



IPSP FACT SHEET 1:

APPLYING FOR THE INCLUSION SUPPORT SUBSIDY

Note: This fact sheet contains information on how a child care service can apply for the Inclusion Support Subsidy (ISS) under the Inclusion and Professional Support Program (IPSP). It should be read in conjunction with the IPSP Guidelines 2009–2012, which include information on eligibility, for what the subsidy can be used, and other conditions and requirements for funding.

1. Introduction

Most eligible child care services are able to apply for the ISS online through the *IS Portal*. Some services, such as Budget Based Funded services and some In Home Care services, are required to submit paper-based applications. This fact sheet provides information on how to do both.

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

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

2. Applying online through the IS Portal

The following steps outline the process involved in applying for the ISS online.

- STEP 1** The ISA/ISF will assist the child care service develop a Service Support Plan (SSP), which assesses the service's inclusion capacity (see also section F1 of the IPSP Guidelines 2009-2012).
- STEP 2** If the SSP identifies a need to apply for ISS, 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 with a User ID and Password;
 - complete the required fields to create a SSP record; and
 - upload a copy of the service's SSP document.

The SSP record on the IS Portal will identify details, including the service 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. Multiple versions can be stored to create a history.

- STEP 3** Having created the SSP Record, the ISF will create an IS Case (ISS application) 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 instructions on how to access the IS Portal to allow the service to complete the application.

STEP 5 The service will 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;
- upload any supporting documentation; and
- submit electronically the application 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 6 The ISF will review the completed IS Case online, complete the ISF Endorsement, and submit electronically the IS Case to the National Inclusion Support Subsidy Provider (NISSP) for assessment. Where an ISF does not believe the application for ISS is appropriate, the ISF will select "not endorsed" and submit to the NISSP for its assessment.

STEP 7 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 Rejection letter for an unsuccessful application.

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

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.

At the review date (after the initial approval period, or an event that triggers a review of the SSP, child care services can apply for a continuation of ISS funds by submitting an ISS application to the NISSP. The review for ISS funding will be undertaken by a child care service in consultation with an ISA).

STEP 8 The ISF will assist the service to review the care environment and update the SSP. The review will include assessing whether the current level of ISS is required for a further period of time.

STEP 9 To apply for a renewal, the ISF and service complete **Steps 2 to 7**.

Further information and instructions on how to use the IS Portal are available in the IS Portal task cards, available at:

<http://www.deewr.gov.au/Earlychildhood/Programs/ChildCareforServices/SupportFamilyCCS/Pages/InclusionSupportProgram.aspx>

3. Paper-based applications

Note: paper-based applications for the ISS are required to be submitted by Budget Based Funded services and some specified In Home Care services only.

STEP 1 The ISA/ISF will assist the child care service develop a SSP, which assesses the service's inclusion capacity (see also section F1 of the IPSP Guidelines 2009-2012).

- STEP 2** If the SSP identifies a need to apply for ISS, or if the service insists on applying for ISS, the child care service completes the paper ISS Application Form (available from the NISSP website at www.ku.com.au or from the local ISA).
- STEP 3** The ISA/ISF will assist child care services complete the ISS application and endorse the application (if appropriate).
- STEP 4** The 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 application is submitted to the NISSP.

At the review date (after the initial approval period, or an event that triggers a review of the SSP, child care services can apply for a continuation of ISS funds by submitting an ISS application to the NISSP. The review for ISS funding will be undertaken by a child care service in consultation with an ISA).

- STEP 5** The ISF will assist the service to review the care environment and update the SSP. The review will include assessing whether the current level of ISS is required for a further period of time.
- STEP 6** If required, the service can apply for a continuation of ISS funding by completing the relevant ISS Application Form (available from the NISSP website), and seeking endorsement from the ISA.
- STEP 7** Once completed, the endorsed application form is submitted to the NISSP for assessment.