



Behavioral Health Division
Early Intervention & Education Program
BIENNIAL APPLICATION FOR FUNDING
Early Intervention and Special Education Services
State Fiscal Years 2027 & 2028

General Information

The Behavioral Health Division (BHD), Early Intervention and Education Program (EIEP) administers Part C and Part B/619 of the Individuals with Disabilities Education Act (IDEA). Part C provides early intervention services to children birth through age two (2) who are eligible for IDEA services and their families. Part B/619 provides preschool, special education and related services to children age three (3) through five (5) who are eligible for IDEA services. Every two (2) years the EIEP sends out an application for Wyoming developmental preschool service providers to provide services under Part C and/or Part B/619. All applicants shall ensure compliance with the Code of Federal Regulations (CFR) for Part C, § 34.303 and for Part B/619, § 34.300; as well as Wyoming State Statutes §§ 21-2-701 - 706; Wyoming Part C rules, Chapter 8; and Wyoming Department of Education, Chapter 7 rules. The BHD shall provide funding to approved applicants through annual contracts with developmental preschool service providers in accordance with Wyoming State Statutes §§ 21-2-701 - 706. For any questions regarding this application, please contact Kim Caylor by email at kim.caylor@wyo.gov or by phone at (307) 777-7148.

Guidance & Information about this Application

Please read all instructions thoroughly before completing the application. Section I has fillable boxes which may be filled out directly on the application. All applicants must have the ability to provide both Part C and Part B/619 of IDEA services for the entire region of the state in which they are applying for. Part C services are provided all twelve (12) months. Attach **and** label all items required in the order they appear on the list(s).

APPLICATIONS MUST BE SUBMITTED VIA EMAIL NO LATER THAN 5 P.M. October 31, 2025. All documents must be scanned and included in the email. For documents that are too large, a link may be provided. Return the application and all documents to:

Kim Caylor at: kim.caylor@wyo.gov

Final notice of approved applications will be sent on Friday, November 28, 2025.

SECTION I: General Organization Information

All items must be completed:

- A. Name of Organization: _____
- Director / Main Contact: _____
- Assistant Director: _____
- Principal Mailing Address: _____
- Principal Physical Address: _____
- Email: _____
- B. Board President / Chairperson: _____
- Signature: _____
- Address: _____
- Daytime Telephone: _____
- C. Fiscal Contact: _____
- Daytime Telephone: _____

SECTION II: Assurances

Please place an "X" in each box.

- A. The organization shall assure it will provide both Part C and Part B/619 services to the entire region and shall identify any Part C or Part B/619 services it intends to subcontract for.
- B. The organization shall assure compliance with all reporting requirements of the BHD including the provision of Individualized Family Service Plans (IFSP) and Individual Education Programs (IEP).
- C. The organization will participate in all general supervision activities, including but not limited to, on-site evaluations conducted by the EIEP as specified by the EIEP.
- D. The organization will provide timely and accurate data to the EIEP for all required state and federal reporting requirements. Timely and accurate is defined as no more than three (3) business days of any change in a child’s record. In order to meet this requirement, the organization shall ensure that they have appointed at least one individual

that shall assure data conformance and that the individual has been sufficiently trained on the current EIEP software system.

- E. The organization will agree to follow EIEP's Child Outcome reporting process, and all other required reporting. This includes being trained on the agency prescribed tool for child outcome reporting and all subsequent versions and databases as part of the agency prescribed tool for reporting purposes. This includes assessing each child upon entrance to either program and also upon exit from either program.
- F. The agency shall assure compliance with all required training as prescribed by the EIEP.
- G. The agency shall assure compliance with Wyoming Statute § 21-2-706(a)(iii), which requires providers adopt evidence-based practices as defined by the BHD. The Division for Early Childhood (DEC) Recommended Practices is the evidence-based practices currently recognized by the EIEP.
- H. The organization assures all staff will be appropriately trained, certified, and hold current licenses and special education endorsements by the Professional Teaching Standards Board (PTSB), if applicable, for the services they provide or intend to provide. The organization will assure that all staff information will be kept current in the EIEP prescribed software system. This includes all staff who hold Wyoming licenses for services they provide such as speech therapy, occupational therapy, physical therapy, and counseling and early childhood special education endorsements.
- I. The organization will assure compliance with all requirements of the Individuals with Disabilities Education Improvement Act (IDEA) of 2004, and all Federal Regulations and State Rules relating to Early Intervention and/or Preschool Special Education.
- J. The organization will assure compliance with all Wyoming Department of Health Privacy Policies and Practices, Health Insurance Portability and Accountability Act (HIPAA) and Family Educational Rights and Privacy Act (FERPA).
- K. The organization shall assure that it will provide evidence of a 3% local match annually as required by Wyoming Statute § 21-2-706(a)(iv). Evidence may be provided with the region's contract deliverables submission.
- L. The organization shall assure that all children eligible for Part B/619 services are being offered preschool options with nondisabled peers to the maximum extent possible.
- M. The organization shall assure that the EIEP Unit Manager will be notified immediately upon a change in the Region Director, Assistant Director, or in region managerial staff.
- N. The organization shall assure that appropriate number of staff are available to provide Part C and Part B/619 services, that staff providing services meet the required credential for the services they provide, and that Department of Family Services (DFS) child care licensing capacity/supervision requirements or State Board of Education Accreditation, as applicable, are met at all times.
- O. For organizations licensed through DFS, the organization shall assure that it is in compliance with all current DFS staff requirements including that the director and all

