



State Intermediate Educational Unit
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Administrative Letter: Number 30

DATE: June 22, 2011
TO: Child Development Services Site Directors
FROM: David Stockford, Team Leader and Policy Director
Debra Hannigan, Child Development Services State Director
RE: Procedure to Obtain Approval for a "Non-Standard Rate"

Rider A of the Agreement to Purchase Services stipulates you must obtain approval from the CDS State IEU prior to entering into a contract with a provider outside the standard rates set forth in the attached table.

To receive authorization to enter an agreement with a non-standard rate you must complete and submit the attached documentation to the CDS State IEU.

After completed documentation is submitted, representatives of the CDS State IEU will review the request and return the request with the approved or not approved status.

You must complete this documentation before you enter an agreement and/or start sending referrals to the provider seeking a non-standard rate. Services provided prior to approval will not be reimbursed by the CDS State IEU Finance Office.

To complete a contract for a non-standard rate you must insert the paragraph below into Rider A as number 3.

NON-STANDARD RATE. *The rate listed in section 2 (\$_____ for _____ services) is a non-standard rate agreed to by CDS in order to meet the requirements of IDEA and the needs of one or more clients. Notwithstanding any other provision of this Agreement, CDS reserves the right to terminate the services provided to any client by the Provider immediately upon identification of a qualified provider who is available and able to serve the client without need for a non-standard rate.*

Regional Sites must seek to find a provider that accepts the standard rate. Once such provider is found the non-standard contract must be terminated. Non-standard agreements must be reviewed regularly. Documentation must be kept at the site regarding attempts to secure a provider who agrees to the standard rate. Non-standard agreements can not be written for more than 6 months. Each renewal of a contract for a non-standard rate requires prior approval from the CDS State IEU.

To submit the request for non-standard rate please do one of the following:

- Email the request to Sue.Kendall@maine.gov
 - o Subject- Request for Non-Standard Rate Approval
 - o Attention- Janna Gregory
- Fax the request to Sue.Kendall@maine.gov
 - o Attention- Janna Gregory

For more information please contact Janna Gregory at Janna.Gregory@maine.gov.

