

INCLUSION SUPPORT SUBSIDY APPLICATION GUIDE HOME BASED CARE SERVICES

August 2009

This Guide provides information for both the Family Day Care/In Home Care Scheme and the Carer to assist in the completion of the Inclusion Support Subsidy (ISS) Application Form.

The ISS Application Form for Home Based Care Services must be used to:

- make an application for ISS;
- apply for a renewal of ISS support;
- apply for an increase in ISS support;
- apply for a new child to be included in the current approval; or
- apply for ISS support when there is a change of service ownership.

To simplify the process of applying for ISS the ISS Home Based Care Services Application Form considers the ISS support needs of each Carer's environment. One application must be completed for each type of care offered by the Carer.

These types of care can include the following:

- Regular Care School Terms
- Vacation Care and/or
- Regular Care Year Round.

The application includes all children within the same care type. For example, all the children attending during Vacation Care periods can be included on the one Vacation Care application.

Each application must be accompanied by a Service Support Plan (SSP). The FDC/IHC Scheme, in consultation with your Inclusion Support Facilitator (ISF), can prepare a SSP which aims to support all carers and develop the Scheme's capacity to include children with additional needs. This SSP can be attached to all applications for ISS support covered by that FDC/IHC Scheme. Additional needs, goals and actions may be added to assist with any issues relating to a particular care environment.

EXAMPLE 1

Regular Care School Terms and Vacation Care Applications

A Carer provides care for three children during school terms. Two of the children attend during the day and one child attends before school in the mornings and after school in the afternoons. During the vacation period the school-aged child attends for the full day with another child.

The care offered in Vacation periods is different to the care offered during School Term due to factors such as the children's attendance patterns and the number of children who attend. Therefore two ISS applications would be completed, one Regular Care School Terms application and one Vacation Care application.

EXAMPLE 2

Year Round Care Application

If the pattern of care provided is consistent year round then one Regular Care Year Round application needs to be completed for all children. This applies even if a child's attendance is not the same each week. For example, a child may attend on a regular fortnightly attendance pattern due to parents' shift work Week 1 = 20 hours, Week 2 = 28 hours, or an additional day once a month.

Your ISF will assist your FDC/IHC Scheme to complete the form and they must endorse the application by signing PART F before the application is sent to the National ISS Provider (NISSP).

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Application Form Question	What you need to do/provide
State/Territory	Your State/Territory
Region Name and Number	Your Inclusion Support Agency (ISA) region name and number. (If you do not know your ISA region number please just insert the ISA region name and ISA provider.)
Service Name	Name of your service i.e. FDC/IHC Scheme
ISF Name	Name of your Inclusion Support Facilitator
Carer's Name	Name of Carer
Care Type	<p>Please tick <u>one box only</u> to identify the type of care offered in the environment for which you're applying. For example:</p> <p>Regular Care School Terms: care provided during school terms only</p> <p>Vacation Care: care provided during school holidays only</p> <p>Regular Care Year Round: care provided year round</p> <p>If you provide one pattern of care in School Terms and another pattern of care for vacation periods then you must complete two applications, one for Regular Care School Terms and one for Vacation Care.</p>
Age Setting	Please give the age group of the children in the environment for which you are applying e.g. 3-5 years, 6-12 years.
Number of children for whom ISS support is being requested	<p>Number of children for whom you are requesting ISS support in this application.</p> <ul style="list-style-type: none"> • If it is a new, renewal or change of ownership application, count all eligible children within the care environment. • If it is an application to increase ISS support count all eligible children attending on the day/s the increase is required. • If the application is to include a new child in a current approval only, count only this child.

