

KANSAS EARLY CHILDHOOD DEVELOPMENTAL SERVICES

CHILD AND FAMILY RIGHTS

KECDS COMPLAINTS PROCESS

Procedural Safeguards Notice
System of Payments Notice

What families need to know about their rights according to the Individuals with Disabilities Education Act (IDEA) under 34 CFR § 303.400, Subpart E



**Kansas Early Childhood
Developmental Services**
Kansas Department of Health and Environment



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Introduction

The Individuals with Disabilities Education Act (IDEA) is a federal law that includes provisions for early intervention services (EIS) for eligible infants and toddlers (ages 0 – 36 months) with developmental delays or disabilities and their families. These provisions are set by Part C of IDEA and are described in federal regulations (34 CFR § Part 303.400). The regulation citations are provided in this booklet so that the reader may refer to the specific language found in the law.

The Kansas Department of Health and Environment is the lead agency for Part C and is identified as Kansas Early Childhood Developmental Services (KECDS). Individual services are provided through local partner programs and are designed to support the development of infants and toddlers with disabilities, minimize potential for developmental delay, and build the capacity of families to meet the special needs of their child.

KECDS is designed to maximize family involvement and ensure parental consent in each step of the early intervention process, beginning with referral to KECDS and continuing through service delivery and transition out of KECDS when your child turns three. This Child and Family Rights document is the official notice of the procedural safeguards for children and families as defined under federal Part C regulations (34 CFR § Part 303.421).

Information about child and family rights and safeguards are available through local programs, or KECDS. Families Together, Inc. provides advocacy assistance to parents/families that have concerns. Families Together, Inc. is the Parent Training and Information Center for Kansas. The Parent Training and Information Center assists families whose children have disabilities to be partners in their child's services and education.

Families Together, Inc. is dedicated to a society that includes and values all people. We encourage, educate and empower families that include children/youth who have disabilities or special health care needs. For help with any concerns contact:

Families Together, Inc.

Parent Training and Information Center (PTI)

Español (800) 499-9443

Topeka (800) 264-6343

Wichita (888) 815-6364

Garden City (620) 276-6364

topeka@famieliestogetherinc.org

wichita@famieliestogetherinc.org

gardencity@famieliestogetherinc.org

famieliestogetherinc.org/


Overview of Procedural Safeguards



Local family service coordinators can suggest additional materials to help families understand their rights and safeguards under Part C. They can also suggest ways that you and other family members can be partners with the local professionals to help meet the developmental needs of your child.

In Kansas, you, as a parent, have the following family rights:

- The right to a multidisciplinary evaluation and assessment, and (if determined eligible for services) the development of an Individualized Family Service Plan (IFSP) within forty-five (45) calendar days from referral for evaluation.
- The right to receive screening, evaluation, assessment, and if eligible, IFSP development, service coordination, and procedural safeguards at public expense.
- If eligible under Part C, the right to receive appropriate early intervention services for your child and family as addressed in an IFSP.
- Early intervention services are available at no cost to families; however, if authorized by the parent, private insurance may be billed. You must be notified of intent to bill public insurances.

- 
- The IFSP must tell you the specific services needed to meet the needs of your child and family to reach the family generated outcomes (goals) identified in the IFSP.
 - The right to be invited to and participate in all meetings in which a decision is expected to be made regarding a proposal to change the identification, evaluation, or placement of your child, or the provision of appropriate early intervention services to your child or family.
 - The right to receive written timely notice before a change is proposed or refused in the identification, evaluation, or placement of your child, or in the provision of appropriate early intervention services to your child or family.
 - The right to receive each early intervention service in natural environments to the extent appropriate to meet your child's developmental needs.
 - The right to maintenance of the confidentiality of personally identifiable information.
 - The right to inspect and review and, if appropriate, amend your child and family's records.
 - The right to receive an initial copy of your child's record at no cost to you.
 - The right to file a formal complaint; and
 - The right to request mediation and/or an impartial due process hearing to resolve parent/provider disagreements. These forms can be found at our website kdhe.ks.gov/687.

