



STATE OF WASHINGTON  
OFFICE OF THE GOVERNOR

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**EXECUTIVE ORDER 14-03**

**ESTABLISHING THE STATE INTERAGENCY COORDINATING COUNCIL  
FOR INFANTS AND TODDLERS WITH DISABILITIES AND THEIR FAMILIES**

**WHEREAS**, the federal Individuals with Disabilities Education Act (IDEA), Part C (34 C.F.R. § 303), and Chapter 70.195 RCW both require the Governor to appoint a state interagency coordinating council for infants and toddlers with disabilities and their families (“Council”);

**WHEREAS**, Washington continues to participate in the federal IDEA, Part C;

**WHEREAS**, a Council is required to advise and assist the Department of Early Learning in achieving the full participation, coordination, and cooperation of the Department of Health, Department of Social and Health Services, Office of Superintendent of Public Instruction, Department of Services for the Blind, Health Care Authority, and other participating agencies in the implementation of the statewide early intervention system;

**WHEREAS**, the Council is required to advise and assist the Department of Early Learning and other participating state agencies on a broad range of policy and coordination issues relating to early intervention;

**NOW THEREFORE, I**, Jay Inslee, Governor of the state of Washington, in accordance with the 2004 amendments to IDEA, do hereby confirm the establishment of the Washington State Interagency Coordinating Council for Infants and Toddlers with Disabilities and Their Families.

**1. Council Membership:**

The Governor shall appoint all members of the Council, and the Governor shall designate the Council’s chairperson. Any member of the Council who is a representative of the lead agency designated under 20 U.S.C. § 1435(a)(10) may not serve as the Council’s chairperson. The Governor shall designate one-third of the initial appointees to serve a one-year term, one-third of the initial appointees to serve a two-year term, and one-third of the initial appointees to serve a three-year term. Thereafter, all appointees shall serve three-year terms. Members may be appointed to serve three full consecutive terms. If a member resigns before completing a term, the Governor shall appoint a new member to serve out the remainder of that term.

To achieve a balanced membership on the Council, the Governor shall make appointments while considering, among other factors, the geographic representation, gender, and ethnic and cultural diversity, and a variety of delays, disabilities or diagnoses of children represented by family/parent members.

Membership of the Council shall be as follows:

- A. Four members shall be parents of infants, toddlers or children with disabilities aged twelve or younger. These members shall have knowledge of, or experience with, programs for infants, toddlers, and children with disabilities.
- B. One member shall be a parent of an infant, toddler, or child with a disability aged six or younger. This member shall have knowledge of or experience with programs for infants, toddlers, and children with disabilities.
- C. Five members shall be public or private providers of early intervention services.
- D. One member shall be involved in training personnel who provide early intervention services.
- E. One member shall be from the Department of Early Learning; this appointee shall be someone who has sufficient authority to engage in policy planning and implementation on behalf of the agency.
- F. One member shall be from the Department of Social and Health Services; this appointee shall be someone who has sufficient authority to engage in policy planning and implementation on behalf of the agency.
- G. One member shall be from the Department of Services for the Blind; this appointee shall be someone who has sufficient authority to engage in policy planning and implementation on behalf of the agency.
- H. One member shall be from the Department of Health; this appointee shall be someone who has sufficient authority to engage in policy planning and implementation on behalf of the agency.
- I. One member shall be from the Health Care Authority; this appointee shall be someone who has sufficient authority to engage in policy planning and implementation on behalf of the agency.
- J. One member shall be a representative designated by the Office of Superintendent of Public Instruction, who has sufficient authority to engage in policy planning and implementation on behalf of the agency.
- K. One member shall be from the State Legislature.
- L. One member shall be from Washington Head Start.
- M. One member shall be from the Office of the Insurance Commissioner.
- N. One member shall represent the Bureau of Indian Affairs or Indian Health Services.
- O. One member shall represent county human services.
- P. One member shall represent the military.

**2. Role of the Council:**

- A. The Council shall advise and assist the Department of Early Learning and other participating state agencies in coordinating and implementing policies that constitute a statewide system of early intervention services, including:
  - 1. Identifying sources of fiscal and other support for early intervention services.
  - 2. Assigning financial responsibilities to the appropriate agency.
  - 3. Promoting interagency agreements.
  - 4. Providing appropriate services for children.

- B. The Council shall advise and assist the Office of Superintendent of Public Instruction on the transition of toddlers with disabilities to preschool services provided under IDEA, Part B, and other appropriate services.
- C. The Council may advise and assist the Department of Early Learning and the Office of Superintendent of Public Instruction regarding the provision of appropriate services for children from birth through age three.
- D. The Council may advise and assist appropriate agencies on the integration of services for infants and toddlers with disabilities and at-risk infants and toddlers and their families.
- E. The Council shall advise and assist the Department of Early Learning and other participating agencies in achieving the full participation, coordination, and cooperation of all appropriate public agencies in the state.
- F. The Council shall assist the Department of Early Learning in effective implementation of the statewide early intervention system by establishing a process that includes:
  - 1. Seeking information from service providers, family resources coordinators, parents, and others about any federal, state, or local policies that impede timely service delivery.
  - 2. Taking steps to ensure that any policy problems are resolved.
- G. To the extent appropriate, the Council shall assist the Department of Early Learning in resolving disputes relating to this program.
- H. The Council shall work with county early childhood interagency councils to coordinate and enhance existing early intervention services and assist communities to meet the needs of infants and toddlers with disabilities and their families.
- I. The Council shall advise and assist the Department of Early Learning in preparing applications for federal grants under IDEA, Part C.
- J. The Council may advise and assist the Department of Early Learning in preparing budgets as necessary to carry out the Council's functions.
- K. The Council shall prepare all reports to the Governor and federal officials as required by federal and state laws.

**3. Meetings and Other Business:**

- A. The Council shall meet at least quarterly and in such places as it deems necessary. Council meetings shall be open to the public.
- B. The Council shall conduct official business only when a quorum is present.
- C. No member of the Council may cast a vote on any matter that would provide direct financial benefit to that member or otherwise give the appearance of a conflict of interest.
- D. The Department of Early Learning shall be the designated lead agency and shall provide administrative and staff support to the Council.
- E. The Council, its activities and administrative support, and membership appointments, shall be funded exclusively from, and are contingent upon, monies received under IDEA, Part C.

- F. Members may be reimbursed for expenses incurred in the performance of their duties in accordance with RCWs 43.03.050 and 43.03.060 and Department of Early Learning policies. Parent representatives may also be reimbursed for necessary child care.

This order supersedes Executive Order 01-04 and shall take effect immediately.

Signed and sealed with the official seal of the state of Washington on this 13th day of March, 2014, at Olympia, Washington.

By:

/s/

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Jay Inslee  
Governor

BY THE GOVERNOR:

/s/

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Secretary of State