

# Important Timelines

## Infant & Toddler Connection of Virginia Quick Reference Guide

### IFSP Timelines

- Conduct initial IFSP meeting within **45 calendar days** of the date of referral.
- The IFSP must be reviewed at least **every 6 months**.
- A new IFSP must be written annually, **within 365 days** of the date of the previous IFSP.

### Assessments, Supports, & Services

- New EI supports and services listed on the IFSP must begin within **30 calendar days** of the date the caregiver signs the IFSP.
- Assessments needed after the initial assessment for service planning must be completed within **30 calendar days** of the date the parent signs the consent form.

### Contact Notes

- Contact notes must be completed within **5 business days** from the time of the contact.

### Transition

- Referrals for early childhood special education services (Part B Early Childhood Special Education Services) should be made to the local school division by **April 1st** of a given school year or at least 6 months prior to the child's third birthday.
- Transition planning conference must be held at least **90 days, or up to 9 months**, prior to the child's eligibility for Part B Early Childhood Special Education Services.

