

Extension Applications - Fact Sheet

A service can apply for an extension to an approval for IDF Subsidy for an Additional Educator and Family Day Care (FDC) Top Up in specific circumstances, under the Inclusion Support Program (ISP). The extension Approval period is for a maximum of 12 weeks for the current care environment. The IS Case to request an extension must be **submitted at least four weeks prior** to the funding end date.

When can a service apply for an extension?

An extension is intended to assist services to continue to access IDF subsidy for a short term period when:

- a child with ongoing high support needs is changing rooms/care environments within a service, or will be leaving to attend primary school, and
- the current IDF Subsidy Approval is ending.

For example: A child, included in the current IDF Approval, is moving to a new care environment four weeks after the current IDF Approval for the care environment is ending. The service can apply for a four week extension to continue to access IDF Subsidy to employ an Additional Educator in the current care environment.

To be eligible for an extension, the following criteria applies:

- There is a current IDF Subsidy for an Additional Educator or FDC Top Up Approval in the care environment.
- The request includes the same (or less) children, and for the same (or less) hours in the current Approval for the care environment.
- There are Barriers to inclusion identified in the SIP and there were no conditions placed on the previous approval which would preclude an extension being given.
- The request for an extension is *submitted on or after the Renewal Date and four weeks prior to the funding end date.*

Please note, services can apply for an extension even if all the children included in the Approval will not be leaving the care environment.

To request an Extension, the service:

- Can copy the current approved IDF Subsidy case and select 'Renewal' as the Purpose of Application.
- Adjust the IS Case based on any changes. For example, changes to children's attendance days/hours. Please note further documentary evidence is not required.
- Write a note in the Notes tile stating that an extension is being requested, the reason for the request and the length of the extension being requested.

Progress Notes for all Actions on the SIP are not a requirement at this time. However, Progress Notes should be completed quarterly to assist educators in implementing the Strategic inclusion Plan (SIP).

If approved, a new Approval letter will be issued for the care environment for up to 12 weeks.

Important note: Extension Approvals will only assist services in certain circumstances. Services should consider their own circumstances and decide whether an Extension Approval is appropriate, or if it would be better to apply for Renewal of IDF Subsidy for the care environment.