

ADMINISTRATION – INCLUSION SUPPORT SUBSIDY

POLICY

Mt Alexander Family Day Care Scheme supports the inclusion of all children into an appropriate child care setting. Some children have additional needs, such as physical, developmental or emotional problems, or come from a NESB, or have experienced trauma; these issues may put extra demands on a Family Day Carer, resulting in an extra workload, or requiring limiting the numbers of children in care. The Inclusion Support Subsidy (ISS) is payable to Educators by the Commonwealth Government and is administered by Inclusion Support Facilitators (ISF) employed by appointed agencies such as Noah's Ark.

PROCEDURE

1. For a child in care to be eligible for ISS, the child in care must have a diagnosed disability resulting in that child being in need of extra care and attention, and be in possession of a Health Care Card
2. The assessment of need must be made by a professional person with a qualification in treating children with disabilities, eg a paediatrician or child psychologist.
3. It is not necessary for a detailed written assessment to be obtained, although a clear statement of the disability should be provided along with the statement that the child needs extra care and attention.
4. A care plan must be developed by consultation between the co-ordination unit, and educator, using the pro-forma provided by the ISS Provider (Noah's Ark). Parents may attend this consultation if they wish.
5. The care plan, covering care environment and a child profile will be entered into the DEEWR ISS portal by the ISF and Coordinator and submitted to the central office of the ISS provider; who will assess the claim and approve hours and rate of subsidy.
6. If a child is eligible for the top tier of ISS, the educator will usually count that child as occupying 2 of the available places. If the assessment is at the lower rate, any limitation of numbers would be at the Coordination Unit's discretion, in consultation with the educator.
7. The care plan will be reviewed every six months, and a new application made annually – if this is not submitted in time, ISS will not be granted for the gap period, and cannot be back-dated.
8. Details of hours utilised will be submitted by the Educator to the Coordination Unit who will lodge a claim on the CCMS system fortnightly.

Source: ISS Guidelines
Mt Alexander FDC handbook

Reviewed February 2006, August 2008, July 2009, July 2012