

Dear _____ :

This letter is being sent to let you know that we have received your documentation requesting payment of special needs reimbursement rates for the following child:

Child Name	Case Number

- A determination has been made to **approve** your request for payment at the higher special needs rates.

This rate change is being made effective _____ .

- A determination has been made to **deny** your request for payment at the higher special needs rates because:

- The family failed to provide necessary information.
- The child does not meet the definition of “special needs” for the Child Care Assistance (CCA) program.
- The documentation you provided did not verify you are providing extra care or services that merit payment at the higher special needs rates.

- A determination has been made to **stop making payments** at the higher special needs rates because:

- The family failed to provide necessary information.
- The child no longer meets the definition of “special needs” for the CCA program.

If you have any questions about this letter or payment rates for this child, please contact the centralized child care registration unit at 866-448-4605.

A child with “special needs” meets one or more of the following conditions:

- A physician or a school psychologist endorsed by the Iowa Department of Education has diagnosed the child to have a developmental disability that:
 - Substantially limits one or more major life activities, and
 - Requires professional treatment, assistance in self-care, or the purchase of special adaptive equipment.
- A qualified intellectual disability professional has determined the child to have a condition that impairs the child’s intellectual and social functioning.
- A mental health professional has diagnosed the child to have a behavioral or emotional disorder characterized by situationally inappropriate behavior that:
 - Deviates substantially from behavior appropriate to the child’s age, or
 - Significantly interferes with the child’s intellectual, social, or personal adjustment.

NOTE: The fact that the child meets the definition for special needs alone does not mean that the child care provider can charge the special needs rate.

Approve a special needs rate only when you have received documentation from the parent that the child meets the requirements for a special needs rate, and the provider has supplied the required documentation. The documentation must substantiate both of the following:

- A qualified professional has assessed the child to meet the definition of a “child with special needs.”
- The child care provider is responding to those special needs with (but not limited to) adaptive equipment, more careful supervision, or special staff training.

NOTE: Child care funds are for child care services and not for specialized services provided during the program day. Do not approve a special needs rate for therapeutic services that are provided in the child care setting. This includes, but is not limited to, services such as speech, hearing, physical and other therapies; individual or group counseling; therapeutic recreation; and crisis intervention.

A child care provider serving a child determined eligible for protective child care services may receive payment up to the special needs rate, providing that child also meets the definition for a “child with special needs” and the required documentation has been secured.