 VERMONT DEPARTMENT FOR CHILDREN AND FAMILIES CHILD DEVELOPMENT DIVISION	<h1>GM: 14.2</h1>
Children's Integrated Services Guidance Manual	Chapter 14: Specialized Child Care
Updated as of: June 2016	

Specialized Child Care FAQ around CCFAP

1. When the FAP specialist is to “send” the FAP denial letter with CIS referral to the CIS Coordinator, what methods are acceptable of sending it to the CIS Coordinator? E-mail, fax, mail? Please be specific as it has been written differently in two separate languages for guidance so far.

The denial letter needs to be sent confidentially. This can be via hand delivery, mail, fax to a confidential fax, or email if email is secure/encrypted.


2. What are the guidelines around backdating CIS FS FAP applications? Often at a CIS/FS clinical meeting while reviewing applications for Family Support Child Care, it is requested by the team to back date the application.

FAP regulations allow backdating for up to 30 days if the child has been attending a regulated provider. FAP/CIS family support child care is part of FAP and follows the same regulations - backdating up to 30 days. If you are approving FAP/CIS child care for a provider that does not currently have specialized status, which should be the infrequent exception and only done in extenuating circumstances, then you should discuss the request to backdate with your CIS technical assistance liaison.

3. Payment for transportation services is limited to Protective Services, Family Support or Special Health Need child care when the primary care taker has no other means of transportation. Does special health need child care include parent with special health needs and child with special health needs?

Transportation may be approved for a child with special health care needs if child care is an integral part of the child's One Plan, as developed by the CIS team. This means that child care, or the services the child will receive in the child care setting, are important to the family in achieving the goals for the child. Transportation for a child because of a parent with special health needs may be approved by obtaining a waiver from the CIS state team.

4. What letter should a CIS Child Care Coordinator send out if a family is denied Family Support or Child with a Special Health Need?

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In both these cases, the decision has been made by the CIS team through a discussion process. The CIS Child Care Coordinator should notify the family, in writing, of the decision

5. How do we get this family the support they need in a timely manner?

With the families verbal permission the CIS Child Care Coordinator is to immediately pass this referral on for triage to the appropriate CIS service.