

Manitoulin-Sudbury District Services Board POLICY & PROCEDURES MANUAL	
Section: F. Children's Services	Effective Date: April 1, 2021
Topic: 3. Services for Children with Special Needs	Replaces: January 1, 2010
Subject: 3.1. Special Needs Resourcing	
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POLICY

Special Needs Resourcing funding is to be used to support the inclusion of children with special needs in licenced childcare settings, including home child care at no additional cost to parents.

A child with special needs means a child whose cognitive, physical, social, emotional or communicative needs, or whose needs relating to overall development are of such a nature that additional supports are required for the child.

The Manitoulin-Sudbury DSB Special Needs Resourcing program allows an agency to provide a range of services to children with special needs such as:

- Services and support to children with special needs in an early childhood setting; and/or
- Support and training to staff, parents, volunteers in a variety of early childhood settings with support and increase opportunities for integration of children with special needs

The Manitoulin-Sudbury DSB is committed to encourage the integration of children with special needs into community childcare **settings** with their peers.

PROCEDURE

The Manitoulin-Sudbury DSB will ensure that the Agency **that** provides special needs resourcing programs meet requirements of Ministry Legislation and Operating Criteria, where applicable, and any other program requirements of the Manitoulin-Sudbury DSB.

The Manitoulin-Sudbury DSB negotiates an annual operating budget with the Agency for the provision of special needs resourcing programs.

The Manitoulin-Sudbury DSB may change the payment amount or service targets from time to time by giving written notice of the changes to the Agency.

The Manitoulin-Sudbury DSB may reduce or terminate payment when financial

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and/or service targets are not met.

The Agency shall provide a range of services to children with special needs and my use the funds

- To purchase the services of **enhanced staff** for children with special needs in licensed child care settings; they also work with parents to ensure a consistent expectation and approach
- To purchase specialized toys and equipment in support of the program plan for an individual child with special needs
- Completion of appropriate developmental assessments
- Linkage to other community agencies and services
- Access to resource library
- Professional development
- Transportation costs

MONITORING AND REPORTING

The Manitoulin-Sudbury DSB will:

- Pay to the Agency an amount for the provision of special needs resourcing programs which shall be determined through **the annual budget process**
- Collect accurate service and financial targets from funded agencies as required
- Reconcile the Agency's use of funds and recover if required
- Meet service targets before reallocating funds to other programs
- Conduct an annual audit to ensure that local practices have been established and are being implemented

The contracted Agency will:

- Report accurate service and financial targets to the DSB within time frames; failure to submit information may result in withholding of subsequent payments
- Establish policies and procedures regarding program access

SERVICE DATA ELEMENTS

As a minimum, Service Providers and Manitoulin-Sudbury DSB are required to report the following on a quarterly basis.

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- Number of child care programs supported (centre and home based)
- Number of children served up to and including age 12.
- Number of children served age 13-18
- Average monthly number of children served up to and including kindergarten
- Average monthly number of children served-school age
- Number of Full Time Equivalent (FTE) Staff.
- Number of Special Needs Resourcing contracts. (The total number of special needs resourcing contracts with service providers).
- Total Gross Service Provider Cost. (The total cost to the service providers for providing the service. This is calculated by adding the Service provider's total salaries/benefits and other service costs)