A Child Care Assistance Program (CCAP) Special Needs rate is available for children with special needs in Minnesota who receive CCAP and meet designated criteria. The rate is managed through the family’s CCAP authorizing agency. Individual rate adjustments address the needs of the child and support the provider in caring for a child with special needs. The increased rate is intended to support specialized training, services, or environmental adaptations provided to meet the individual needs of the child.

A Special Needs Rate may be requested for an individual child if there are increased costs related to necessary accommodations and modifications for the child. It is the provider’s responsibility to comply with the Americans with Disabilities Act (ADA). The provider needs to assure that the rate being sought is a rate that would be charged for similar services provided to a child with a disability who is not on CCAP.

REQUESTING INCREASED RATES
Rates should offset costs that are increased from a typical situation of care due to the child’s individual needs. The rate calculation may include:

- Training related to the child’s diagnosis or needs
- Specialized equipment or supply needs
- Increased adult supervision
- Environmental modifications

The provider estimates the increased costs and details this in the required documentation. The request can be short term or long term.

RENEWALS
Rates are approved for up to a twelve month period. A provider should reinitiate the rate request about 2-3 months prior to a renewal date. If approved, the date of request becomes the effective date.

FORMS
CCAP Special Needs Rate Variance Request: Parent and Provider Request (DHS-4194) form is found at: https://edocs.dhs.state.mn.us/lfsrver/Public/DHS-4194-ENG

Defining Special Needs
For the purposes of the CCAP Special Needs Rate, a special need or disability is when there is a “functional limitation or health condition that interferes with a child’s ability to walk, talk, see, hear, breathe or learn…”

Special needs may be any special medical, developmental and/or atypical behavior or condition requiring additional support measures to help the child successfully grow and develop to his or her full potential.
Documentation of needs is required to process the request for a special needs rate. This may include any or all of the following:

- Child’s Special Educational Assessment or Educational Plan (IEP or IFSP)
- Report from a mental health professional and/or any medical documentation
- Letters from child’s county or social workers
- Service referrals and/or other professional sources

Within the approval of an increased rate, there may be requirements of the provider to support long term viability in caring for the child with special needs. This may include:

- Training for provider that will support the child’s inclusion
- Referral for additional services
- Inclusion Consultation

Once paperwork is completed, it is submitted to the county or agency CCAP worker for review by local and state agency staff. When this process is completed, the county or agency worker notifies the provider and parent about approval or denial.

**APPEAL PROCESS**

If the parent or provider would like to appeal a decision, the parent must complete and submit a written request to their county or agency worker.

**Other Options for supporting the child, parent and provider**

Providers are encouraged to explore other funding sources within their region for the specialized service or environmental adaptations to assure parents are linked to important community services, and that child care funds do not supplant other resources.

**AT RISK RATES** - Another category of a rate differential is “At Risk” rates. These are intended to cover costs of specialized services to certain populations. “At Risk” categories and rates are determined by the authorizing county; the provider must demonstrate that a significant number of children served meet the at-risk definition and that specialized services are provided.

**RESOURCES AND SUPPORT**

For additional information and resources, talk to the family’s CCAP worker, The Center for Inclusive Child Care at www.inclusivechildcare.org or the local Child Care Resource & Referral at www.mnchildcare.org

**Legal Authority**

Minnesota Statutes 119B.13 Subd. 3  Minnesota Rules 3400.0020 Subp. 9a. and 17a. Minnesota Rules 3400.0130 Subp. 3

The “At-risk” definition can include environmental or familial factors that create barriers to a child’s optimal achievement such as a federal or state disaster, limited English proficiency in a family, a history of abuse or neglect, family violence, homelessness, age of the parent, level of maternal education, mental illness, parent disability, or parental chemical dependency or history of other substance abuse. One common “At Risk” category is children of teen parents served by programs that offer specialized services.

Understanding Special Needs Rates for CCAP, 2011