

North Carolina Infant-Toddler Program Filing a State Complaint: Instructions

Purpose: The purpose of this form is to assist in filing a complaint. Submission of this form, or a letter from a parent with required content, constitutes filing a complaint.

Instructions: If the complaint is not child specific, completion of section one is sufficient along with the Complainant's signature.

For a child specific complaint, the following information is to be entered on the form:

- a. The name and address of the child;
- b. The name and address of the parent;
- c. The name and address of the agency or service provider against whom the complaint is made;
- d. A statement of facts describing the nature of the complaint, and
- e. The signature of the parent making the complaint, with the date of signing.

Parents may submit this form, or a letter with the required content listed above, directly to the Early Intervention Branch. If the form is received by a CDSA, the Early Intervention Branch Central office must be notified and the form forwarded to the Branch office immediately. Retain a copy and file in the child's Infant-Toddler Program record. Forms may be mailed to the address listed below.

Early Intervention Branch Head
Division of Public Health
1916 Mail Service Center
Raleigh, NC 27699-1916

The Early Intervention Branch office will involve the relevant CDSA in all complaints initiated to the Branch office. If received at the Early Intervention Branch State Office, and the CDSA has not received a copy, the Early Intervention Branch State Office will send a copy to the CDSA

Disposition: Infant-Toddler Program records, including financial and automated information, must be maintained based upon the Infant-Toddler Program's record retention policy. Records must be archived in accordance with state requirements to ensure their preservation for the required length of time.