All procedural safeguards begin at referral to KECDS and continue as long as records are maintained.



Rights Defined


All children referred to Part C, and their families, are entitled to be notified of specific procedural safeguards under Part C. For help in understanding these rights you may talk to your local family service coordinator or call Families Together, Inc. at the phone number found on the back of this brochure.

Prior Written Notice 34 CFR § 303.421

Prior written notice must be given to you 10 days before a local program proposes or refuses to initiate or change the identification, evaluation, or placement of your child or the provision of appropriate early intervention services to your child and your family. You may waive the 10 day notice if you wish. The notice must be sufficiently detailed to inform you about:

- The action being proposed or refused by the early intervention services contractor or early intervention services provider.
- The reasons for taking the action.
- All procedural safeguards available under Part C; and
- The state's complaint procedures, including a description of how to file a complaint and the timelines for those procedures.

The notice must be written in plain language and provided in your native language unless clearly not feasible to do so. Your native language is the language or mode of communication normally used by you and your child. Each early intervention provider will explain to the parent/guardian the availability of the notice in their native language.



If your native language or other mode of communication is not a written language, the local program shall take steps to ensure that:

- The notice is translated orally or by other means to you in your native language or other mode of communication.
- You understand the notice.
- There is written evidence that the requirements described in these procedures have been met; and
- If you are deaf, blind, unable to read, or have no written language, the mode of communication must be that normally used by you (such as sign language, Braille, or oral communication.)



Parental Consent

34 CFR § 303.420

KECDS, through local programs, must have your permission to provide any services to your child and your family. Your consent must be in writing. Parental consent is required before:

- Administering screening.
- Conducting evaluation and assessments.
- Early intervention services are provided.
- Private insurance is billed.
- Disclosure of any personally identifiable information among agencies collected, used or maintained under Part C, consistent with Federal and State law (34 CFR § 303.414).





Consent means that:


- You are fully informed of all information about the activities for which consent is sought. This information is provided in your native language or other mode of communication.
- You understand and agree in writing to the carrying out of the activities for which your consent is sought.
- The consent describes the activity(s) and lists the records (if any) that will be released and to whom, and.
- You understand that the granting of consent is voluntary and may be canceled at any time.

If you do not consent, the local program or appropriate qualified staff shall make reasonable efforts to ensure that you:

- Are fully aware of the nature of the evaluation and assessments or early intervention services that would be available.
- Understand that your child will not be able to receive the screening, evaluation, assessments, or early intervention services unless consent is given; and
- Understand that a local program or KECDS cannot use due process hearing procedures to challenge your refusal to grant consent.

If refusal to consent for evaluation or assessment constitutes neglect or abuse, Kansas laws apply as appropriate.

As the parent of a child eligible under Part C, you may determine whether your infant or toddler or other family members will accept or decline any early intervention service(s) under this program. You may also decline a service after first accepting it without risk of losing other early intervention services under the KECDS program.



System of Payment for Families a Family Guide

Early Intervention (EI) services are provided at no cost to parents. In order to ensure that all children receive the services they need, a variety of funding sources may be accessed to pay for EI services. These include federal, state and local funds, as well as private and public health insurance plans.

Once a child is determined to be eligible for the local program parents participate in determining what services are going to be provided and included in an Individualized Family Service Plan and what payment sources may be available to cover the EI services specified on the child's IFSP.

Each child has a Family Service Coordinator (the person who is helping you organize your child's services) who makes sure that all EI services on your child's IFSP are paid for using appropriate sources. All other funding sources are exhausted before Part C funds are used.

