

# Making A Referral – Who & How?



Infant & Toddler  
Connection of Virginia

The **Infant & Toddler Connection of Virginia** assists families of infants and toddlers with developmental delays and/or disabilities help their children learn and develop through everyday activities and routines so that they can participate fully in family and community activities. In order to take advantage of the services and supports available, families need to know about the system and how to access these resources! Please help to inform families of their options by becoming familiar with this guide.

## *Who is eligible for the Infant & Toddler Connection of Virginia?*

- Infants and toddlers with 25% or greater delay in one or more developmental area(s): cognitive, adaptive, receptive or expressive language, social/emotional, fine motor, gross motor, vision, hearing development
- Infants and toddlers with atypical development – as demonstrated by atypical/questionable sensory-motor responses, social-emotional development, or behaviors, or an impairment in social interaction and communication skills along with restricted and repetitive behaviors
- Infants and toddlers with a diagnosed physical or mental condition that has a high probability of resulting in developmental delay – e.g., cerebral palsy, hearing or vision impairment, Down syndrome or other chromosomal abnormalities, central nervous system disorders, effects of toxic exposure, failure to thrive, etc.

## *What prompts a referral?*

- You or the parent of an infant or toddler has concerns or suspicions about the child's development. Screening using a standardized developmental screening test (as recommended by the American Academy of Pediatrics) will help identify children who may be in need of early intervention services.

*A diagnosed physical or mental condition is not required.*

## *How are referrals made?*

- Contact the Infant & Toddler Connection “central point of entry” for the city or county in which the family resides or call the state toll free number: 1-800-234-1448, or look on the Infant & Toddler Connection Website at [www.infantva.org](http://www.infantva.org). You may make the referral for the family, or provide contact information to the family.

*Referrals should be made as soon as the need for evaluation is determined.*

## *What information should be provided to the early intervention system when referring a child?*

- Child's name, gender, and date of birth
- Name, address, and telephone number of the parent or legal guardian
- Reason for referral (child has suspected or confirmed developmental delay or disability)
- Health and physical information, including vision and hearing, results of any neurological or developmental evaluations and any other information pertinent to the child's physical and developmental status and needs
- Your name and telephone number

## *What should I discuss with the family?*

- A developmental screening and/or a more detailed evaluation and assessment of the child's development will be conducted at no cost to the family
- The family is not obligated to accept services
- If the child is found eligible for participation in the system, the family will guide the development of an Individualized Family Service Plan (IFSP) that identifies the services and supports needed to promote the child's development and support the family in their daily activities and routines with their child
- No child or family is denied services and supports identified on the IFSP because of their inability to pay

## *What else can I do to support the family?*

- Volunteer to provide input into the development of each family's IFSP and to monitor its implementation
- Develop and maintain relationships with those providing early intervention services to the child and family

# Making A Referral – Where?



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Connection of Virginia

Referrals to the **Infant & Toddler Connection of Virginia** are made by contacting the early intervention **central point of entry** for the child's and family's locality. A list of Virginia counties and cities, and the corresponding point of entry, is provided below. Referral information can also be obtained by calling the Virginia statewide central directory at (800) 234-1448 or by visiting [www.infantva.org](http://www.infantva.org)

## COUNTIES

12	Accomack	29	Prince William
4	Albemarle	24	Pulaski
2	Alleghany	31	Rappahannock
26	Amelia	22	Richmond
5	Amherst	33	Roanoke
5	Appomattox	34	Rockbridge
3	Arlington	17	Rockingham
37	Augusta	9	Russell
34	Bath	20	Scott
5	Bedford	35	Shenandoah
23	Bland	23	Smyth
33	Botetourt	39	Southampton
36	Brunswick	30	Spotsylvania
9	Buchanan	30	Stafford
26	Buckingham	8	Surry
5	Campbell	8	Sussex
30	Caroline	9	Tazewell
23	Carroll	35	Warren
18	Charles City	19	Washington
26	Charlotte	22	Westmoreland
7	Chesterfield	20	Wise
35	Clarke	23	Wythe
33	Craig	40	York

