



IPSP Fact Sheet 6: Change of Service Ownership and Inclusion Support



Note: This fact sheet contains information for child care and early learning services if they are going through a 'change of ownership' or change of CCB Approval ID and wish to access assistance through the Inclusion and Professional Support Program (IPSP), to build their capacity to include a child or children with ongoing high support needs, including assistance to apply for the Inclusion Support Subsidy (ISS). This fact sheet should be read in conjunction with the IPSP Guidelines for 2013–2016, which provides information on eligibility, purposes for which the subsidy can be used and other conditions and requirements for funding.

1. Introduction

When a child care and early learning service (the Service) changes ownership, or is issued with a new CCB Approval ID, and the new service recognises a need for inclusion support, the service must contact its local Inclusion Support Agency (ISA) for assistance. A full list of ISAs is available on the Department's website. The ISA will appoint an Inclusion Support Facilitator (ISF) to work with the new child care service. The varying circumstances which surround a change of ownership of a service requires different steps to be taken to ensure the continued inclusion of children with ongoing high support needs. These circumstances and steps are outlined in *2. A service closing and new service opening* and *3. New services without a Child Care Benefit (CCB) ID*.

Note an ISS approval for the closing Service, or ending CCB Approval, is not automatically carried across to the new Service. The new service must apply for ISS. Eligibility for ISS is based on meeting eligibility requirements in relation to the inclusion support needs of the new care environment. Please note if an application for ISS is submitted it must meet all the requirements for a new application, including provision of the Permission to Share Personal Information Form in relation to the new service.

2. A service closing and new service opening

If the closing service has an existing ISS approval in place for the particular care environment, and the new service requires inclusion support in relation to the same children, the following is recommended:

Step 1 The new service must contact its local ISA to review the inclusion support needs in the new care environment, develop an Inclusion Improvement Plan (IIP) and commence an ISS application where the ISA and service identify this is required.

Step 2 An ISS application cannot be started in the IS Portal until the new service has a CCB Approval ID. However, the IIP can be developed and the child profile and setting profile can be completed outside the system (in a word document) and copied into the IS

Case once the CCB approval has been granted. Please see 3. *New services without a CCB ID* for more information.

Step 3 When submitting the IS Case the Inclusion Support Facilitator should email the NISSP with the IS Case ID and service name to request the case is prioritised as it is a change of ownership application.

Step 4 Where an ISS application is submitted within three months of a change in ownership, and the service and ISA agree ISS is required and an additional educator has been employed, a request may be made to the NISSP for the start date to commence from the date when the new service's CCB approval was granted.

If the closing service does not have an ISS approval, but the new service identifies the need for inclusion support. In this case, the following is recommended:

Step 1 The new service must contact its local ISA to review the inclusion support needs in the new service, develop an Inclusion Improvement Plan (IIP) and commence an ISS application where the ISA and service identify this is required.

Step 2 An ISS application cannot be started in the IS Portal until the new service has a CCB Approval ID. However, the IIP can be developed and the child profile and setting profile can be completed outside the system (for example, in a Microsoft Word document) and copied into the IS Case once the CCB approval has been granted.

Step 3 When submitting the IS Case the ISF should email the NISSP with the IS Case ID and service name to request the case is prioritised as it is a change of ownership application.

Step 4 Where the service and ISA agree ISS is required, the application should be commenced and submitted in the IS Portal as soon as possible. ISS funding will commence from the date the ISS application is approved by the NISSP. ISS funding cannot be given an earlier start date in these circumstances.

If the closing service requires inclusion support now and the change of ownership is in the future or the date of effect is unknown, the following is recommended:

Step 1 The closing service must contact its local ISA to determine inclusion support needs until the change in ownership takes effect.

Options available are:

- Apply for ISS in relation to the closing service. If the closing service has an existing ISS approval in place but funding will end in less than three months, the service may still apply for a renewal of ISS. If approved, the end date of the approval period will reflect the end date of the CCB approval of the current service or
- Flexible Support Funding (FSF) could be considered for the closing service for a short period given it is not clear what the new service's inclusion needs will be in the longer term. This might be appropriate if changes to children's attendance or to educator to child ratios or to care environment structure are expected. For more information on FSF, please refer to Section F2 in the IPSP Guidelines 2013-2016.

Note: It is important that new services are aware that it is their business decision to employ or continue to employ an additional educator prior to notification of the outcome of their application for ISS.

3. A new service without a CCB ID

If a new service is opening and does not have a CCB ID

When a new service, with the support of the ISA, identifies the need for inclusion support an ISS application cannot begin in the IS Portal until the new service has a CCB approval ID. As outlined in the IPSP Guidelines for 2013-16, fundamental requirements for services eligibility for IPSP support is that they are CCB approved or are funded under the Budget Based Funded programme. A new service will need its own CCB approval ID which will be different to the service that is closing.

Information on how to get CCB approval can be found on the [Department's website](https://www.dss.gov.au/our-responsibilities/families-and-children/programmes-services/early-childhood-child-care/information-on-becoming-an-approved-child-care-service) (https://www.dss.gov.au/our-responsibilities/families-and-children/programmes-services/early-childhood-child-care/information-on-becoming-an-approved-child-care-service).