Application Form Question	What you need to do/provide
ISS Support	<p>Please tick one or more boxes to identify what type of application you are making.</p> <p>It can be:</p> <ul style="list-style-type: none"> • A new application – the care environment has no current ISS approval in place; • A renewal of ISS support – the current approval period is ending. Please ensure you complete the form in good time prior to the end date of your current approval to minimise any non-subsidy period; • A new child to be included in current approval (where either additional hours or no additional ISS hours are being requested); • An increase in ISS support – a request for additional ISS hours for a current approval e.g. child receives care for additional days; and • A Change of service ownership – when a service changes ownership a new application must be made once the service has received its Child Care Benefit (CCB) notification. In the meantime, before the application has been submitted, please advise the NISSP as soon as possible via the Change of Ownership Form available at www.ku.com.au that the ownership has changed and a new Application Form will be sent to the NISSP.
Pupil Free Days/Hours	<p>If providing care and requiring ISS for Pupil Free Days please give the number of Pupil Free Days expected to occur during a 12 month period and the number of ISS hours per day required, e.g. 6 x 8 hour days.</p>
Out of Home Activities additional carer request	<p>Tick if you require an additional carer to provide support for Out of Home Activities such as visiting the park/library or attending a playgroup.</p>
Date application sent to National ISS Provider	<p>This date is used to identify any discrepancies between the date the application was sent and when it is received by the NISSP.</p>

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PART A

Application Form Question	What you need to do/provide								
Name of Service	Your service name (as is listed for Child Care Benefit purposes). Not all eligible services are registered for Child Care Benefit. <i>For eligibility, see page 13 of the 2009-2012 IPSP Guidelines.</i>								
Organisation ID	<p>Your Organisation ID number for CCB purposes. This combination of numbers and letters can be found on your CCB Approval Letter: e.g. 1-12ABCD</p> <table border="1" data-bbox="815 674 1347 969"> <tbody> <tr> <td data-bbox="815 674 1066 748">CCB Approval ID</td> <td data-bbox="1066 674 1347 748">1-9IOGB9 <i>(sample only)</i></td> </tr> <tr> <td data-bbox="815 748 1066 822">Organisation ID</td> <td data-bbox="1066 748 1347 822">1-9DYHH9 <i>(sample only)</i></td> </tr> <tr> <td data-bbox="815 822 1066 882">Payee ID</td> <td data-bbox="1066 822 1347 882">1-9DYH9Q <i>(sample only)</i></td> </tr> <tr> <td data-bbox="815 882 1066 969">CCMS User ID</td> <td data-bbox="1066 882 1347 969">CCMS_1_9DYHH9 <i>(sample only)</i></td> </tr> </tbody> </table>	CCB Approval ID	1-9IOGB9 <i>(sample only)</i>	Organisation ID	1-9DYHH9 <i>(sample only)</i>	Payee ID	1-9DYH9Q <i>(sample only)</i>	CCMS User ID	CCMS_1_9DYHH9 <i>(sample only)</i>
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Service Type	Please tick one box to indicate your service type								
Contact Details	Please give the contact details for your service								

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PART B The Care Environment Profile

Application Form Question	What you need to do/provide
<p>1. Carer: Child Ratio</p>	<p>For each day of the week please put in the total number of enrolled children for the carer in the care environment. If you have children who attend at different times each day you can use the 'Morning only', 'Day', 'Afternoon only' and 'Night' boxes to reflect the different ratios during these times. You may choose to assign times (relevant to the care environment) to these columns to assist you with this process e.g. in your care environment 'Morning only' may be 7 am to 9 am, 'Day' may be 9 am to 3 pm, 'Afternoon only' may be 3 pm to 6 pm and 'Night' may be 6 am to 9 pm.</p> <p><u>Examples:</u></p> <ul style="list-style-type: none"> • If your environment has six enrolled children on a Monday then the ratio will be one carer to six children i.e. 1:6. Please complete the carer:child ratio for the child/ren's normal attendance during the day. • If the carer:child ratio remains mostly the same during the day, then complete the 'Day' row only. This usually occurs when all the children attending are five years old or younger. • If the carer:child ratio changes in the afternoon, complete the 'Day' and 'Afternoon only' rows. This usually occurs when other children also attend the service after school.
<p>2. Number of children from the IPSP priority groups in care</p>	<p>For each day of the week please write the number of children currently enrolled from each of the priority groups listed.</p>

