



IPSP FACT SHEET 1: Applying for Inclusion Support Subsidy

Note: This fact sheet contains information on how a child care and early learning service can apply for the Inclusion Support Subsidy (ISS), which is an element of the Inclusion and Professional Support Program (IPSP). It should be read in conjunction with the IPSP Guidelines 2013–2016, which provides information on eligibility, purposes for which the subsidy can be used and other conditions and requirements for funding.

1. Introduction

ISS is limited to an annual capped budget. Eligibility for ISS does not mean an automatic entitlement to payment. Where demand for ISS places pressure on the annual capped budget, the Department reserves the right to prioritise ISS applications, including, but not only, through a waitlist process.

Most eligible child care and early learning services can apply for ISS online through the Inclusion Support (IS) Portal. Some services, such as Budget Based Funded (BBF) services and some In Home Care (IHC) services, are required to submit paper-based applications directly to the National Inclusion Support Subsidy Provider (NISSP). This fact sheet provides information on how to do both.

Eligible services that have enrolled, or intend to enrol, a child with additional needs should contact their local Inclusion Support Agency (ISA) for assistance. The ISA will appoint an Inclusion Support Facilitator (ISF) to work with the child care service.

For information on how to claim ISS once an application has been approved, see ***IPSP Fact Sheet 2: Claiming the Inclusion Support Subsidy***.

2. Applying online through the IS Portal

Note: Information on how to use the IS Portal is available on the Department of Education Website Inclusion Support Portal Page (<http://education.gov.au/inclusion-support-portal>) or on The National Inclusion Subsidy Support Provider Website (www.ku.com.au).

A child care and early learning service can apply for ISS online using the IS Portal by following these steps:

Step 1 With the assistance of the ISA/ISF, develop a Service Support Plan (SSP) to assess the service's inclusion capacity (see section F1 of the IPSP Guidelines 2013-2016).

Step 2 If the ISF and service identify the need for ISS in the care environment, or if the service insists on applying for ISS, the ISF will create a SSP record on the IS Portal. To do this, the ISF will:

- log in to the IS Portal;
- complete the required fields to create a SSP record; and
- upload a copy of the service's SSP document.

Step 3 The SSP record on the IS Portal will identify details, including the service name, care environment name, contact details, the ISF working with the service, and the SSP review date. The completed SSP document will be attached to the SSP record. New SSPs as well as evaluations and updated versions can be stored to create a history.

Step 4 Having created the SSP Record, the ISF will create an IS Case (ISS application) on the IS Portal.

Step 5 The ISF will generate an '**Inclusion Support Letter of Introduction**' from the IS Portal, and email or mail this to the service. The letter provides instructions on how to access the IS Portal to allow the service to complete the application. It may also include a checklist for services to help ensure the service submits a complete ISS application.

Note: If a service submits an incomplete application, the NISSP will be unable to assess it, and will return it to the service to complete. If the checklist is not included in the ISF's letter, the service can access it through the Literature tab in the IS Portal.

Step 6 The service can then:

- log in to the IS portal using the details supplied in the '**Inclusion Support Letter of Introduction**';
- complete the IS Case (ISS application) online using the step by step Task Cards available in the Literature tab in the IS Portal;
- upload any supporting documentation; and
- submit the application electronically to the ISF for endorsement.

Note: The IS Portal is linked to the Child Care Management System (CCMS) and details about the service, including the service type and the children at the service, are already on the system and do not need to be re-entered.

Step 7 The ISF will review the completed IS Case online, complete the ISF endorsement, and submit it electronically to the NISSP for assessment. Where an ISF does not believe the application for ISS is appropriate, the ISF will select "not endorsed" and submit it to the NISSP for assessment.

Step 8 The NISSP will assess the IS Case online and notify the service of the outcome of its application with an:

- Inclusion Support Approval letter for a successful application; or
- Inclusion Support Non-Approval letter for an unsuccessful application.

Note: Failure to submit a complete application will result in delays in assessing the application. A complete application is one that contains all the required information and documentation in support of the ISS application.

Step 9 Once approved, details of the ISS approval can also be accessed by the service through its CCMS registered software.

3. Paper-based Applications

Note: Paper-based applications for ISS are required to be submitted by BBF services and some specified IHC services only.

A service can apply for ISS by submitting a paper-based application by following these steps:

Step 1 With the assistance of an ISA/ISF, develop a SSP to assess the service's inclusion capacity (see section F1 of the IPSP Guidelines 2013-2016).

Step 2 If the ISF and service identify the need for ISS in the care environment, or if the service insists on applying for ISS, the service can complete a paper ISS Application Form available on [The National Inclusion Subsidy Support Provider Website](http://www.ku.com.au) (www.ku.com.au) or from the local ISA.

Step 3 The ISA/ISF will assist the service to complete the ISS application and endorse the application (if appropriate).

Step 4 The service's completed and endorsed ISS application must include the completed and signed SSP, along with current documentary evidence of the child's diagnosed disability or continuing assessment of disability or refugee status. Once complete, the service can provide these documents to the NISSP.

Step 5 The NISSP will assess the application and notify the service of the outcome of its application with an:

- Inclusion Support Approval Letter for a successful application; or
- Inclusion Support Non-approval letter for an unsuccessful application.

4. If the care environment for an approved ISS application changes

If a child included on an approved ISS application leaves the care environment, the service is required as a condition of ISS funding to notify the NISSP as soon as possible.

If ISS is no longer required in the care environment the service must complete the **Final Review Form** (available on the NISSP's website) and provide it to the NISSP.

If other children with ongoing high support needs attend the care environment and ISS is still required, the service, with ISF assistance, must complete a **Change of Circumstances** application for assessment by the NISSP.

5. Applying for a continuation of ISS

After the initial 6 month or 12 month approval period, eligible services can apply for a continuation of ISS by submitting a renewal ISS application to the NISSP.

A review must be undertaken by the service in consultation with an ISA/ISF to determine if the current level of ISS is required for a further period of time. This will require an evaluation of the current SSP and the development of a new SSP.

A service can apply for a renewal online:

- via the IS Portal by completing Steps 2 to 7 outlined in **2 Applying online through the IS Portal**; or
- by using a paper-based application. A service must complete the relevant ISS Application Form (available from the NISSP website) with endorsement from the ISA. The completed and endorsed application form must be submitted to the NISSP for assessment.

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