

INCLUSION SUPPORT SUBSIDY CLAIM GUIDE

HOME BASED CARE SERVICES

October 2009

To make an ISS claim for payment the FDC/IHC Scheme or coordinating organisation must send a completed Claim for Payment Form and Attendance Record/s to the National ISS Provider (NISSP) within 60 days of the end of the quarter.

If you have multiple ISS approved children in your Scheme please send your Attendance Records and Claim for Payment Form/s for ALL children at the same time to the NISSP to ensure prompt processing.

There are two types of Attendance Record:

1. Home Based Care Services for Capacity/Additional Payment
2. Out of Home Excursions. This is the Attendance Record for an Additional Worker employed during excursion times.

Period for Claims	Claims must be received by the NISSP by:
All periods up to and including 30 June 2009	1 November 2009
1 July-30 September 2009	30 November 2009
1 October-31 December 2009	1 March 2010
1 January-31 March 2010	31 May 2010
1 April-30 June 2010	30 August 2010

Claims for Vacation Care (where the Carer has a separate Approval Letter for vacation periods) may submit one Claim for Payment Form at the end of each vacation period to cover the whole vacation period. These claims must be submitted to the NISSP by the closing dates above to receive payment.

1. Attendance Record – Home Based Care Services

One Attendance Record must be completed for each care environment.

The Attendance Record must record the number of hours the ISS funded child/ren were cared for in the care environment and be signed at the end of the quarter by the Carer and the Authorised Officer for the FDC/IHC Scheme (end of vacation period for separate Vacation Care claims).

Please ensure that you also keep records to substantiate your claim e.g. child attendance sign in/sign out book as random audits will be carried out during the year and you may be asked to provide supporting documentation.

Attendance Record Question	What you need to do/provide
Carer's Name	Please write the Carer's name
Scheme Name	Name of FDC/IHC Scheme
ISS Care Type	The type of care being claimed for as per your Approval Letter (please tick one only). If you have separate Approval Letters for school terms and vacation periods please submit one Attendance Record for each care type.
Child's Name	Record the child's name
ISS Approved Hours per Week	Please write the number of ISS hours for each Tier for which this care environment has been approved in your ISS Approval Letter
Claim Period	Please insert the quarter for which you are making the claim (see list of quarter dates) or the vacation period for Vacation Care.
Week beginning Column	Please write the week beginning date for each week you are including in this claim. Please note the quarter start and end dates e.g. October-December 2009 quarter Attendance Record will begin on Thursday 1 st October.
Day (ISS Hours)	Please record the actual number of ISS subsidised hours that the child/ren attended, e.g. 8, not booked hours. If the child is absent record 'A' in the corresponding day and child column.

Attendance Record Question	What you need to do/provide
Child Absent ISS Hours Claimed	This is the ISS approved hours that the child/ren were absent. Absences, up to the ISS limits, can be claimed for times when none of the ISS children were in attendance. Please refer to IPSP Guidelines C5.3 for absence limits; extract provided below.
Total Weekly ISS subsidised Hours Claimed	This is the total approved hours you are claiming for the care environment each week, including absence hours. Please indicate the number of Tier 1 and Tier 2 Hours.
Declaration	At the end of the quarter (or Vacation Care period) the Authorised Officer must sign the form as complete and agree to provide additional records, as required.

- See **ATTACHMENT 1** for HBS Attendance Record Sample

2. Attendance Record – Excursion

Attendance Record Question	What you need to do/provide
Scheme Name	Name of FDC/IHC Scheme
ISS Care Type	The type of care being claimed for as per your Approval Letter (please tick one only). If you have separate Approval Letters for school terms and vacation periods please submit one Attendance Record for each care type.
Carer's Name	Please write the Carer's name
Additional Worker's Name	Please write the Additional Worker's Name
Week beginning Column	Please write the week beginning date for each week you are including in this claim. Please note the quarter start and end dates e.g. October-December 2009 quarter Attendance Record will begin on Thursday 1 st October.
Day (ISS Hours)	Each day that the ISS Additional Worker has been employed please record the actual number of ISS subsidised hours and times that the Additional Worker was employed e.g. 2.

