

How to Guide: Services for Children with Special Health Care Needs (SHCN)

How to Apply

Families can apply for assistive technology (AT) and durable medical equipment (DME) through the Kansas Services for Children with Special Health Care Needs (SHCN) program. This program helps children and youth under age 21 who have eligible medical conditions and meet financial guidelines.

To apply, families must complete the SHCN Application Form, available on the Kansas Department of Health and Environment (KDHE) website at <https://www.kdhe.ks.gov/747/Special-Health-Care-Needs>. The application can be mailed, faxed, or emailed to the nearest SHCN regional office. All treatment and equipment purchases require prior authorization, and SHCN acts as a payor of last resort, meaning all other funding options must be used first.

Information Needed

- When submitting an application for SHCN assistive technology funding, include the following:
 - A completed SHCN Application Form (signed on pages 3 and 4)
 - Proof of Kansas residency
 - Medical documentation verifying an eligible diagnosis (such as spina bifida, cleft palate, heart disease, or other covered conditions)
 - Proof of income to determine financial eligibility
 - Insurance information, including Medicaid or private coverage
 - Guardianship paperwork (if applicable)
 - A physician's prescription or documentation showing medical necessity for the assistive device
 - Vendor quotes or estimates for the requested equipment
 - Once submitted, each application is reviewed individually for both medical and financial eligibility

Helpful Tips

- SHCN covers durable medical equipment and assistive technology such as wheelchairs, braces, hearing aids, and adaptive equipment.

- Because SHCN is a payor of last resort, families must apply for and use other funding sources (insurance, Medicaid/KanCare, etc.) before SHCN contributes.
- The program may pay remaining balances or co-pays after other sources have paid their share.
- All equipment purchases must be pre-approved; do not buy items before receiving authorization.
- Keep copies of all forms, medical documentation, and communication with SHCN offices.
- For questions or help with applications, contact your regional SHCN office:
 - Administrative Office (Topeka, KS): (785) 296-1313
 - Wichita Field Office: (316) 688-2021
 - KUMC Office: (913) 588-6343
- Families may also call the Make A Difference Information Network at 1-800-332-6262 for statewide support.