

**PART C INFANT-TODDLER SERVICES
FORMAL COMPLAINT REQUEST**

Any parent of a child with a disability, another individual, or agency or organization that believes the Kansas Part C Infant-Toddler Services or one of the local programs is not following federal or state laws or regulations related to the Individuals with Disabilities Education Act, may file a formal complaint. This complaint must be in writing, signed, and mailed or personally delivered to Part C Infant-Toddler Services at the Kansas Department of Health and Environment (KDHE). KDHE assures that it will give the complainant the opportunity to submit additional information, either orally or in writing, about the allegations in the complaint. **A copy of the complaint will be forwarded to the Infant-Toddler program, agency or organization against whom the complaint is being made.**

Your request for a formal complaint investigation should include the following information:

1. The name, address, and telephone number of the person or organization filing the formal complaint:

Name: _____
Address: _____
City/State/Zip: _____
Telephone: _____
E-mail: _____

2. The name and address of the local Infant-Toddler program or other Part C public agency against whom the formal complaint is made:

Name: _____
Address: _____
City/State/Zip: _____
Telephone: _____

3. The name and home address of the child involved:

Name of Child: _____
Home Address: _____
City/State/Zip: _____

Please see Following Page:

On this page state your concern(s). Please include the facts that provide the basis of your concern(s). Facts should include when the concern(s) arose and who, or what circumstances caused the concern(s). State your efforts to resolve the issue(s) with the Part C public agency or any proposed resolution. (Attach additional pages if needed.)

Please include the following when explaining your concern (add additional pages if needed):

- **The specifics of your concern.**
 - **What the facts are.**
 - **What steps have been taken to resolve the concern at the local level?**
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Upon receipt of a written, signed complaint, the Kansas Part C Coordinator will conduct an investigation and provide a written report of findings to the person or agency making the complaint and to the Part C public agency against whom the complaint was filed. The formal complaint report is final, unless one of the parties appeals the decision. Either party may appeal the findings in the report by filing a written notice of appeal with the Kansas Department of Health and Environment.

Signature of Person(s) Filing Complaint

Date

**The Formal Complaint Request Form must be signed and mailed or personally delivered to:
Part C Infant-Toddler Coordinator, KDHE, 1000 SW Jackson Suite 220, Topeka, KS 66612-1274**