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PART B *continued*

Application Form Question	What you need to do/provide
<p>3. Outline the impact on the care environment of including the children with ongoing high support needs in the environment</p>	<p>Consider all children with ongoing high support needs attending the care environment across each day.</p> <p>Record the strategies and practices the carer will use to meet the developmental needs of these children in the areas of communication, social interaction, health and personal care, physical activity and behaviour.</p> <ul style="list-style-type: none"> • Link this information to times of the day and/or the daily routine. • Consider each day of the week ISS support is required. • Where the impact on the care environment differs between days provide a response in relation to each day. <p>The information you provide will help justify why you have applied for ISS support and at what Tier for each day and/or parts of the day. Refer to the Table in Attachment 1 to assist with determining the impact on the care environment of including the child/ren.</p>

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PART C – Child’s Details

One PART C must be completed for each child where a request for support is being made

Application Form Question	What you need to do/provide
<p>Child’s Details</p>	<p>The child’s Given Name(s), Surname, Date of Birth and Sex</p>
<p>Eligibility Status</p>	<p>Please tick to identify whether the child has a diagnosed disability and/or is undergoing continuous assessment and/or is from a refugee or humanitarian intervention background. Please provide a brief description of the diagnosed disability.</p>
<p>Priority Group Status</p>	<p>Please tick one or more boxes to indicate the status of the child</p>

Application Form Question	What you need to do/provide
Child Profile	<p>In this section please provide any contextual information specific to the individual child which may have an impact on the child's inclusion in the care environment (the service information was provided in PART B).</p> <p>For example:</p> <ul style="list-style-type: none"> • Child's language and cultural background • Child's strengths, interests and needs • Family situation <p>The following questions may assist you when developing the Child Profile:</p> <ul style="list-style-type: none"> • How long has the child attended the Home Based Care service? How is the settling process going? What child rearing practices need to be considered? How does the child communicate? What communication supports may be needed? • What does the child enjoy? How do they engage in play and with others? What parts of the daily routine or social situations work well for the child? Which ones are challenging? What do they do well? In what areas do they require support? • What are the family's expectations and wishes? How is the relationship between the family and carer developing?

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PART D – ISS Supported Timetable

This is the Inclusion Support Subsidy (ISS) Supported Timetable showing the attendance and ISS support related to ALL eligible children in the care environment. If necessary please attach multiple copies of the Timetable.

For each child please provide:

- Child's Name
- Child's Current ISS Status – tick the box that applies:
 - **New** = Child is not included in the current ISS approval for this care environment;
 - **Currently Included in ISS Approval** = Child is listed on the current ISS approval for this care environment; or
 - **Pending ISS Approval** = Child has been included in a previous ISS Application sent to the NISSP but no approval has been received.
- **Times of child's attendance for each day** of the week e.g. 8 am-5 pm. If a child/ren's normal attendance pattern differs from week to week please complete a new PART D for each week.

For the care environment:

For each day and each week please provide:

- A summary of all child/ren's **start and finish times** per day. For example, if the first child with ongoing high support needs attends from 7 am and the last child with ongoing high support needs leaves the care environment at 4 pm you would write 7 am to 4 pm.
- **Daily total of ISS hours for Tier 1/Tier 2** being applied for
- **Weekly total of Tier 1/Tier 2 hours** being applied for
- **Times and ISS hours for Out of Home Activities** being applied for

The number of ISS hours and the Tier/s applied for will relate to the impact on the care environment, identified in PART B Question 3 (page 4 of the ISS Application Form for Home Based Care Services). The Additional and Capacity Payments can be either Tier 1 or Tier 2 per hour per care environment.

