

**SUBSIDIZED CHILD CARE ASSISTANCE PROGRAM  
POLICY MANUAL  
Attachment 1**

**Supplemental Payments Fact Sheet**

**I. HIRING OF STAFF:**

Supplemental Payments are paid based on one-on-one staff working specifically with an individual child with special needs.

Supplemental Payment Rates are typically approved from \$8.00 per hour to \$15.00 based on the qualification of hired staff.

When providers request supplemental payments to hire staff the expectation of the provider is to include that hired staff qualifications. This helps with assessing the pay rate for the hired staff. Copies of certificates and degrees are accepted.

If including social security and Medicare in the request, the suggested DCDEE amounts listed below may be adjusted at a higher rate. These figures are not final, however recommended and can be adjusted based on your county's budget.

|                              |       |
|------------------------------|-------|
| No certifications            | 8.00  |
| Certificates                 | 9.00  |
| Childcare credentials        | 10.00 |
| Associate degree             | 11.00 |
| Bachelor's degree            | 12.00 |
| Master's degree              | 13.00 |
| Any Degree plus certificates | 14.00 |
| Any Degree plus licensure    | 15.00 |

If supplemental payments for the hiring of staff are approved, that hired staff must provide one on one care for that individual child.

If a provider requests a rate for the hiring of staff and pays a lower rate to the staff. A new form will be needed, and the rate will be adjusted according to what the provider pays. (Example: Provider request 12.00 per hour but only pays 8.00 per hour). A new form must be completed and re-submitted.

If counties visit a facility receiving supplemental payments and the hired staff is NOT providing one on one care for that individual child,

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the provider may lose their ability to receive supplemental payments. Providers need to include a summary of the child's daily activities. It should discuss how the child is assisted with one-on-one care.

A. Certified Developmental Day Facilities cannot receive supplemental payments.

**II. PURCHASING EQUIPMENT AND TOYS**

If purchasing equipment/toys from a catalog, providers should include a photo of the equipment/fine & gross motor toys along with the cost.

When using supplemental payments to purchase equipment, the equipment and or toys must be ordered to support children with special needs.

Equipment is the property of DCDEE and should follow the child to whichever childcare facility that child attends. The family has the option to donate the equipment to the current facility that purchased it should the child age out of its use.

**NOTE:** Subsidized Child Care funds cannot be used to purchase specialized therapies, such as occupational and speech therapy, or educational services that are paid with local mental health or local education agency funds.