staff have a clear Central Registry and Criminal History background check which will be kept in the staff's file.

Items P through T require submission of documents

- P. The organization will submit a current copy of their Department of Family Services (DFS) licensure and/or State Board of Education Accreditation which shows that all areas of non-compliance have been appropriately addressed for all locations in which the organization provides services to children.
- Q. The organization will submit a copy of parent manuals and organizational policies and procedures. If organization policies are too large, please provide a link to view current organizational policies. Organizational policies shall include those applicable to DFS Child Care Licensing requirements, policies on seclusion, restraint, suspension, and expulsion.
- R. The organization shall identify how social/emotional outcomes for children will be provided as identified on Individual Family Service Plans (IFSPs) and Individualized Education Plans (IEPs) and by whom. The organization shall also describe how training and technical assistance has and/or will be provided to other early childhood service providers located within the region's service areas as described in Wyoming Statute § 21-2-706(d)(ii) specific to early childhood social/emotional development. Dates of all training that has occurred and who it was with shall be included.
- S. Submit a formal plan to conduct both hearing and vision screenings and how the organization has/will establish(ed) access to equipment used to conduct hearing and vision screenings.
- T. Describe how the organization will implement an ongoing system to locate, identify, and evaluate all children birth through age five residing in the organization's regional service area who are in need of special education and related services in accordance with 34 CFR Part 300.
- U. **For Part C:** The organization shall provide a statement on all of the following:
 - 1. How Family Service Coordination (FSC) will be/is provided for all children enrolled in the Part C program. Services will be provided as specified in the IFSP. FSC services will occur on a regular and consistent basis, and at minimum on a monthly basis. FSC services may be delivered by phone and shall be documented on the FSC's case notes. Any staff who serves in the role of an FSC will attend the EIEP identified core knowledge training sessions when indicated by the state.
 - 2. How IFSP services will be/are developed in consideration of parent's concerns and the child's identified areas of delay. How the organization will ensure that early intervention services are monitored by the FSC on at least a quarterly basis and fully documented in the FSC's case notes.
 - 3. How the organization will ensure that all early intervention services are provided according to the IFSP.

4. How the organization will ensure that services are offered and provided all twelve (12) months of a calendar year. Exceptions may be made for holidays, family vacations, child or family illness, or other extreme family circumstances in which the child is not available for services. How the organization will ensure that families have been fully informed of the service expectations for the Part C program.
5. The organization shall submit written information detailing any Part C professional services it intends to subcontract.

V. **For Part B/619:** The organization shall provide a statement on all of the following:

1. The organization shall identify the evidence-based preschool general education curriculum.
2. The organization will submit a full preschool schedule for the current calendar year for each location of operation. This will include the date that preschool begins, dates of closure due to holidays and staff development days, and the last day of preschool. The schedule shall also include start and end times preschool is being provided each day. Please also include if the preschool schedule differs for different ages of children.
3. How the organization will ensure that all preschool special education services are provided according to the IEP, and how and where the organization documents all early intervention services including progress on IEP goals.
4. The organization shall submit written information detailing any Part B/619 professional services it intends to subcontract.

Board President / Chairperson’s Signature

Director’s Signature

Board President / Chairperson’s Name

Director’s Name

SECTION III: Organizational Operations

A. Locations & Services.

1. Submit a copy of the most recent fire safety and/or Occupational Safety and Health Administration Review or other evidence establishing the safety of buildings and operations. Inspections must show that all corrections have been addressed.

B. Fiscal.

1. Submit a copy of the organization’s fiscal management policies.

SECTION IV: Collaboration, Other

You may either fill out the information on this form or attach a separate document and submit.

- A. Describe how the agency plans to, or currently collaborates with, other public or private preschools, childcare, Head Start, Early Head Start, school districts, or other human service programs and what that collaboration consists of.

B. Additional Information.

This section may be used for any additional information that pertains to the program beyond the scope of this application. For example, describe any program, policy, process or projects that are distinctive to your organization. Highlight things that bring pride to your board, staff, and parents. Provide information about how the uniqueness has impacted outcomes for children and families you serve.

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