



## Policy Memo: Procedural Safeguards and Dispute Resolution

**Date: March 24, 2026**

**Purpose:** The Bureau of Child Development Services (BCDS) recently updated the Guide to Family Rights and Procedural Safeguards including procedures for dispute resolution.

**Audience:** First Steps System Point of Entry (SPOE), Service Coordinators, Provider Agencies, Providers, Independent Providers, Interagency Coordinating Council (ICC), Parent Advocacy Groups, and Other Interested Parties

**Date to take effect:** Immediately

**Background:** The BCDS is required in The Individuals with Disabilities Education Act (IDEA) Part C under [34 CFR 303.400 \(b\)](#) to ensure the implementation of the Procedural Safeguards by each participating agency involved in the provision of early intervention services.

**Guidance:** All participating SPOEs, agencies, and providers are required to thoroughly read, understand, and adhere to the updated procedural safeguards and dispute resolution procedures outlined in the *Guide to Family Rights and Procedural Safeguards*.

This document must be provided to families when providing prior written notice, at Individualized Family Service Plan meetings, and upon request. This will ensure families are informed of their rights under IDEA Part C. Adherence to these safeguards is essential to maintaining compliance and upholding families' rights in early intervention services.

BCDS will provide further guidance and training to SPOE, agencies, providers, and families to support the implementation following this release of the updated Procedural Safeguards.

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### First Steps State Administration

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