

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 in good standing may request additional funding to serve children determined Part C program-eligible or those newly referred for early intervention and still in the 45-day timeline/process. This guidance document outlines the two processes to:

- ✓ request additional funding to complete evaluation(s) for new referrals
- ✓ request additional funding to provide IFSP services to existing clients

Send Additional Funding Requests to Your Program's Assigned Monitor.

Requests for additional funding to continue providing 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 is completed, e-signed and dated. If you have questions or need assistance, contact your program's assigned monitor.

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. Requests for additional funding to provide **other evaluations**:

Prior to initial IFSP	At initial IFSP (or after)
Additional funding request for OT, PT, SLP evaluation is accompanied by documentation of need	Additional funding request for OT, PT, SLP evaluation automatically approved when need has been documented in child record

Process to request additional funding to cover DT evaluation(s) new referrals (prior to IFSP):

Email your provider program's assigned monitor the completed Additional Funding for Evaluations chart/form:

CDS ID	Child Name on Record	CDS Date of Referral for Early Intervention	Amount of Funding Needed for DT Evaluation (per child)

Total (all DT evals/all children):

Process to request additional funding to cover OT, PT, SLP evaluation(s):

Email your provider program’s assigned monitor the completed Additional Funding for Evaluations chart/form:

CDS ID	Child Name on Record	Date of Referral for Early Intervention	Date of IFSP	List Other Evaluation(s) Needed: Attach documentation of need (ex: DT eval or developmental screening results).	Total amount needed for this child’s other evaluations (OT, PT, SLP, or other)
				<input type="checkbox"/> OT <input type="checkbox"/> PT <input type="checkbox"/> SLP <input type="checkbox"/> Other	
				<input type="checkbox"/> OT <input type="checkbox"/> PT <input type="checkbox"/> SLP <input type="checkbox"/> Other	
				<input type="checkbox"/> OT <input type="checkbox"/> PT <input type="checkbox"/> SLP <input type="checkbox"/> Other	
				<input type="checkbox"/> OT <input type="checkbox"/> PT <input type="checkbox"/> SLP <input type="checkbox"/> Other	

Total Requested (all evals/all children): _____

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 may be approved for IFSPs meeting minimum program quality and compliance requirements.

Process to request additional funding to cover IFSP services:

1. Provider program has completed de-obligation.
2. 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, case note or other documentation of insurance refusal to pay is present in child’s electronic record.
 - ✓ Rx for IFSP service is present in CDS (or documentation of either a denial or three valid attempts to obtain Rx are linked in CDS with case note indicating the attempts, reason for refusal, etc.).
3. Complete 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 (NOTE, requests must end June 30, 2022 – end of fiscal year).
3. Prior to making the request, use the checklist to review the child record for:
 - ✓ Delivered services notes are entered into CDS (not just uploaded into case notes).
 - ✓ Delivered services notes clearly describe child progress made.
 - ✓ 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 meets minimum compliance and quality requirements.
 - ✓ IFSP reviews (if applicable) are up-to-date.
 - ✓ Child’s objectives on the IFSP have been re-targeted at review (unless it’s an initial IFSP).

Additional funding will be pending if the child record does not meet minimum program requirements; your assigned monitor will review the record and provide a feedback form documenting what things must be addressed in order to obtain additional funding for continuity of services.