Kansas Early Childhood Developmental Services No-cost Protections for Families

Kansas Early Childhood Developmental Services through its local programs are required by Part C of the Individuals with Disabilities Education Act (IDEA) to inform parents of the following no-cost protections regarding payment for EI services:

- Parents must provide prior consent to the local program before EI services can be billed to the parent's private insurance.



- Local programs must notify parents in writing if they are going to bill Medicaid.
- Parents cannot be required to enroll in Medicaid or other public or private insurance program to receive EI services from a local program.
- EI services, as specified in the child's IFSP and to which the parent has consented, cannot be denied due to a parent's refusal to allow their private insurance to be billed or due to not giving permission to share information with Medicaid.
- Parents must provide prior written consent to the local program before a child's personally identifiable information (name, date of birth, policy number and address) can be submitted to a health insurance carrier for billing purposes.
- Parents have the right to withdraw their consent to disclose their child's personally identifiable information to any entity at any time without affecting the EI services their child is receiving as specified in their child's IFSP.

- Co-payments are reimbursable by the local program, as EI services are provided at no-cost to the family.
- Parents must provide consent when the local program seeks to use the private insurance or benefits to pay for the initial provision of an early intervention service in the IFSP; and each time consent is required due to an increase in frequency, length, duration, or intensity in the provision of services in the child's IFSP.
- Each time consent is required to use private insurance, the entire System of Payments document must be provided to parents. This is the Part C Services Financial System of Payments.
- Parents are responsible for private insurance premiums, but not co-pays or deductibles.
- You are not charged family fees; therefore, no income information is required to be given to the local program.
- Use of private insurance may make other public funding options (for example, Medicaid, Children and Youth with Special Health Care Needs) available.





How are EI Services Paid for?

There are several ways EI services are paid for in Kansas. State and Local funds must be used before Federal Part C EI funds. This is known as Payor of Last Resort. The following is a list of some of the funding sources available for EI services in the State of Kansas.

- The Children’s Initiative Funds (CIF) provide funding to the statewide program.
- The State General Fund provides funding to the statewide program.
- Local programs can access State Special Education Funds, known as Categorical Aid, to help pay for the EI Providers salaries.
- Local programs can bill private insurance under the provisions listed above.
- Local programs can bill Medicaid.
- Some local programs have identified local funding sources through their County Mil Levy funds.
- Some local programs access funding through other CIF grants.
- Some local programs use private funding sources such as United Way funding and other local community based organizations.



If a parent wants to challenge Kansas' system of payments, they may do any of the following:

1. Participate in mediation in accordance 34 CFR § 303.341.
2. Request due process hearing under 34 CFR § 303.436 or 303.441, whichever is applicable.
3. File a state complaint under 34 CFR § 303.434.
4. Use of any other procedure established by the State (informal complaint) provided that it does not prevent the options in A., B., or C. from occurring.
5. The parent must be provided with a copy of the Child and Family Rights which contains System of Payment policies.

More information about these processes is found at the end of the Child and Family Rights and KECDS Complaints Process booklet.



Records

Records 34 CFR § 303.403-413

The following definitions are used in this section: (1) “destruction” means physical destruction or removal of personal identifiers from information to ensure that it is no longer personally identifiable; (2) “Early Intervention records mean all records regarding a child that are required to be collected, maintained or used under Part C.; and (3) “Participating agency” means any agency, individual or entity which collects, maintains, or uses personally identifiable information, or from which information is obtained, under Part C. It excludes primary referral sources, and other agencies who act solely as funding sources for Part C (as defined in 34 CFR § 303.403(c)).

Examination of Records 34 CFR § 303.401

In accordance with the Confidentiality of Information procedures outlined in this document, you must be given the opportunity to look at and review records relating to evaluations and assessments, screening, eligibility determinations, development and implementation of IFSPs, provision of early intervention services, individual complaints concerning your child, or any part of your child’s early intervention record.