Date Timetable commences

In the box on the top right hand corner of the Timetable page please indicate the date that this Timetable grid is to commence. This date assists the NISSP when an amended ISS Supported Timetable may need to be submitted.

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PART E – Conditions of Funding Agreement

Each eligible child care service must agree to abide by the Conditions of Funding and the current Inclusion and Professional Support Program Guidelines.

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PART F – Acknowledgement

Application Form Question	What you need to provide
Child Care Service	The Authorised Officer of the Child Care Service must sign the ISS Application agreeing to the Conditions of Funding as listed in the application. <u>Please note:</u> your Approval Letter will be emailed to the email address you provide in this section.
Completed Application Checklist	Ensure you have provided the documentary evidence for each child, PART C for each child and the Service Support Plan (SSP) for the care environment. <ul style="list-style-type: none">• For Renewal Applications, also include the previous SSP with the 'Progress and Future Directions' column completed.• If the application is to vary a current ISS approval, documentary evidence is not required for a child included in the current ISS approval.
Inclusion Support Facilitator	The Inclusion Support Facilitator (ISF) must sign to endorse the application. The National ISS Provider will notify the service and the ISA of the outcome of the application via email. <u>Please note:</u> The Approval Letter will be emailed to the email address provided in this section.
ISA Team Leader (optional)	Some ISAs may wish/be required to have their Team Leader review the application forms. If this is the case, then the ISA Team Leader will sign in this section.

Impact on the Home Based Care Environment

The Table below is provided as a guide for assessing the impact on the home based care environment

DEVELOPMENTAL ELEMENT (related to a diagnosed disability)	IMPACT ON THE CARER		
	No Subsidy Low Impact	TIER 1 Low to Medium Impact	TIER 2 High to Very High Impact
Communication	The carer is required to provide occasional or periodic assistance to develop the child's communication skills, to aid the child's participation in group experiences or to develop the child's independence.	The carer is required to provide moderate assistance to develop the child's communication skills, to enable the child to participate in group experiences or develop the child's independence.	The carer is required to provide the child with significant support or significant individual support to enable the child to interact with others. The carer may need to develop approaches where the child interacts with others inappropriately.
Social	The carer is required to provide occasional or periodic assistance with the development of the child's social skills.	The carer is required to provide moderate assistance with the development of the child's social skills. This could include selecting a variety of experiences for the child to engage in.	The carer is required to provide the child with significant support or significant individual support to facilitate the child's social interaction with peers and adults. The carer is required to assist or prompt the child's interactions with others. The carer may need to develop approaches where the child presents behaviours that could potentially result in harm to self or others, and where the child interacts with others inappropriately.

DEVELOPMENTAL ELEMENT (related to a diagnosed disability)	IMPACT ON THE CARER		
	No Subsidy Low Impact	TIER 1 Low to Medium Impact	TIER 2 High to Very High Impact
Health and Personal Care	The carer is required to provide occasional or periodic assistance to follow up the child's self-help routines.	The carer is required to provide moderate assistance to follow up the child's self-help routines.	The carer is required to provide the child with significant support or significant individual support for complex health and personal care needs. This may include providing a high degree or total degree of assistance to enable the child to eat, drink, go to the toilet and dress.
Physical	The carer is required to provide occasional or periodic assistance with the child's fine/gross motor skills. The carer is required to provide occasional or periodic support and observation with mobility.	The carer is required to provide moderate assistance with the child's fine/gross motor skills. The carer is required to provide occasional, periodic or moderate support and observation with mobility.	The carer is required to provide the child with significant support or full assistance with activities that require fine motor skills or mobility. This may include assisting the child to move, crawl, walk, feed and go to the toilet.
Behavioural	The carer is required to provide occasional or periodic assistance for the management and supervision of the child's challenging behaviours.	The carer is required to provide moderate assistance for the management and supervision of the child's challenging behaviours.	The carer is required to provide the child with significant support or a high level of high needs and supervision for the management of challenging or extreme behaviours.