

UTAH DEPARTMENT OF HEALTH AND HUMAN SERVICES POLICY AND PROCEDURES		
Baby Watch Early Intervention Program Policy: 1.A.10	Page 1 of 2	
PUBLIC PARTICIPATION		
<p>RATIONALE: To encourage the public to provide input about Utah’s Part C early intervention (EI) services, policy, and budget</p> <p><i>Related Policies, Applicable Standards, Statutes:</i> 34 CFR § 303.208: Public participation policies and procedures 34 CFR § 303.600: Establishment of Council</p>		
Original Effective: 7/01/2013	Revision: February 2023	Next Review Due: 3 years after

I. DESCRIPTION

How the public can access information about the Baby Watch Early Intervention Program, and participate in Utah’s Part C early intervention system

This policy supersedes any previous department policy governing this subject matter. It does not supplant any existing federal, state, or department laws/policies to which the department shall adhere.

II. DEFINITIONS

DHHS or department: Utah Department of Health and Human Services and collectively all its operational units.

Lead Agency: As described in §303.22, the agency designated by the State’s Governor that receives funds to administer the State’s responsibilities of Part C under IDEA. Baby Watch Early Intervention Program is Utah’s Lead Agency.

OU: Operational units within DHHS, including divisions, offices, or standalone operations whose director reports to the executive director, a deputy director, an assistant deputy director, or a division director.

Part C of IDEA: The section of the Individuals with Disabilities in Education Act (IDEA), 34 CFR Part 30, that establishes a federal grant program that assists states in operating a comprehensive statewide program of early intervention services for infants and toddlers with disabilities, ages birth through age 2 years, and their families.

Utah Parent Center: The designated Parent Training & Information Center (PTIC) for the State of Utah, funded by the U.S. Department of Education's Office of Special Education Programs (OSEP).

III. PROCEDURES

A. Public Participation

1. Prior to submission to the Office of Special Education Programs (OSEP), each annual application for federal funds including any policies, procedures, descriptions, methods, certifications, budget, assurances, and other information required in the application shall be published in a manner that will ensure circulation throughout the state for a period not less than 60 days.
2. The current annual application for federal funds and policies and procedures shall be posted:
 - a) On the Baby Watch Early Intervention Program website
 - b) At each local EI program in the state
 - c) At the Utah Parent Center
3. Within the 60 days, the general public shall have the opportunity to provide written, oral, or electronic comment on the application materials for a period not less than 30 days. General public shall include, but is not limited to:
 - a) Individuals with disabilities
 - b) Parents of infants and toddlers with disabilities
 - c) Early intervention service providers
 - d) Interagency Coordinating Council (ICC) members
4. Each annual application for federal funds shall include a description of the policies and procedures used by the state to ensure that, before adopting any new policy or procedure needed to comply with Part C of IDEA, Baby Watch shall:
 - a) Hold public hearings on the new policy or procedure
 - b) Provide notice of the hearings at least 30 days prior to the scheduled hearings to enable public participation
 - c) Provide an opportunity for the general public to comment for at least 30 days on the new policy or procedure to comply with Part C of IDEA
 - d) Consider public comments that may result in modifications to the final application

IV. EXCEPTIONS

Baby Watch may make exceptions to this policy as necessary.