Each Local Program must give you the opportunity to inspect and review, during business hours, any early intervention records relating to your child which are collected, maintained or used by KECDs under Part C. The Local Program must comply with a request without unnecessary delay (no more than ten (10) calendar days) and before any meeting, or hearing occurs, regarding identification, evaluation, placement, or provision of services for your child and family. The opportunity to inspect and review early intervention (KECDs) record(s) includes:

- The right to a response from the local program to reasonable requests for explanations and interpretations of the early intervention record.
- The right to request copies of the early intervention record.
- The right to have someone who is representing you inspect and review the early intervention record with your written consent.
 - o A local program may presume that you have the authority to inspect and review records related to your child unless the program has been provided documentation that you do not have the authority under applicable Kansas law governing matters such as custody, foster care, guardianship, separation and divorce.

Each local program shall keep a written record of parties obtaining access to early intervention records collected, maintained, or used under Part C (except access by parents, authorized representatives, and employees and contractors of KECDS and local programs). This shall include:

- The name of the party,
- The date access was given, and
- The purpose for which the party is authorized to use the child's record.




If any early intervention record includes information on more than one child, you may only inspect, review, or be informed of that specific information pertaining to you or your child. Each local program shall provide you, upon request, a list of the types and locations of early intervention records collected, maintained, or used by the local program.

The local program may charge a fee for copies of records which are made for parents under Part C if the fee does not effectively prevent you from exercising your right to inspect and review those records. However, they may not charge a fee to search for or to retrieve information under Part C. You must be given copies of records, such as evaluations, assessments of child and family, and IFSPs at no charge as soon as possible after each IFSP meeting.

Amending Records 34 CFR § 303.410-412

If you believe that information in the KECDs early intervention records collected, maintained, or used by the Local Program under Part C is inaccurate or misleading, or violates the privacy or other rights of your child or family, you may request the local program to correct the information.





The local program must decide whether to correct the information within a reasonable period of time after receiving the request. If the program refuses to correct the information as you request, you must be informed of the refusal in writing and be told of the right to a hearing.

The local program, on request, must provide an opportunity for a hearing to challenge information in early intervention records to ensure that it is accurate, not misleading, or otherwise in violation of the privacy or other rights of the child or parent(s).

If, as a result of a hearing, the local program decides that the information is inaccurate, misleading, or otherwise in violation of the privacy or other rights of the child or parent, the local program must amend the information accordingly and inform the parent in writing.

If, as a result of a hearing, the local program decides that the information is accurate, not misleading, or not in violation of the privacy or other rights of the child or parent, you must be informed of your parent's right to place a statement commenting on the information or setting forth any reasons for disagreeing with the decision of the local program, in the early intervention record.

Any explanation placed in the records of your child under these procedures must:

- Be maintained by the local program as part of the early intervention records of your child as long as the record is maintained by such program. If the early intervention records of your child or the parts you disagree with are disclosed by the local program to any party, the explanation must also be disclosed to the party.

A hearing held under this section must be conducted according to the procedures under the Family Education Rights and Privacy Act (FERPA) regulations at 34 CFR § 99.22 and Kansas Administrative Regulations.

Confidentiality 34 CFR § 303.401, 303.402


Personally identifiable means the information including:

- The name of your child, parent or other family member.
- The address of your child.
- A personal identifier such as the child's or parents' social security number; and
- A list of personal characteristics or other information that would make it possible to identify the child with reasonable certainty.

Parental consent must be obtained before personally identifiable information is:

- Disclosed to anyone other than authorized representatives, officials or employees of the local program in collecting, maintaining or using information under Part C, unless it is Part C information contained in the record and is authorized under FERPA (34 CFR § 99.31); and/or used for any purpose other than meeting a requirement under Part C.





In accordance with CFR § 303.401 (d), the local program must share to the Local Educational Agency and the State Educational Agency the following: child's name, child's date of birth and parent contact information. This includes name, address and telephone number. The purpose of sharing is in order to meet the requirement to identify all potentially eligible children and does not require parental consent.

