



COUNTY OF ONONDAGA

## Department of Social Services-Economic Security

Child Support ♦ Day Care ♦ Fair Hearings ♦ Fraud ♦ HEAP ♦ Medicaid ♦ SNAP ♦ Systems ♦ Temporary Assistance

JOHN H. MULROY CIVIC CENTER

421 MONTGOMERY STREET

Day Care Unit 5<sup>th</sup> floor

SYRACUSE, NY 13202

315-435-5683

[www.ongov.net](http://www.ongov.net)

**Joanne M. Mahoney**  
County Executive

**Sarah G. Merrick**  
Commissioner

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### Information Regarding an Application for Additional Funding for a Special Needs Child

Dear Child Care Provider:

Additional funding is available for child care for children with special needs. To apply for this additional funding the attached application must be completed and submitted along with all appropriate verification requested on the application.

The maximum amount of funding available is: \$371 full-time weekly, \$60 daily, \$40 part-day, or \$17.00 hourly, regardless of the child's age, type of care, or market rate.

The additional funding is only available:

- ❖ For a child who meets the criteria for special needs (refer to application) and meets all other eligibility criteria for child care funding.
- ❖ When a completed application with all appropriate verification is submitted and approved.
- ❖ Only for the period of approval. A new application re-verifying all eligibility criteria must then be submitted prior to the end of the approval if ongoing funding is still being sought.
- ❖ Only available for providing child care services related to the care of children with special needs or incurred additional costs as the result of caring for such children.

Once all appropriate information is submitted to the Department an eligibility determination will be made as soon as possible but may require up to 30 days. Eligibility will start effective the first of the month that the eligibility determination was made in or the date of the child's eligibility whichever is later. The period of eligibility will be for up to 12 months at the Department's discretion. Notification of the eligibility determination and period of approval and amount (if eligible) will be sent by the Assistant Commissioner for Temporary Assistance.

For those providers receiving additional funding the Department may periodically require an attestation that the additional funding is only being used for the child it was approved for and/or send a representative to verify the provider is providing additional child care related services to the special needs child.

Providers are responsible to immediately notify the Department of any change in circumstances that may affect their eligibility to receive additional special needs funding.

Questions regarding applications for additional special needs funding should be addressed to the Day Care Services Unit at the phone number listed above.