



Kansas Department of Health & Environment



Part C Infant-Toddler Services Formal Complaint Request Form

(This form is not the form to use for mediation or due process)

Any parent of a child with a disability, another individual, or agency or organization that believes the Kansas Part C *tiny-k* Infant-Toddler Services 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 network, agency or organization against whom the complaint is being made.

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

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

Name: _____

Address: _____

City/State/Zip: _____

Telephone: _____

B. The name, address, and telephone number of the local Infant-Toddler network or other Part C public agency against whom the formal complaint is made.

Name of Network: _____

Network Address: _____

City/State/Zip: _____

Telephone: _____

C. The name and home address of the child involved.

Name of Child: _____

Home Address: _____

City/State/Zip: _____

On the following 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. (Attach additional pages if needed.)

Complaint Information:

1. **What is your concern:** (What you feel has been or is being done wrong)

2. **What are the facts:** (Who caused the concern, when did the concern arise)

3. **What has been done at the local level to resolve the concern:**

Signature of Person(s) Filing Complaint

Date

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. If the complaint is confirmed, the report will contain corrective actions and timelines to be followed by the public agency. 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 Secretary of the Kansas Department of Health and Environment.

The formal complaint must be signed and mailed or personally delivered to:

Part C Infant-Toddler Coordinator
Kansas Department of Health and Environment
1000 SW Jackson, Suite 220
Topeka, KS 66612-1274