The following safeguards must be in place to ensure and protect confidentiality of records:

- Each local program must protect the confidentiality of personally identifiable information at collection, maintenance, use, storage, disclosure, or destruction stages.
- The coordinator of each local program is the one responsible for ensuring the confidentiality of any personally identifiable information.
- All persons collecting or using personally identifiable information must receive training or instruction regarding Kansas' Part C policies and procedures which comply with IDEA and FERPA (34 CFR § 99.3).
- Each local program must maintain, for public inspection, a current listing of the names and positions of those employees within the agency who have access to personally identifiable information.
- The local program must inform parents when personally identifiable information collected, maintained, or used under Part C is no longer needed to provide services to the child or family.
- The information must be destroyed at the request of the parents. (Permanent records of your child's name, date of birth, parent contact information, address, phone number, enrollment date and completion date, may be maintained without time limitations.)
- Local programs must give notice to fully inform parents about confidentiality of personally identifiable information.



Dispute Resolution

34 CFR § 303.430

Kansas Dispute Resolution Options

We encourage you to resolve any disagreements with your local program staff. If you disagree with a local program on the identification, evaluation, placement of your child, or provision of appropriate early intervention services to your child or family, KDHE has procedures in place to address your concerns. These concerns may be addressed by:

1. **Informal Complaint:** an informal way to address matters of concern that are resolved within 10 to 15 business days.
2. **Formal Complaint:** a formal, written complaint to KDHE which is resolved within 60 calendar days.
3. **Mediation:** a meeting with a neutral person (a mediator) to talk about the problem and try to produce a solution that is acceptable to both parties.
4. **Due Process Hearing:** a formal process with a neutral person (a hearing officer) who listens to the party filing the complaint and to the parties involved to decide who is right and how to resolve the problem.

Forms may be accessed on KECDS website at kdhe.ks.gov/677, requested by calling (785) 296-3319 or by emailing KDHE.KECDS@ks.gov. A request for mediation or due process may be requested at the same time that a formal complaint is made.

Complaints 34 CFR § 303.433, 434

An **informal complaint** is available by calling KDHE at (785) 296-3319.

A **formal complaint** can be filed by an individual or organization, including those from another state. The complaint process includes submitting a written signed complaint against KDHE, KECDS, or any local program that is violating a requirement of the Part C program.

The complaint must include:

- A statement that a requirement of Part C has been violated by KECDS, a local program or a local provider.
- A statement of the facts on which the complaint is based; and
- The contact information and signature of the person filing the complaint.

If alleging violations in respect to a specific child, the name and residence of that child, the name of the local program and the provider(s) serving the child, a description of the nature of the problem of the child, including facts relating to the problem of the child, and a proposed resolution to the extent known and available to the party at the time the complaint is filed, must be included in the complaint.

A copy of the complaint must be sent to the local program/provider(s) at the same time the complaint is filed with KDHE.

What happens after I file a formal complaint?

Remember that continued communication between parents and professionals at all stages is important. It will help to ensure resolution of complaints in a satisfactory manner.

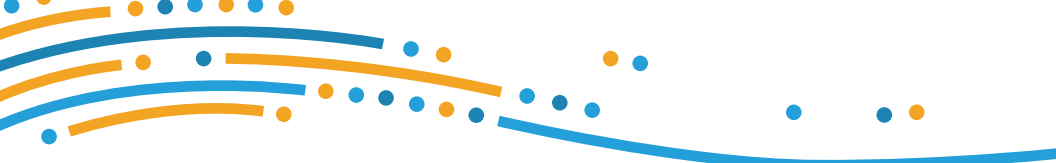
- You will be sent information about your rights.
- You will be informed of the next steps that need to be taken.
- You will have a chance to have questions answered.



