



**NORTH CAROLINA DEPARTMENT OF PUBLIC INSTRUCTION**

Catherine Truitt, *Superintendent of Public Instruction*

www.dpi.nc.gov

**Office of Exceptional Children Early Learning Sensory Support Program  
for Children with Hearing and Visual Impairments**

**Assurances for Direct Individualized Education Program Services  
2023-2024**

The Early Learning Sensory Support Program (ELSSP) is administered by the Office of Exceptional Children in the North Carolina Department of Public Instruction. The primary purpose of the ELSSP is to provide direct services to young children with visual or hearing impairments and their families as well as provide support to other professionals. The ELSSP provides these services to children birth through two years of age under Part C of IDEA. When capacity is available and in locations that do not have qualified staff and are in primarily rural areas, the ELSSP may serve children with hearing or vision impairments ages three to 5 under IDEA Part B. An additional goal of the ELSSP Assurances is to support the Local Education Agency (LEA) to build capacity to serve students beyond age five so that contracting services, which are often costly, may not be necessary.

The purpose of these assurances is to establish clear expectations between the ELSSP and the Local Education Agency. The signatures at the bottom of this form assure that the LEA and the ELSSP agree to accept the terms of this agreement and will fulfill the responsibilities and activities outlined once an individual request for services is accepted.

**Early Learning Sensory Support Program Contact Information**

**Hearing Impairment Lead Contacts**

ELSSP-HI Lead Administrator: Ruth Anne Everett [ruth.anne.everett@dpi.nc.gov](mailto:ruth.anne.everett@dpi.nc.gov)  
Phone: 828-781-4979  
Fax: 919-733-1873

ELSSP-HI Intake Coordinator: Mandy Hice [mandy.hice@dpi.nc.gov](mailto:mandy.hice@dpi.nc.gov)  
Phone: 828-448-9353  
Fax: 919-733-1873

**Visual Impairment Lead Contacts**

ELSSP-VI Lead Administrator: Bethany Mayo [bethany.mayo@dpi.nc.gov](mailto:bethany.mayo@dpi.nc.gov)  
Phone: 252-567-1028  
Fax: 919-733-1873

ELSSP-VI Intake Coordinator: Hitty Chiott [hitty.chiott@dpi.nc.gov](mailto:hitty.chiott@dpi.nc.gov)  
Phone: 984-236-2048  
Fax: 919-733-1873

**OFFICE OF EXCEPTIONAL CHILDREN**

Dr. Carol Ann M. Hudgens, Senior Director | [CarolAnn.Hudgens@dpi.nc.gov](mailto:CarolAnn.Hudgens@dpi.nc.gov)  
6356 Mail Service Center, Raleigh, North Carolina 27699-6356 | (984) 292-3063 Fax (919)733-1873  
AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

## State Assurances

1. The ELSSP will provide direct services and/or support for school personnel by a NC licensed Teacher of the Deaf or Teacher of the Visually Impaired (herein referred to as teacher); or certified Orientation and Mobility Specialist (O&M) to identified students based on ELSSP capacity.
2. The ELSSP Lead Administrator and the LEA representative will sign the appropriate "2023-2024 ELSSP Request for Services" form for each student. The signed form will be returned by the Lead Administrator within 14 days to the LEA, indicating available capacity for the delivery of services.
3. If the ELSSP is no longer able to provide a teacher, a 30-day notice will be provided to the EC Director.
4. The ELSSP teacher or O&M will provide appropriate assessment data and progress reports in accordance with the IEP and LEA timelines.
5. The ELSSP teacher and O&M will adhere to the IEP and collaborate with educational teams by providing support in ways to enhance student learning and adapting activities and materials to the student's abilities.
6. The ELSSP will work with the LEA to provide required student census information for the North Carolina Deaf Blind Project Census and/or the APH Legally Blind Registry for eligible students.
7. The ELSSP will comply with The Family Educational Rights and Privacy Act, (FERPA) and take all measures necessary to ensure confidentiality.

## LEA Assurances

1. Identify key contact in charge of case management for student.
2. Request services by submitting a signed 2023-24 ELSSP-HI or ELSSP-VI Request for Services for any new request, or for any change in service delivery or evaluation request for a student already receiving services from the ELSSP.
3. LEA will ensure the ELSSP teacher has access to ECATS to input goals, provide progress monitoring information, and the like.
4. Notify and invite the ELSSP teacher providing services to all IEP meetings.
5. LEA will work with the ELSSP to build its capacity to provide services for students with visual and/or hearing impairments.
6. LEA will submit data for the Deaf Blind Project Census and/or the Legally Blind Registry for eligible students.

*The signatures below assure that the Local Education Agency and the ELSSP agree to accept the terms of this agreement and will fulfill the responsibilities and activities described above once a request for services has been accepted.*

LEA name: \_\_\_\_\_

\_\_\_\_\_  
Typed Name & Signature of the Exceptional Children Director  
Email Address: \_\_\_\_\_

\_\_\_\_\_  
Date  
Phone Number: \_\_\_\_\_

\_\_\_\_\_  
Typed Name & Signature of the Preschool Coordinator  
Email Address: \_\_\_\_\_

\_\_\_\_\_  
Date  
Phone Number: \_\_\_\_\_

\_\_\_\_\_  
Signature of the ELSSP Lead Administrator

\_\_\_\_\_  
Date