

(Check your preferred option(s) and provide your contact information below)

☐ Phone:

☐ Email:

☐ Mail:

Thank you for reviewing this complaint.

Signature:

Date:

Aging and Disability Services Division

IDEA Part C

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Anyone in Nevada or another state can file a complaint if they believe a public agency or early intervention provider broke the rules under IDEA Part C.

Complaints must be about something that happened within the past year.

Once the IDEA Part C Office receives the complaint, they will try to solve it within 60 days unless more time is officially approved.

If submitting this form by mail, please mail it to:

Aging and Disability Services Division
IDEA Part C Office
680 W. Nye Lane, Suite 102
Carson City, NV 89703

If submitting this form by email, please email it to:

Words to Know: Complaint Type

Due Process Complaint is a formal written request that a parent or guardian can file if they disagree with something related to their child's early intervention services. This applies to children from birth to age three (3), who are receiving services under IDEA Part C. The complaint starts a legal process where a neutral hearing officer listens to both sides and makes a final decision. Parents might file a complaint if they don't agree with how their child was evaluated, whether their child qualifies for services, what services are being offered, or how those services are being provided through the Individualized Family Service Plan (IFSP). Before going to a hearing, families must be offered mediation to try to solve the issue, but they don't have to participate. Only parents or legal guardians can file this type of complaint.

Written State Complaint is a formal letter sent to Nevada's Part C lead agency when someone believes that an early intervention provider or public agency has broken a rule under IDEA Part C. Anyone can file this type of complaint, not just parents. It can be about one child or a group of children. After the complaint is received, the state agency looks into the issue and gives a written decision within 60 calendar days. This process is less formal than a due process hearing and is often used to fix problems with how services are being provided or how rules are being followed.