Fact Sheet
Renewal Applications

This Fact Sheet provides information about applying for a renewal of funding for the Inclusion Support Program (ISP) Inclusion Development Fund (IDF) Subsidy for an Additional Educator and Family Day Care Top Up. A service may apply for a renewal of funding if a service continues to require this support after the initial period of funding for the same care environment. The service must review the Strategic Inclusion Plan (SIP), in collaboration with their Inclusion Professional, to determine if funding is required, and whether eligibility requirements of the funding stream can be met.

1. When can a Renewal Application be submitted?

Renewal applications can be submitted on or after the Renewal date stated on the Approval letter of the current approval for the care environment. This is **2 months** before the end date of an approval.

Applications for a renewal submitted **8 weeks before the end date of the current approval** will enable continuity of funding, if eligibility for funding is met and approval is given.

Care environments are funded for up to a 12-month period. Changes in the care environment during the approval period, such as a new child with ongoing high support needs attending, require a Change of Circumstance application to apply to adjust the IDF approval for the remainder of the approval period. If an application is assessed **before the Renewal date** it would be processed by the IDFM as a Change of Circumstance application and the end date of the current approval period is retained.

2. When should the process of applying for a renewal of funding commence?

The Renewal date is the date the service should commence reviewing and updating their SIP for the care environment where the support is received. Through this process, it may be identified that support through the IDF Subsidy is still required. The Renewal date allows approximately 4 weeks to complete this process, including completing the application for support.

3. What is the process of applying for a renewal of funding?

• The service reviews and updates the Care Environment in the SIP, in consultation with the Inclusion Professional. For further information refer to section 4 - *What are Strategic Inclusion Plan (SIP) Requirements?*

For centre-based services, discuss and decide if an Additional Educator is required in the care environment to increase the educator to child ratio, in order to assist educators

to implement the Strategies and Actions in the SIP. If so, discuss and decide how many hours per day/week are required.

For FDC services discuss and decide if the impact on the educator is determined to be significant, resulting in the educator being unable to enrol the maximum number of children as allowed under the National Law, when caring for a child or children with ongoing high support needs.

- Collect documentary evidence and a Parent/Guardian Consent form for each new child that will be included in the application.

  Documentary evidence must be reviewed for every child included in the renewal application to determine if current documentary evidence needs to be attached to the Child record on the SIP. For further information, the service should refer to the notes provided on the previous Approval letter for the care environment, which is also available on the current case on the IS Portal, and the FAQ: Documentary Evidence.

- Copy the previous IS Case and update the information in each tile. Complete and submit the IS Case. Refer to the [IS Portal Task Card: Completing an IS Case for further information](#).

4. What are the Strategic Inclusion Plan (SIP) requirements?

Services are required to show the progress that has been made in implementing the Strategies and Actions for the care environment, as outlined in the SIP. The service also must update the SIP to ensure the Inclusion Profile and Barriers, Strategies and Actions are up to date and reflect the current circumstances and inclusion plans for the care environment.

In reviewing and updating the Care Environment in the SIP, the service will:

1. **Add a new Inclusion Profile**.

2. **Add Progress Notes** to each Action item for the strategies that are currently in place. Progress Notes should outline what has been done to implement the Actions and any outcomes achieved as a result.

Identify current Barriers to inclusion. This may mean ending some Barriers by adding an end date and reason, and identifying any new Barriers.

3. **Review current Strategies and Actions** to address the Barriers. This may mean finalising some Strategies and Actions.
   o If an Action has been fully implemented, change the status of the Action to *Completed*.
   o If a Strategy is no longer required, the status of all Actions developed to implement this Strategy should be changed to *Completed*.

4. **Identify any new Strategies and develop new Actions for all Strategies.**

Important information to ensure your SIP reflects current inclusion planning for the care environment

At least one new Action should be added to each Strategy required to address the current Barriers to inclusion in the care environment. A new Action is one which has been created **within the last 3 months**.

After reviewing the Care Environment in the SIP, if services are implementing some of the same Strategies it is expected that they will be implementing at least one new Action for each of these Strategies.

The new Action should provide updated information on how the service will implement the Strategy.

Why are new Actions needed?
This recognises that ongoing changes or adjustments in educator practices are needed to address the Barriers to inclusion, and to build educator capacity and capability.

Educators often need to trial Actions, then refine or change their approach to embed each inclusive practice. Identifying new Actions helps this progression, as educators take the next step in implementing changes to address inclusion barriers, and in their own learning. This will not occur if educators implement the same Actions year after year.

Over time, effective changes to educator practices will become standard practice helping to permanently remove or reduce Barriers to inclusion.

What status should be selected for new Actions?
New Actions should be set to *In Progress*. This shows that the Action is ready to be implemented.