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| *North Carolina Infant-Toddler Program* |       |
| *Aging Out Letter*

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| date |
| Dear parent or caregiver |
| address |
| city, NC zip code |
| This letter is in reference to your child, child's name, who is enrolled in the Infant Toddler Program at the Children’s Developmental Services Agency (CDSA) in location of CDSA. child's namewill turn three years of age in 30 days. Your child currently receives services through the CDSA and one of these services is loaning your family assistive technology (AT) equipment (listed below) to help child's name with his/her IFSP outcomes. |
| AT Equipment on Loan: |
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| This letter is being sent as a reminder that all AT loaned equipment is due back to your child’s service coordinator, service coordinator's name, at the CDSA name CDSA before your child turns three years of age. Please return ALL equipment by date. If you are unable to make the return, please contact your service coordinator **or** the AT Loan Program at (828) 438-6502 to make arrangements for pickup. If you believe that your child may still need the equipment after your child turns three years of age and is no longer enrolled with the NC Infant Toddler Program, please contact your service coordinator who can provide you with resource information. |
| We sincerely hope that this equipment has been beneficial in its use and has met the needs of your child in the Early Intervention Program. Please let us know if you have any questions. |
| Sincerely,  |
| Text, letter  Description automatically generated |
| Kathleen Sigmon |
| Program Coordinator |
| NC Infant Toddler Assistive Technology Program |
| Phone: (828) 438-6502   |
| CC:  | EISC name | EISC | name of CDSA | CDSA |
|  | name of AT Contact | AT Contact | name of CDSA | CDSA |

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