

SUBSIDIZED CHILD CARE ASSISTANCE PROGRAM POLICY MANUAL

Chapter 6. Attachment 1 Supplemental Payments Fact Sheet

I. HIRING OF STAFF:

Supplemental payments are provided for one-on-one staff working specifically with an individual child with special needs and are subject to the availability of funding. Supplemental Payment Rates are typically approved from \$8.00 per hour to \$15.00 based on the qualification of hired staff.

When providers request supplemental payments to hire staff the expectation of the provider is to include that hired staff qualifications. This helps with assessing the pay rate for the hired staff. Copies of certificates and degrees are accepted for verification.

If including social security and Medicare in the request, the suggested DCDEE amounts listed below may be adjusted at a higher rate. These figures are not final, however recommended, and can be adjusted based on your county's budget.

No certifications	8.00
Certificates	9.00
Childcare credentials	10.00
Associate degree	11.00
Bachelor's degree	12.00
Master's degree	13.00
Any Degree plus certificates	14.00
Any Degree plus licensure	15.00

If supplemental payments for the hiring of staff are approved, that hired staff must provide one-on-one care for that individual child.

Providers requesting supplemental payments to hire staff must include documentation showing the required qualifications of the hired staff. Additionally, providers must submit a detailed statement describing the plan to meet the needs of the child with special needs. This plan should include what the one-on-one teacher will do with the child, how the one-on-one teacher will interact with the child, and the goals for the child's plan of care. The provider should highlight how one-on-one care can

SUBSIDIZED CHILD CARE ASSISTANCE PROGRAM POLICY MANUAL

Chapter 6. Attachment 1 Supplemental Payments Fact Sheet

positively impact the child's success in the facility, offering a clear rationale for the benefits of supplemental support.

If a provider requests a rate for the hiring of staff and pays a lower rate to the staff, a new form will be needed, and the rate will be adjusted according to what the provider pays. (Example: Provider requests 12.00 per hour but only pay 8.00 per hour). A new form must be completed and re-submitted.

If the local DSS/LPA or DCDEE visits a facility receiving supplemental payments and the hired staff is not providing one-on-one care for the individual child with special needs, the provider may lose their eligibility to receive supplemental payments. Providers need to include a detailed summary of the child's daily activities. It should discuss how the child is assisted with one-on-one care.

Certified Developmental Day Facilities cannot receive supplemental payments.

II. PURCHASING EQUIPMENT AND TOYS

If purchasing equipment/toys from a catalog, providers should include a photo of the equipment from the catalog along with the purchase price. An example of equipment purchased would be fine & gross motor toys.

When using supplemental payments to purchase equipment, the equipment and or toys must be ordered to support the child with special needs for whom the supplemental payment has been requested.

Equipment is the property of DCDEE and should follow the child to whichever childcare facility that child attends. The family has the option to donate the equipment to the current facility that purchased it should the child age out of its use.

NOTE: Subsidized Child Care funds **cannot** be used to purchase specialized therapies, such as occupational and speech therapy, or educational services that are paid with local mental health or local education agency funds.