Attendance Record Question	What you need to do/provide
Additional Worker Initial	The Additional Worker must initial on a daily basis when s/he has been employed in relation to an ISS approval.
Child Absent Hours ISS Claimed	This is the ISS approved hours that the child was absent but the Additional Worker attended. Please refer to IPSP Guidelines C5.3 for absence limits; extract provided below.
Total ISS funded Hours Additional Worker employed	This is the total approved hours you are claiming for the employment of the Additional Worker each week.
Declaration	At the end of the quarter (or Vacation Care period) the Authorised Officer must sign the form as complete and agree to provide additional records, as required.

Claim for Payment Form

Please ensure that the form is fully completed to avoid any delay in processing your payment.

Claim for Payment Form Question	What you need to do/provide								
Claim Period	<p>Tick the quarter for which you are claiming ISS support. For Separate Vacation Care approvals please tick the vacation care period only.</p> <p>If you are claiming ISS support for Pupil Free Days (PFDs) please write in the number of days and hours you are claiming. PFDs would usually be attached to either School Terms or Vacation Care.</p>								
Child Care Service Details	Please provide your FDC/IHC Scheme contact details, ABN and your ISA region name and number (if you do not know your region number please refer to your ISS Approval Letter).								
CCB Organisation ID number	<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="724 1122 1265 1420"> <tbody> <tr> <td>CCB Approval ID</td> <td>1-9IOGB9 (<i>sample only</i>)</td> </tr> <tr> <td>Organisation ID</td> <td>1-9DYHH9 (<i>sample only</i>)</td> </tr> <tr> <td>Payee ID</td> <td>1-9DYH9Q (<i>sample only</i>)</td> </tr> <tr> <td>CCMS User ID</td> <td>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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Care Type	Select care type								
Care Environment (Carer's Name)	More than one Carer's name (with the same Care Type approval) can be included on the same Claim for Payment Form.								
T1 Hours/T2 Hours	Please provide the total number of Tier 1 and Tier 2 Hours that are being claimed for this period								
Claimed Absent Hours	This is the total hours that all child/ren were absent during the approved hours. These hours are recorded each week on the Attendance Record.								
Total Hours Claimed	Please add Tier 1 and Tier 2 columns together to get the total hours claimed for the Capacity/Additional Payment.								

Claim for Payment Form Question	What you need to do/provide
Claimed Hours: Additional Worker - Excursions	This is the total approved hours you are claiming for the hours that an Additional Worker was employed for Out of Home Excursions.
Current Bank Details	Please ensure that the IHC/FDC Scheme's current Bank Account details are provided as payments are transferred electronically to this account. Please ensure that the email address that you provide is correct as the NISSP will email your Remittance/ Payment Advice to this email address.
Declaration	Signed by the Authorised Officer for your FDC/IHC Scheme

- See **ATTACHMENT 2** for [HBS Claim for Payment Form Sample](#)

Extract from Inclusion and Professional Support Guidelines

C4.9 Conditions relating to staff employed with the ISS

Where the child care service receives Inclusion Support Subsidy (ISS) to employ an additional child care worker, the service is responsible for:

- complying with the requirements of the relevant state/territory legislation, regulatory requirements and Awards for child care staff or applicable Federal Industrial Relations Laws and its requirements and considering these requirements when employing additional staff
- ensuring that the number of ISS funded additional workers in a service at any one time is limited to no more than 10 percent of the service's currently utilised child care places.

Where a child is absent from the child care service the ISS funded staff member employed under ISS should receive appropriate notice in line with award provisions. If employed as a casual staff member, stand down provisions should apply.

Child Care workers funded by the ISS funding **cannot** be used to meet state or territory licensing or regulatory requirements. Any workers funded by the ISS must be in addition to the number of staff already required by licensing or regulatory requirements.

Trainees can not be employed as the additional worker at the same time that they are completing their required trainee hours.

C5.3 Absences from care

Where an ISS eligible child is absent from care, Family Day Care (FDC) carers may still claim the ISS to cover these absences for up to 30 days per year.

The inclusion Support Subsidy (ISS) will provide funding to cover absences from care for up to 50 hours for Long Day Care, OSHC, Mobile/Flexible/Innovative services and 80 hours for Vacation Care per year.