

Renewal Applications - Fact Sheet



Children's Services

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This Fact Sheet provides information about applying for a renewal of funding for the 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 should be submitted **4 weeks before the end date of the current approval** to 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 submitted **before the Renewal date** an application would be assessed by the IDFM as a Change of Circumstance 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 support 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.

The Inclusion Support Programme is funded by the Australian Government Department of Education and Training – March 2017

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- 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 each 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 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:

- Add a new Inclusion Profile.
- Add Progress Notes to each Action item for the strategies that are already 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 and identifying any new Barriers.
- Identify current Strategies and Actions to address the Barriers. This may mean finalising some Actions items, as well as identifying new Strategies and developing new Actions.
- If after reviewing the Care Environment in the SIP, 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. This recognises that changes or adjustments in educator practices are needed to address the Barriers to inclusion and build educator capacity and capability.

At least one new Action should be added to provide updated information on how the service will implement each Strategy.