

**NIAGARA COUNTY DEPARTMENT OF HEALTH**

**CHILDREN WITH SPECIAL NEEDS**

**Preschool Make-up Policy**

**Policy**

It shall be the policy of the Children with Special Needs Division- Education of Handicapped Children to allow and encourage make-up visits when State Education and Medicaid requirements are met.

**Purpose**

To best meet the individual needs of a child based on the IEP developed by the Committee on Preschool Special Education.

**Procedures**

1. Make-up sessions must be provided within the beginning and ending dates of each child's IEP, unless a request is made to the CPSE to extend the ending date to the end of the school year (June 30<sup>th</sup>)
2. Make-up sessions cannot be provided on legal holidays.
3. There is no County requirement for make-up sessions to only be provided based on the school district calendar. However, providers must deliver sessions based on the authorization dates, frequency and duration developed on the IEP.
4. Make-up visits for the same discipline on the same day will be allowed, if the parent agrees and a child can tolerate it. CPSE Portal has a check that will exclude the second session from moving forward to Medicaid billing, if applicable
5. Sessions delivered in excess of the # of sessions on the script, in a week, will also be excluded from Medicaid billing by the Preschool system.
6. Make-up sessions cannot exceed the total number of sessions authorized by the CPSE and identified on the child's IEP. Make-up sessions are not meant to increase the number of sessions provided to the student based on the IEP.
7. Make-up sessions can be provided prior to a scheduled session, as in the case of a planned medical leave.
8. Make-up sessions when agreed upon by the parent and provider can be made up on weekends.