Date

(Name and address of individual submitting the reconsideration)

Re: Reconsideration of Complaint for (Name of

 Child)

Dear (Individual submitting the reconsideration):

This letter is in response to the reconsideration request submitted on (Date) of the complaint investigation for (Name of Child) issued by the Bureau of Early Intervention Services on (Date of complaint letter). The reconsideration investigation was conducted to determine whether the (Name of Program) failed to comply with federal or state requirements related to the issues you have identified in the complaint report.

**Issues Identified in the Complaint**

(Summarize the issues identified by the complainant. This can be a listed or in narrative form and should be the same as the issues identified in the original complaint letter. The length of the summary will vary depending on complexity of the concerns. There might be some issues that were resolved since the original complaint and not mentioned in the reconsideration).

**Sources of Information:**

The following information was reviewed by the Bureau of Early Intervention Services during the investigation:

(Summarize any new information provided by the individual. Also Summarize the activities completed in the original complaint letter, including the sources of information used to establish the finding. Sources of information and activities may include: the original CIR review, child record, including specific documents within the child’s record (i.e. IFSP/IEP, PRA/NOREP); correspondence, any additional information in the reconsideration filed, and interviews. This should not be an exhaustive list but a descriptive summary captured in a few sentences.)

**Findings and Conclusions:**

After reviewing the information outlined above, the Bureau of Early Intervention Services finds:

(If no additional findings or conclusions have been made, this should be stated. List the findings of facts in order as summarized above under Issues Identified in the Complaint. Include findings that are relevant to the conclusion. Describe what you found and draw a conclusion. The statement should indicate whether the issues identified within the reconsideration have been substantiated or not.)

**Corrective Action:**

As a result of the findings and conclusions identified above, the (Name of the Program) is required to complete the following actions: (If additional correction action is required based on the reconsideration, it should clearly be stated. Summarize all corrective action steps required by the program, if substantiated. If no corrective action is required due to the program being in compliance with requirements, please indicate).

Corrective action is required by the (Name of the Program) and follow-up documentation will be provided to the Bureau of Early Intervention Services. The complaint will be closed when documentation shows that the corrective action is received by the Bureau of Early Intervention Services.

A copy of the report has been sent to (Name of Program Supervisor(s) at (Name of Program).

If you have any questions or concerns, please contact me at (Telephone Number and E-mail of Signatory).

Sincerely,

(Name and title of either EI Advisor,

 Division Chief or Bureau Director)

cc: Program Supervisor

 EI Advisor

 Andrea Algatt, Program Specialist