## CITIES

26	Cumberland	19	Abingdon
20	Dickenson	1	Alexandria
8	Dinwiddie	3	Arlington
22	Essex	5	Bedford
13	Fairfax	19	Bristol
31	Fauquier	34	Buena Vista
24	Floyd	4	Charlottesville
4	Fluvanna	6	Chesapeake
27	Franklin	2	Clifton Forge
35	Frederick	22	Colonial Beach
24	Giles	8	Colonial Heights
22	Gloucester	2	Covington
14	Goochland	10	Danville
23	Grayson	8	Emporia
4	Greene	13	Fairfax
8	Greensville	13	Falls Church
36	Halifax	39	Franklin
16	Hanover	30	Fredericksburg
18	Henrico	23	Galax
27	Henry	15	Hampton
37	Highland	17	Harrisonburg
39	Isle of Wight	8	Hopewell
40	James City	34	Lexington
22	King & Queen	5	Lynchburg
30	King George	29	Manassas
22	King William	29	Manassas Park
22	Lancaster	23	Marion
20	Lee	27	Martinsville
21	Loudoun	15	Newport News
4	Louisa	25	Norfolk
26	Lunenburg	20	Norton
31	Madison	8	Petersburg
22	Mathews	40	Poquoson
36	Mecklenburg	28	Portsmouth
22	Middlesex	29	Quantico
24	Montgomery	24	Radford
4	Nelson	32	Richmond
18	New Kent	33	Roanoke
12	Northampton	33	Salem
22	Northumberland	36	South Boston
26	Nottoway	13	Springfield
31	Orange	37	Staunton
35	Page	39	Suffolk
27	Patrick	38	Virginia Beach
10	Pittsylvania	37	Waynesboro
14	Powhatan	22	West Point
26	Prince Edward	40	Williamsburg
8	Prince George	35	Winchester

Step 1– Locate family's county or city.

Step 2– Note number to left of county or city.

Step 3– Match number to corresponding central point of entry below.

## CENTRAL POINTS OF ENTRY

Infant & Toddler Connection of:	Phone
1 Alexandria	(703) 838-5067
2 the Alleghany Highlands	(540) 863-1620
3 Arlington	(703) 228-1640
4 the Blue Ridge	(434) 924-5357
5 Central Virginia	(434) 455-2295
6 Chesapeake	(757) 547-8929
7 Chesterfield	(804) 768-7205
8 Crater District	(804) 862-8049
9 Cumberland Mountain	(276) 964-6702
10 Danville-Pittsylvania	(434) 799-0456
12 the Eastern Shore	(757) 442-7599, (800) 294-7477
13 Fairfax-Falls Church	(703) 246-7121
14 Goochland-Powhatan	(804) 598-2200
15 Hampton-Newport News	(757) 726-4012
16 Hanover	(804) 365-4593
17 Harrisonburg/Rockingham	(540) 434-6093, ext. 3321
18 Henrico-Charles City-New Kent	(804) 727-8372
19 Highlands	(276) 645-4733
20 DILENOWISCO	(276) 523-8378, (800) 453-4332
21 Loudoun	(703) 777-0561
22 Middle Peninsula Northern Neck	(804) 758-5250, (800) 305-2229
23 Mount Rogers	(276) 223-3270
24 the New River Valley	(540) 831-7529, (800) 650-5324
25 Norfolk	(757) 683-8759
26 the Heartland	(434) 395-2967
27 the Piedmont	(276) 632-2108, ext. 1241
28 Portsmouth	(757) 393-8321
29 Prince William, Manassas and Manassas Park	(703) 792-7879
30 the Rappahannock Area	(540) 372-3561, (877) 268-4169
31 Rappahannock-Rapidan	(540) 829-7480, ext. 105
32 Richmond	(804) 828-2742
33 Roanoke Valley	(540) 857-7919
34 Rockbridge	(540) 463-3141
35 Shenandoah Valley	(540) 636-4250, ext. 2128
36 Southside	(434) 575-6738, ext. 305
37 the Valley	(540) 245-5133
38 Virginia Beach	(757) 385-4400
39 Western Tidewater	(757) 562-6806
40 Williamsburg *James City *York *Poquoson	(757) 566-8687