

How to Request Mediation

(Insert Date)

(Insert Name), Early Intervention Official
(Insert Name) County Department
(Street Address)
(City/State/Zip Code)

Dear (insert name of Early Intervention Official):

After sharing my concerns with my service coordinator and the county EIO, we are unable to reach agreement regarding the provision of early intervention services for (insert your child's full name). Therefore, I would like to file a request for **mediation**.

We cannot agree on the following:
(Check all that apply)

- Eligibility of my child for the Early Intervention Program. I understand that the request for mediation must be made within six months of the date my child was found ineligible for services.
- Requested early intervention services or evaluations for my child and family.
- County refused to provide early intervention services or evaluations for my child and family.
- Change in early intervention services or evaluations for my child and family.

(Insert a short description)

1. What early intervention services are currently being provided to your child and family?
2. Explain what cannot be agreed upon for each area where you cannot agree.
3. Provide important facts and/or copies of documents which you feel are important for others to read.
4. Share your proposed solution or solutions.

I understand that within two days of receiving my request, the EIO will notify the appropriate community dispute resolution center (CDRC) in writing of my request for mediation. The EIO will simultaneously send the service coordinator and me a copy of the notification. Upon receipt of the request, the CDRC will contact me and the EIO to discuss the mediation process.

The best time to reach me is on (insert days and times).

Sincerely,

(Your Signature)
(Insert Name)
(Street Address/P.O. Box)
(City/State/Zip Code)
(County)
(Area Code/Phone Number)