



STATE OF NEW JERSEY
DEPARTMENT OF HUMAN SERVICES
DIVISION OF FAMILY DEVELOPMENT

NEW JERSEY CHILD CARE SUBSIDY PROGRAM
SPECIAL CARE POLICY
PRIORITIZING CHILDREN WITH DISABILITIES IN CHILD CARE

PARENT/GUARDIAN(S)

When you have a child with a disability or special health-care needs, it can be challenging to find the right child care services. It is important to do your research and visit the child care provider to make sure the program can meet your child's unique needs.

It is the responsibility of the parent/guardian to provide supporting documentation from a licensed healthcare professional that is dated within the last 12 months.

You must submit the following to your local Child Care Resource and Referral (CCR&R) agency:

- Medical documentation signed by a licensed healthcare professional (such as a doctor/physician, psychologist, psychiatrist) that verifies your child's disability;
- **OR**
- The "New Jersey Child Care Subsidy Program Child Verification Form" (CC-216) signed by a licensed healthcare professional (such as a doctor/physician, psychologist, psychiatrist) that verifies your child's disability.

Note: If you choose to submit a report from the school system, such as an Individualized Education Program (IEP) or Individualized Family Service Plan (IFSP), you must also submit the "New Jersey Child Care Subsidy Program Child Verification Form" (CC-216) signed by a licensed healthcare professional in order to verify your child's disability.

CHILD CARE PROVIDERS

The parent/guardian is responsible for submitting documentation of their child's disability to the CCR&R agency. The CCR&R agency will determine if the child(ren) meet the criteria of the "Disabled Child" definition and will authorize approval for the "Special Care Rate" (formerly known as the "Special Needs Rate").

In many instances, a new agreement may need to be reissued to the child care providers reflecting the new rate. A "**Disabled Child**" is defined as an individual who is less than 19 years of age who has a documented medical or physical impairment which reduces their ability to function independently; and who requires the personal services of a caretaker (child care provider) to maintain his or her basic level of functioning in an age-appropriate manner.

It is very important that all staff members participate in child development training, and any other specialized professional development training to appropriately meet the unique needs of each child.

Online Trainings are available for free or for a minimal fee through:

- The New Jersey Workforce Registry website at: <https://www.njccis.com/njccis/home> or;
- The New Jersey Child Care Subsidy Program website at: <http://www.childcarenj.gov/Providers/Training>

In-person trainings are also available at your local Child Care Resource and Referral (CCR&R) Agency. Contact your local CCR&R for more information.

Please note: Agreements that qualify for the Special Care Rate must have been submitted with supporting documentation and certified on or after January 6, 2019.