



IPSP FACT SHEET 2:

CLAIMING FOR THE INCLUSION SUPPORT SUBSIDY

Note: This fact sheet contains information on how a child care service can make a claim for payment 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 make a claim for the ISS following the approval of an ISS application whether online or paper-based. For information on how to apply, see *IPSP Fact Sheet 1: Applying for the Inclusion Support Subsidy*.

A child care service must submit claims in arrears for ISS funding. If a claim for payment is not received within 60 days after the claim period, the claim cannot be submitted and no payment will be made.

This unclaimed funding will then be available for allocations in relation to other ISS applications received by the NISSP.

2. Claiming for ISS online through the IS Portal

For applications that have been entered on the IS Portal, child care services can claim for ISS online through the IS Portal. The following steps outline the process involved.

- STEP 1** An application for ISS is approved by the National Inclusion Support Subsidy Provider (NISSP) and the child care service receives a written ISS Approval Letter from the NISSP for the period being claimed. The child care service must agree to the ISS funding 'terms and conditions'.
- STEP 2** The child care service employs the additional educator.
- STEP 3** The child care service submits a claim for payment through its approved Child Care Management System (CCMS) registered software at the same time as it submits its Child Care Benefit (CCB) attendance records.
- STEP 4** The Department of Education, Employment and Workplace Relations pays the ISS funding to the child care service (unless it is a home based care service, where the payment will be made to the sponsors of the scheme or service).

3. Paper-based claims

For paper-based applications that have not been entered on the IS Portal, child care services must claim for ISS through the NISSP. The following steps outline the process involved.

- STEP 1** An application for ISS is approved by the National Inclusion Support Subsidy Provider (NISSP) and the child care service receives a written ISS Approval Letter from the NISSP for the period being claimed. The child care service must sign the application form to accept the ISS offer and agree to the ISS funding 'terms and conditions'. **STEP 2** The child care service employs the additional educator.
- STEP 3** The child care service completes an ISS Claim for Payment form. (available on the NISSP website at: www.ku.org.au).
- STEP 4** The child care service submits the ISS Claim for Payment form to the NISSP, along with a copy of the child/children's attendance records.
- STEP 5** The NISSP pays the ISS funding to the child care service (unless it is a home based care service, where the payment will be made to the sponsors of the scheme or service).