



DEPARTMENT OF HEALTH AND HUMAN SERVICES  
DIRECTOR'S OFFICE  
IDEA Part C Office  
4126 Technology Way, Suite 100  
Carson City, Nevada 89706  
Telephone (775) 687-0587 • Fax (775) 687-0599

September 6, 2017

Subject: Addendum to "How to File a Complaint" on Page 11 of the Parent Handbook, section on "Administrative Complaint", and the "Sample Complaint Letter" on Page 13.

Dear Parents/Families,

In order to clarify, when filing a complaint letter regarding your child's Early Intervention Program with the Nevada IDEA Part C Office you must also cc and/or send a copy of the complaint letter to your child's Early Intervention Service Provider.

State Part C Coordinator  
Nevada IDEA Part C Office  
4126 Technology Way  
Carson City, NV 89706

For additional information contact:  
**Project ASSIST**  
**Toll Free 1-800-522-0066 or**  
Email: [ProjectAssist@dhhs.nv.gov](mailto:ProjectAssist@dhhs.nv.gov)

### Sample Complaint Letter:

(Date)

Department of Health and Human  
Services  
IDEA Part C Office  
4126 Technology Way, Suite 100  
Carson City, NV 89706

Dear IDEA Part C Coordinator:  
I would like to file a complaint because I believe that (Child's Name and Address) is not receiving early intervention services as the law requires. I would like the Department to investigate the following actions:

(Statement of Charges). Be specific about the law or regulation that is being violated.)

I understand that my complaint will be investigated within 60 days and that I may be contacted for additional information and that I will receive a copy of the final report. The best time to reach me is on (Day[s]) at (time[s]).

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Sincerely,

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*Signature*

(Name)

(Address)

(Phone)

cc: Your Child's Early Intervention  
Service Provider Address