

Process for Requesting Additional Part C Funding



First Connections, Arkansas' Early Intervention Program under IDEA, Part C, gives parents and other caregivers the confidence and strategies to support their child's early learning and development within typical child/family activities.

GENERAL: Part C Providers may request additional funding (Note: Provider Program Allocation is not increased) to serve children newly referred for early intervention or children with a current/active IFSP. This guidance document outlines the two processes to:

- request additional funding to complete the required developmental evaluation for new referrals
- request additional funding to provide IFSP services to new or existing clients

Process for Requesting Additional Funding: Evaluation(s)

Providers whose Part C allocation has been fully utilized to serve existing clients that receive requests for evaluations (new referrals) may request funding to cover the ***developmental evaluation*** needed to determine program eligibility when there is no other pay source for this child/family to cover the cost of the evaluation.

Process to request additional funding to cover evaluation(s) on new referrals:

Email your provider program's assigned monitor the following information:

Case Number (ID)	Child Name on Record	Date of Referral for Early Intervention	Amount of Funding Needed for DT Evaluation

Total Amount Requested (all children listed): _____

[providers may copy/paste this chart into the body of an email marked "Sensitive" or into a Word document and attached to an email marked "Sensitive" to send to their assigned program monitor]

Process for Requesting Additional Funding: IFSP Service(s)

Additional funding beyond a provider's original allocation to provide services to families of children with an active IFSP or services on a new IFSP may be approved for additional funding for IFSP services when the child record/IFSP meets minimum IDEA, Part C quality and compliance requirements.

Process to request additional funding to cover IFSP services:

1. Prior to making a request for additional funding to continue providing IFSP services, ensure the following:
 - ✓ All other funding sources have been explored prior to requesting Part C funds for any IFSP service.
 - ✓ If the child has public or private insurance that may cover a service listed on the IFSP, but insurance has declined to pay, that documentation of insurance refusal to pay is present in child's electronic record.
 - ✓ Rx for IFSP service is present in the child record (or documentation of either a denial or three valid attempts to obtain Rx are linked in the child record indicating the attempts, reason for refusal, etc.).
2. Determine which children currently served under an active IFSP the request is being made for. Complete child record review using one checklist for each child requiring additional funding to indicate what services the request includes + frequency/intensity and the duration of these services as listed on the IFSP.
3. Prior to making the request for the children identified in step 1, ensure the following:
 - ✓ Delivered services notes are entered into FC STANDS (not just uploaded into case notes).
 - ✓ Delivered services notes clearly describe child progress made on IFSP goals/objectives.
 - ✓ Delivered services notes clearly describe what the parent/other caregiver who participated in the session was doing to be actively engaged in the intervention to practice strategies between sessions.
 - ✓ IFSP review (if applicable) is up-to-date.
 - ✓ IFSP goals and objectives are routines-based and clearly linked to family priorities and concerns.
 - ✓ The service selected on the IFSP and service frequency/intensity was selected in accordance with IDEA, Part C requirements to be selected based on (a) child's developmental outcomes (what is needed to reach IFSP goals/objectives), (b) child and family routines, (c) child's unique needs to participate, engage, and use skills independently.
4. Complete a Request Process Checklist for each child identified in step 2 above to review the IFSP and child's electronic record to ensure the record meets IDEA, Part C quality and compliance minimum requirements. The Request Process Checklist (form) is linked on the First Connections Web site along with a video demonstration/guide.

Additional funding will not be provided if the child record does not meet minimum Part C requirements; your assigned monitor will review the record and provide feedback documenting what things must be addressed in order to obtain additional funding for services.

Send Additional Funding (Allocation) Requests to Provide IFSP Service(s) to **Your Program's Assigned Monitor**.

Requests for additional funding to provide an IFSP service must include a completed checklist for each child with an active IFSP for which the program is requesting additional funding. The checklist must be signed and dated (e-signature is acceptable).

If you have questions or need assistance, contact your program's assigned monitor.