

Sample Letter - How to Request Mediation

<Insert Date>

<insert name>, Early Intervention Official (EIO)

<insert name of County Department>

<Street Address>

<City/State/Zip code>

Dear <insert name of EIO >:

I would like to request mediation regarding my child <insert your child's full name>.

I understand that mediation is a voluntary process and can be requested to resolve any matter under Part C, Title 34 of the Code of Federal Regulations, Title II-A of Article 25 of the Public Health Law; or Subpart 69-4: Early Intervention Program regulations.

Examples of reasons that parties request mediation include, but are not limited to:

- Early Intervention Program (EIP) eligibility determinations
- Disagreements about EIP services, service locations, frequency, evaluations, etc.
- Disagreements about changes in services, frequency, service delivery type, service location, etc.
- Any other matter under federal Part C of Individuals with Disabilities Education Act (IDEA) regulations, including matters arising prior to the submission of an impartial hearing request.

My concern(s) or disagreement(s) to be discussed at the mediation are: <insert your concern or disagreement here>.

I am requesting the following accommodations needed to participate in mediation: <list any accommodations needed, including but not limited to, interpretive or alternative communication, etc.>.

I understand that I can submit important facts and/or copies of documents which I feel are important for others to read. I also understand that within two days of receiving my request, the Early Intervention Official (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>