 VERMONT DEPARTMENT FOR CHILDREN AND FAMILIES CHILD DEVELOPMENT DIVISION	<h1>GM: 15.1</h1>
Children's Integrated Services Guidance Manual	Chapter 15: Community Partnerships
Updated as of: June 2016	

Children with Special Health Needs (CSHN)

DEFINITION

Established when the primary caretaker(s) can demonstrate that his/her child has a significant health or specialized developmental need as documented by a licensed physician and/or licensed psychologist or by the assessment determining eligibility for Special Education or Early Intervention Services that includes child care as part of the child's developmental plan such as an IEP or IFSP. Child care hours will be determined based on the days and hours per week documented in an individualized plan for the child. Families accessing the Child Care Financial Program for a Special Health Need/Child must meet income guidelines on the sliding fee scale.

PURPOSE

To support families in accessing and supporting stable and safe child care for their children.


POLICY

Child Development Division may offer financial assistance in paying for child care to families with children who are determined to have special health needs. Families accessing the Child Care Financial Program for a Special Health Needs/Child must meet income guidelines on the sliding fee scale and may therefore be assigned a share of the reimbursement paid by CDD to the CC provider.

PROCEDURES

1. The primary caretaker must submit an application for financial assistance for child care with one of the following documents:
 - A. Special Health Needs (Child) form completed by a Physician (MD) or a State Licensed Psychologist
 - B. IEP
 - C. IFSP (One Plan)

2. Verification will only be accepted if the health professional's name is legible and a phone number is provided.

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3. Income verification (parent/caretaker).
4. The activity of the parent/caretaker is not a consideration.
5. This service need is child specific and authorization for child care does not include sibling(s) unless documentation of a special health care need is verified for an authorized sibling.
6. Child care hours will be determined based on the days and hours per week documented in an individualized case plan for the child or on the days and hours recommended by the physician or licensed psychologist.
7. This documentation will be updated at the time of re-determination, even if the child's condition is considered permanent.
8. The Child Development Division reserves the right to review and approve the amount of child care authorized and reduce or limit the days and hours of authorized child care based on lack of available funds or a change in eligibility status.
9. All requested information must be submitted or the family's application will be denied.