



Children's Special Needs Network

204 N. East St., Ste. F

Belton, Texas 76513

Fax (254) 933-7313

(254) 933-7597 or (800) 600-3940

www.special-children.org

Request Check List

Please note, failure to submit all necessary documentation will result in a delay in the application process

- Completed Client Information Form
- Confirmation of Diagnosis (anything with a medical professional's signature)
- Insurance Information – specifying coverage or denial for requested item or service
- Invoices or receipts for items purchased and/or services rendered
- Description of medication (when requesting reimbursement of medication)
- Any additional documentation supporting your request
- Recommendation Letter/statement from a professional (doctor, therapist, etc.) for needed service or equipment (not required for in-home respite or camp scholarships)