- The process will be monitored by Kansas Early Childhood Developmental Services.
- Kansas Early Childhood Developmental Services will follow up after resolution has been reached to make sure that all agreements are fulfilled.
- Your child will continue to receive services that are not in dispute.

Formal complaints must be filed and received by KDHE within one (1) year of the alleged violation. Once KDHE has received the complaint, it has sixty (60) days to:

- Investigate the complaint, including conducting an independent, on-site investigation, if necessary.
- Allow the local program to respond to the complaint, including a proposal to resolve the complaint.
- Make an independent determination as to whether or not a violation of a Part C requirement has occurred after reviewing all relevant information.
- Issue a written decision to the complainant that addresses each allegation in the complaint and that contains the facts and conclusions as well as the reasons for the final decision.



Timelines may be extended if there are exceptional circumstances with respect to a particular case or if the parties have agreed to extend the timelines to engage in mediation.

Procedures for effective implementation of KDHE's final decision will include technical assistance activities, negotiations and corrective actions to achieve compliance.


The individual or organization filing the complaint has the opportunity to submit additional information, either orally or in writing, about the complaint. If the final decision indicates that appropriate services were not/are not being provided, KDHE must address:

- How to correct the denial of those services including, as appropriate, the awarding of monetary reimbursement or other corrective action appropriate to the needs of the child and the child's family; and
- Appropriate future provision of services for all infants and toddlers with disabilities and their families.

If a formal written complaint is received that is also the subject of a due process hearing, or contains multiple issues, of which one or more are part of that hearing, KDHE must set aside any part of the complaint that is being addressed in the due process hearing until the conclusion of the hearing. Any issue in the complaint that is not a part of the due process action must be resolved within the 60 calendar day timeline using the complaint procedure described above.

Complaints that have already been decided in an impartial due process hearing involving the same parties cannot be considered under this procedure. KDHE must notify the complainant that the hearing decision is binding. Any complaint alleging that an agency failed to implement a due process hearing must be resolved by KDHE.

Any party aggrieved by the findings and decision issued by a due process hearing officer has a right to file a civil action in State or Federal Court.



Mediation

34 CFR § 303.431

Mediation is a meeting designed to provide an opportunity to resolve a disagreement regarding Part C services and is voluntary on the part of both parties. Mediation can be requested by either individuals or organizations by submitting the form at the end of this section.

Mediation involves a meeting with a neutral person (a mediator) to talk about the issues and produce a solution that is acceptable to all parties. The mediator is:

- Impartial, which means they are not an employee of an agency providing services to the child and has no other personal or professional interests that would conflict with their objectivity. (A person who otherwise qualifies as a mediator is not considered an employee solely because they are paid to serve as a mediator.)
- A qualified person who is trained in mediation techniques.
- Knowledgeable in laws and regulations relating to the provision of early intervention services.
- Assigned on a random, rotational or other impartial basis.
- The mediation shall schedule a meeting within seven (7) calendar days of the receipt of the request (sent to KECDS at KDHE) with a written agreement provided within thirty (30) calendar days of the receipt of the request. (If a due process hearing is in progress, the timeline to complete mediation will be 15 days to allow adequate time for the hearing to meet required timelines). Timelines may be extended upon agreement by both parties.



Other things to remember about mediation:

- Is voluntary and must be agreed upon by both parties.
- It does not interrupt (delay or deny) any of your services or rights in the program including your right to a due process hearing.
- Will be paid for by KDHE.
- Will be held at a location that is convenient to both parties.

Discussions that occur during the mediation process must be confidential and may not be used as evidence in any subsequent impartial due process hearings or civil proceedings. The parties will be allowed to sign a confidentiality pledge prior to beginning the process.

At the conclusion of the mediation process, both parties must sign a mediation agreement and are given a copy of the written agreement (or disagreement) that resulted from the mediation process. Any signed agreement is legally binding and enforceable in any State court of competent jurisdiction or in a district court of the United States 34 CFR § 303.431 (b) (6).

