



## Tennessee Department of Children's Services

# Protocol for Foster Care Special/Extraordinary Rate

## Supplemental to DCS Policy: 16.29, Foster Home Board Rates

Children/youth placed in DCS foster homes are eligible to be considered for Special or Extraordinary rates if they are diagnosed with a medical or mental health condition as outlined in this document. Contract provider agency homes receive rates normally higher than DCS foster homes, therefore are not eligible for these rates.

1. For a **Special Rate Request**, the child/youth's diagnosis must substantially limit one or more life activities (walking, speaking, breathing, working, learning, performance of manual tasks, vision, self-care and interpersonal relationships); require a level of supervision exceeding that of his/her peers; and requires extra care due to physical, emotional, or mental disability.
2. Form [CS-0934, Special Needs Justification](#) form, completed by all licensed treating professionals who attend to the child/youths medical or mental health needs (this includes Occupational Therapy, Physical Therapy, Speech and other disciplines). Tennessee Early Intervention System (TEIS) is not a licensed provider, unless the TEIS supervisor is willing to sign off on the Justification form & provide licensing documentation. This form should be uploaded to the child/youth's Person Home Page under the Documents link prior to submitting the request.
3. For an **Extraordinary Rate Request**, the above three requirements must be met plus any two care needs for Category 1 (\$40) and Category 2 (\$50). For Category 3 (\$60), three or more of the conditions identified in Category 2 qualify for this rate.
4. The Special/Extraordinary Rate is entered under the child's record Quick Actions as Add Special/Extra Rate Request. Refer to the "Entering Special or Extraordinary Rate Requests" storyboard:  
<https://files.dcs.tn.gov/intranet/cccw/KB/Placement/EntSpecialExtraRateRequests.pdf>.

NOTE: Requests should be completed and in place for ninety (90) days prior to requesting an Adoption Assistance (AA) or Subsidized Permanent Guardianship (SPG) rate.

5. A copy of the professional's license internet search is included with each form [CS-0934, Special Needs Justification](#),  
<https://apps.health.tn.gov/Licensure/>
6. All questions on the form [CS-0934, Special Needs Justification](#) must be answered for the request to be considered.
7. Route completed rate request to Central Office Foster Care designee. A response will be provided in five (5) business days. If clarification, additional documentation, or corrections are needed, Central Office will contact the staff person who submitted the request by email. The rate request is put on hold until additional justification forms/other documents or corrections are completed.
8. These forms need to be completed again with updated information and submitted for annual reevaluation.

**Current Effective Date: 4/24 Supersedes:**  
**1/18**  
**Supplemental to: 16.29**  
**RDA SW22**

**Page 1 of 1**