



## Request for Special Needs Rate

A special needs child is defined as a child who has been determined eligible as a child with a disability in accordance with Chapter 6A-6, F.A.C., and is participating in a program for children with disabilities provided by the school district or a child who has an Individualized Education Plan (IEP) or Family Support Plan (FSP).

In accordance with 6M-4.500 (7)(a)(b), F.A.C., a coalition may reimburse a child care provider at a higher rate for caring for any school readiness child with a special needs that would require additional care beyond the normal services required by the Americans with Disabilities Act (ADA).

A child care provider must submit a list of the special needs services that is provided for each special needs child in addition to regular school readiness services. A special needs rate may be increased up to twenty (20) percent above the maximum approved base reimbursement rate established for infant care by the coalition. However, if the amount should exceed the providers private pay rate for infant care, it shall be classified as a quality expenditure.

To Request the Special Needs Rate:

Provider Will:

- Submit a Redline requesting the special needs rate for the child in their care that meet the definition above.
- Upload a copy of the IEP or FSP, along with a completed Special Needs Rate Request Form Matrix, and Best Practices in Inclusive Early Childhood Education (BPIECE) form to the coalition document exchange.
- Submit a revised Exhibit 5 of the School Readiness Provider Contract and update their private rates in their provider profile.

Coalition Will:

- Review the documents and conduct an observation at the provider's center to determine the appropriateness of the accommodations that have been included based on the child's IEP or FSP to determine if the provider qualifies for the special needs rate.
- Approve the request or notify the provider of the appropriate accommodations that would need to be provided to match the child's needs and give the provider an opportunity to resubmit the list of accommodations if they do not meet the child's specific needs in accordance to their IEP or FSP.

The coalition has up to thirty (30) calendar days from the date of the request to complete the review process. If approved, the special needs rate will go into effect the first day of the following month.

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