



## What happens if the application is approved?

You will be notified by the NISSP via email that ISS has been approved for up to 12 months. If you require changes to your approval, please contact your ISA as soon as possible. For example, where the child increases or decreases their days of attendance or changes care environments, or a new child with ongoing high support needs joins the care environment.

If your service will require additional support after the approval period ends, contact your ISA at the review date on your approval letter (which is three months before your approval ends) for assistance with a renewal application.

It is important that if your service changes ownership, or CCB Approval ID, that you contact your ISA as soon as possible as a new ISS application will need to be submitted.

## How do I make a claim for ISS?

For services approved for Child Care Benefit, you can make a claim for ISS at the same time you submit your attendances for CCB purposes via your CCMS software, e.g. every fortnight, and you will receive your ISS via bank transfer.

BBF/MACS services should use the paper claim forms available on the NISSP website to make a claim.

The Inclusion and Professional Support Program is funded by the Australian Government Department of Education, Employment and Workplace Relations.



Inclusion & Professional  
Support Program  
AN AUSTRALIAN  
GOVERNMENT INITIATIVE

### Further information

If you'd like more information, please contact your Inclusion Support Agency or visit the National ISS Provider website at:

[www.ku.com.au/inclusion-support](http://www.ku.com.au/inclusion-support)

or

Department of Education, Employment and Workplace Relations website at:

[www.deewr.gov.au](http://www.deewr.gov.au)

### Please contact us or visit our website to find out more

KU Children's Services  
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ABN 89 000 006 137  
ACN 000 006 137

[www.ku.com.au/inclusion-support](http://www.ku.com.au/inclusion-support)

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# Inclusion Support Subsidy

Information for Services



  
Children's Services  
Since 1895

in partnership with

**Include Me.**  
Child and Family  
Inclusion Programs.



## What is the Inclusion Support Subsidy?

The Inclusion Support Subsidy (ISS) is funded by the Australian Government under the Inclusion and Professional Support Program.

The ISS assists eligible early childhood education and care (ECEC) services to include children with ongoing high support needs in environments with typically developing peers. The ISS is a contribution towards the costs associated with employing an additional educator, or as an additional payment for Family Day Care educators and In Home Care carers.

ISS is limited to a flat hourly rate, depending on the service type, which is determined by DEEWR and indexed annually.

KU Children's Services, in partnership with Include Me, is the National Inclusion Support Subsidy Provider (NISSP) and is responsible for the assessment and approval of ISS applications.

## Which service types are eligible?

- ▶ Services approved for Child Care Benefit (CCB), including long day care, outside school hours care (including vacation care), family day care, occasional care, and in home care.
- ▶ Services funded under the Budget Based Funding (BBF) program, including flexible/innovative services, mobile ECEC services, Multifunctional Aboriginal Children's Services, Indigenous playgroups, Indigenous outside school hours care and enrichment programs, crèches and innovative ECEC service centres.



## What can ISS be used for?

### In centre-based services:

- ▶ To contribute to the costs associated with employing an additional educator to increase the staff to child ratio in the care environment, when a child with high support needs is present. The additional educator works as a member of the team to provide a quality inclusive program for all children, not to provide one to one support to the child with ongoing high support needs.

### In home-based services:

- ▶ As a Capacity Payment/Additional Payment to Family Day Care educators/In Home Care carers in recognition of the additional care and attention required by children with ongoing high support needs in their care and the impact of this on the educator/carer.
- ▶ To engage an additional educator to accompany a Family Day Care educator or In Home Care carer and child or children with ongoing high support needs on out-of-home excursions or other special activities (for example, family day care playgroups or vacation care excursions).

The ISS cannot be used for respite care as this is the responsibility of state and territory governments.

## What are ongoing high support needs

Children with demonstrated ongoing high support needs include children:

- ▶ With assessed/diagnosed disability
- ▶ Who are undergoing continuing assessment of disability
- ▶ From a refugee or humanitarian intervention background

## How do I apply for ISS?

Contact your local Inclusion Support Agency (ISA) to discuss your inclusion support needs through the development of a Service Support Plan. If ISS is required, the ISA will assist you to complete an application, either online or in paper form, for assessment by the NISSP. A list of ISAs for each region in Australia can be found on the NISSP website at [www.ku.com.au/inclusion-support](http://www.ku.com.au/inclusion-support)

The parent/s of the child with ongoing high support needs will need to sign the DEEWR consent form provided by your ISA and provide documentary evidence of the child's ongoing high support needs.

This can include a copy of the child's Health Care Card or a copy of the child's diagnosis from a qualified medical practitioner, Allied Health Professional, Registered Nurse or Nurse Practitioner or a copy of documentation showing the child's relevant humanitarian-related visa code.

If the child is undergoing continuous assessment, evidence may include an appointment letter for an assessment by a medical practitioner.

Further information regarding documentary evidence can be provided by your ISA.

*Please note: Your ISS application must be submitted to the NISSP four weeks prior to ISS being needed to enable it to be assessed prior to the date when funding is required.*