

**NOTE:** LPAs must conduct an annual review of the referring agency's documentation determining the level of care for a child with special needs. Subsidized child care services are available for children with special needs ages birth through age 17.

### **III. PRIORITY FOR SERVICES**

Child Care and Development Fund (CCDF) regulations require that states give priority to children with special needs who need child care services. In order to meet this requirement, the Division of Child Development establishes a portion of the agency's total allocation as a set-aside for this purpose. The set-aside amount is a minimum; however, counties can set aside an amount greater than the minimum. In effect, agencies will establish a separate waiting list and a separate budget for children with special needs. Refer to [Chapter 21: Payment Rates](#) for information on payments for children with special needs and [Chapter 10: Waiting Lists Policies](#).

### **IV. DOCUMENTATION REQUIREMENTS**

When claiming reimbursement for the provision of subsidy services for a child with special needs, designated codes are provided to indicate that the child has special needs. Use of the codes allows the county DSS or LPA to track the expenditure of funds that count against the special needs set-aside. In order to use the designated codes (400 series), the following documentation must be in the case record: the Referral for Child Care-Children with Special Needs ([DCD-0093](#)) or the current Service Delivery Page of the IFSP, IEP or PCP.

### **V. SUBSIDY POLICIES**

Providing care for children with special needs may involve additional costs to the provider and may impact the rate charged. Such costs may include specialized equipment necessary for communication, mobility, and self-help; speech, physical, and occupational therapy; social work and case management staff for family support activities; certified teacher time devoted to one-on-one instruction; clerical and other administrative staff time necessary for special record requirements; and psychologists and other diagnostic personnel.

Subsidized child care funds are used to pay the rate charged for child care services and 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.

#### **A. Certified Developmental Day Centers**

The additional costs involved in providing care for children with special needs are accounted for in the approved payment rates for certified developmental