



# IPSP Fact Sheet 1: Inclusion Support Subsidy Applications



Note: This fact sheet contains information on how child care and early learning services 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 for 2013–2016, which provide information on eligibility, purposes for which the subsidy can be used and other conditions and requirements for funding.

## 1. Introduction

Eligible child care and early learning services (the Service) that have enrolled, or intend to enrol, a child with ongoing high support needs in a care environment with typically developing peers, can contact their local Inclusion Support Agency (ISA) for assistance. A list of ISAs is located on the [Department's website](https://www.dss.gov.au/our-responsibilities/families-and-children/programmes-services/early-childhood-child-care/inclusion-and-professional-support-program) (<https://www.dss.gov.au/our-responsibilities/families-and-children/programmes-services/early-childhood-child-care/inclusion-and-professional-support-program>).

The ISA will appoint an Inclusion Support Facilitator (ISF) to work with the Service to assist with practical inclusion support and advice. Before an application for ISS can be made an ISF will assist services to develop an Inclusion Improvement Plan (IIP) (formerly known as the Service Support Plan) to assess the service's capacity to include all children, including a child with ongoing high support needs. If the ISA identifies ISS as an appropriate support, the IIP will be submitted with the application for ISS. The approval period for ISS can be up to 52 weeks.

Please note applications for ISS must be submitted to the National Inclusion Support Subsidy Provider (NISSP) through the Inclusion Support (IS) Portal four weeks before the requested start date.

## 2. Applying online through the IS Portal

A Service can apply for ISS online through the IS Portal using the following steps:

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

Note: The IIP includes details such as service name, care environment, contact details, the ISF working with the Service and the review date for the IIP. The IIP must be attached to the record in the Portal (see Step 2).

**Step 2** If the need for ISS is identified the ISF will create a record for the IIP on the IS Portal. To do this, the ISF will:

- log in to the IS Portal;
- complete the required fields to create a record for the IIP which will create an identification number (SSP ID); and
- upload the IIP.

**Step 3** After creating the record for the IIP, the ISF will create an IS Case on the IS Portal.

**Step 4** 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 a link to the website and instructions on how to access the IS Portal to allow the service to make an application for ISS. The ISF may also include a checklist for Services to follow to ensure the Service submits a complete application for ISS.

**Step 5** 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 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.

Notes: 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.

Failure to submit a complete application will result in assessment delays. A complete application is one that contains all the required information and documentation in support of the ISS application. A checklist for services is located in the Literature Tab.

**Step 6** The ISF will review the application and submit it to the NISSP for assessment. Where an ISF does not believe the ISS application is appropriate, the ISF will select “not endorsed” when submitting the application to the NISSP for assessment.

**Step 7** The NISSP will assess the application and notify the Service of the outcome with an:

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

**Step 8** Once approved, details of the ISS approval can also be accessed by the Service through its CCMS registered software.

### 3. Multiple Care Services

Services that deliver more than one care provision in the same care environment using the same Child Care Benefit (CCB) ID are known as ‘Multiple Care Services’. For example, a Multiple Care Services may include a Family Day Care educator who offers regular care and before and/or after school care during the school term and vacation care during school holidays.

Note Outside School Hours Care (OSHC) services provide care before and after school and/or care during school holiday periods. Some OSHC services also provide care on pupil-free days during the school term.

A Multiple Care Service must submit one ISS application per care type, covering up to a 52 week period where the Service:

- delivers more than one care type in the same care environment during the same period; and
- the circumstances of each care type are expected to remain the same throughout the period.

For example, a service delivering after school care and vacation care in the same care environment during a 52 week period may have:

- one ISS application for after school care covering all school terms; and
- one ISS application for vacation care covering school holiday periods for that care environment.

## 4. Conditions of Funding Agreement

When applying for ISS, Services agree to meet and comply with the IPSP Guidelines for 2013-2016. In addition, services acknowledge that giving false or misleading information is a serious offence.

When approved for ISS, services agree to conditions of funding including implementing the IIP, ensuring claims for ISS are in accordance with the IPSP Guidelines for 2013-16 and the Approval for Inclusion Support Subsidy, and that any overpayment will be repaid to the Commonwealth.

When requested by the Department or the NISSP, services must provide all records relating to ISS, including attendance records for children included on the ISS application and for additional educators. Home based Services may be requested to also provide evidence of the Service's standard child care fees, and record of payment made to the educator/carer for child care fees and ISS.

## 5. Change of circumstance

Approval for ISS is based on the needs of the care environment detailed in the application. Changes may impact on the number of hours or the duration of the approval. The Service must contact the ISA immediately who will consider whether the current approval for ISS continues to meet the Service's needs or a new application is required as a result of the change of circumstances.

Examples of change of circumstances include:

- A child listed on the approved IS Case changes hours and/or days of attendance.
- For shared care arrangements, where one of the children listed leaves the care environment.
- A significant increase or decrease in the number of children attending the Service.
- Staffing changes including where the Service has been unable to engage an Additional Educator.
- Changes to staff to child ratio in the care environment.
- ISS is no longer required (including where all children listed on the approved IS Case leave the Service during the ISS Approval period).
- A change in Service ownership or CCB Approval ID. This must occur within 30 days of a change in ownership.
- Child on the IS Case is absent for longer than 60 days during the approval period.

The following changes must be reported directly to the NISSP:

- ISS is no longer required.
- Change of Service Ownership or CCB Approval ID (within 30 days of the change).
- Child absences for longer than 60 days during the approval period.

## 6. Changes to child eligibility during the approval period

Approvals for services including a child undergoing continuing assessment of disability must be reviewed during the approval period. The service must conduct this review and notify the ISA of the outcome of any assessments related to the child's assessment of disability.

No further action is required prior to the review period if documentary evidence indicates that there is a diagnosed disability or that the child is still undergoing continuing assessment for disability.

If documentary evidence confirms that the child does not have a diagnosed disability or is not undergoing further assessment for disability the service must notify the NISSP of the change of eligibility for ISS. The NISSP will advise the service if a change of circumstance application is required for the care environment to adjust the approval, or whether the approval ceases.

## 7. Review of ISS before the end of the IS Case

Before the end of the IS Case approval period a review must be undertaken by the service, in consultation with an ISF as needed, to determine if there is still need for ISS. This review process includes an evaluation of the current IIP to identify changes in the care environment as a result of its implementation. If the need for ISS is identified, a new IIP must be developed and a renewal application needs to be completed in the IS Portal or in the case of Budget Based Funded (BBF) approved services, a paper application is to be submitted to the NISSP (see 8. Paper-based Applications). Services should contact their local ISA for assistance with the application.

## 8. Paper-Based Applications

Budget Based Funded (BBF) approved Services apply for ISS by submitting a paper-based application using the following steps:

**Step 1** With the assistance of an ISF, develop an IIP to assess the Service's capacity to include all children, including a child with ongoing high support needs (see section F1 of the IPSP Guidelines for 2013-2016).

**Step 2** If the need for ISS is identified in the care environment, the Service can complete a paper ISS Application Form available on the [NISSP website](http://www.ku.com.au/inclusion-support/) (<http://www.ku.com.au/inclusion-support/>) or from the ISA.

**Step 3** The ISF will assist the Service to complete the ISS application and endorse the application in accordance with the Guidelines.

**Step 4** The Service's completed and endorsed ISS application must include the completed and signed IIP, and documentary evidence of the child's diagnosed disability or continuing assessment of disability or refugee status. Once complete, the service must email or post the application and supporting 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.

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