Mediation does not restrict you from requesting a due process hearing. You may request both mediation and a due process hearing at the same time.



Due Process

34 CFR § 303.435-438

An **impartial due process hearing** is a formal procedure conducted by an impartial hearing officer and is an option for families seeking to file a complaint regarding the decision of a local provider or KDHE to initiate, or change the identification, evaluation, or placement of an infant or toddler, or a change in services for that infant or toddler.


Families seeking a due process hearing may submit a request by using the forms available on our website at kdhe.ks.gov/677, requested by calling (785) 296-3319 or by emailing KDHE.KECDS@ks.gov. The request must be mailed to:

Attn: Part C Coordinator
Kansas Early Childhood Developmental Services
1000 SW Jackson, Suite 220
Topeka, Kansas 66612-1274

The impartial due process hearing must be completed, and a written decision made, within thirty (30) calendar days' of KDHE'S receipt of the request. (Mediation, if attempted, must occur within the same 30 days.)

Impartial hearing officers are appointed to conduct due process hearings. Hearing officers must have knowledge about the provisions of Part C and the needs of early intervention services available for infants and toddlers and their families. Hearing officers shall not:

- Be an employee of, or entity involved in the provision of early intervention services or care of the child.
- Be an employee of KDHE because the person is paid by the agency to implement the complaint resolution process.

- 
- Hold a personal or professional interest that would conflict with their objectivity in implementing the process.

Hearing officers perform the following duties:

- Listen to the presentation of relevant viewpoints about the due process complaint, examine all information relevant to the issues and seek to reach a timely resolution of the due process complaint; and
- Provide a record of the proceedings at the cost of the state, including a written decision.

Under Part C, you are given the rights listed below in any impartial due process hearing carried out under these procedures:

- To be accompanied and advised by counsel and by individuals with special knowledge or training about early intervention services.
- To present evidence and confront, cross examine and to compel (require) the attendance of witnesses.
- To prohibit the introduction of any evidence at the hearing that has not been disclosed to you at least five (5) calendar days before the hearing.
- To obtain a written or electronic word by word transcription of the hearing at no cost to you; and
- To receive a written copy of the findings of fact and decisions also at no cost to you.

The due process hearing (or any related activities) described in these procedures must be carried out at a time and place that is reasonably convenient to you. No later than thirty (30) calendar days after KDHE receives your complaint. The due process hearing must be completed,

and a written decision must be mailed to each of the parties. At the request of either party, a hearing officer may grant specific extensions beyond the thirty (30) day timeline. Any party not satisfied with the findings and decision of the due process hearing has the right to bring a civil action in state or federal court.

During the time period of any proceeding involving a complaint, unless the Local Program and you otherwise agree, your child and family will continue to receive the early intervention services consented to on the IFSP.

If the complaint involves an application for initial services, your child and family must be provided those services that are not in dispute.





If you need more information about your rights (procedural safeguards) contact your local Coordinator or Kansas Early Childhood Developmental Services.

**For more information,
or to file an informal complaint,
formal complaint or request mediation:**

Kansas Early Childhood Developmental Services (KECDS)
Kansas Department of Health and Environment
1000 SW Jackson, Suite 220
Topeka, Kansas 66612-1274
Phone – (785) 296-3319
FAX – (785) 559-4239
KDHE.KECDS@ks.gov
Parent Helpline – 1-800-CHILDREN

Advocacy Resource at:

Families Together, Inc.
Parent Training and Information Center(PTI):
Topeka (800) 264-6343
Wichita (888) 815-6364
Garden City (888) 820-6364
famielstogetherinc.org/

Due Process Hearing request must be sent to:

Attn: Part C Coordinator
KDHE-Kansas Early Childhood Developmental Services
1000 SW Jackson, Suite 220
Topeka, Kansas 66612-1274



**Kansas Early Childhood
Developmental Services**
Kansas Department of Health and Environment