Service Checklist:
IDF Subsidy for an Additional Educator application

This checklist is to assist ECEC services to check all required information is provided before submitting a Case to their Inclusion Professional for endorsement.

Case ID	SIP ID

Strategic Inclusion Plan (SIP) - Care Environment Plan

☐ **Service Profile -** Both questions have been answered.

☐ **The Inclusion Profile for the Care Environment**

- The age range of children currently attending the care environment is identified.
- The service has identified where a State Government Kindergarten/Preschool Program operates in the care environment.
- The number of educators per standard week and their confidence level to include children with additional needs is identified.
- The Inclusion Profile shows current details for the care environment and for a **Renewal** application there is a new Inclusion Profile (created within last 3 months).

☐ **Barriers and Strategies**

- The service identified the specific Barriers to inclusion in more than one Barrier Category.
- Every Barrier has at least one Strategy.
- Every Strategy has at least one Action.
- IDF Subsidy – Additional Educator has been identified as a Strategy.

☐ **Actions**

- Actions outline what educators will do to implement each Strategy. Educators will be able to implement the Action based on the information provided.
- Across the SIP there are Actions that demonstrate why an increased educator to child ratio is required, and when during the day.
- Actions show that IDF Subsidy will be used for approved purposes only.
- For a **New** application there is current planning, including some new Actions (created within the last 3 months), including a new Action for the strategy IDF Subsidy - Additional Educator.
- For a **Change of Circumstance** application:
  a. when there is an increase in IDF requested or a new child has been added, the SIP has been updated with new planning to show the need for the level of IDF requested.
  b. the service has added Progress Notes to their Actions, if the care environment has been funded for 3 months.
- For a **Renewal** application, each Strategy required has a **NEW** Action (created within last 3 months). For further information on SIP requirements – click here

Inclusion Support Case

☐ **Purpose of application is selected**

- *New* – there is no current IDF Subsidy approval for the care environment.
- *Change of Circumstance* – a decrease or increase in IDF Subsidy is required, including a new child entering a funded care environment, or a change in the care environment impacts on the IDF approval, e.g. a significant change to educator to child ratios
- *Renewal* – the current approval period is ending, and another period of funding is required considering the barriers to inclusion and strategies and actions required to address the barriers and current context of the care environment, including educator to child ratio.

☐ **Care Environment – Daily Profile**

- The service has identified the numbers of children attending in each age group **for this care environment only**. This reflects the age range identified in the **Inclusion Profile** in the SIP.
- The sum of all children listed across the age groups is equal to the **Total number of children in the environment**.
- **The number of educators** shows the educators working directly with children and meets the National Regulations for the ages of children in the care environment. It does <u>not</u> include staff employed for a short period in the day, such as covering educator break times; or include any IDF subsidised Additional Educators in the care environment.

☐ **Children and Enrolments**

- *Attachments - Family Consent Form*: All details are completed: child's date of birth, service name matches name on the IS Portal and both pages are attached. The Consent for Document Sharing question on the Portal matches the response on the Family Consent Form.
- *Attachments –Documentary Evidence* Documentation is provided with all pages attached, as per 5.5 ISP Guidelines.

  For further information about Documentary Evidence requirements please see:
    - [Documentary Evidence Fact Sheet](#)
    - [Information for Medical and Allied Health Professionals on the Inclusion Support Program and Documentary Evidence](#)

- Check if the child is included on a Case which is currently approved for another care environment. If the new Case impacts on this existing IDF approval:
    - Discuss with your IP to determine if an Additional Educator is still required for the existing care environment. If so, a **Change of Circumstance** application will be required.
    - If IDF is required in both care environments, please submit both IS Cases at the same time.

❐ **Care Week Profile**

- Children's attendance is listed for the hours each day they attend the care environment.
- The service has identified whether the child attends the **state/territory government funded** kindergarten/preschool program and if so, on which days and for how many hours.
- Variable days have been selected **only** if there is a regular varying pattern of child attendance.
- Pupil free days are requested only on ASC cases, unless it is a standalone vacation care service.

❐ **Day Summary**

- The IDF Subsidy hours requested each day are listed, as discussed with the IP.
- A Shared Care Arrangement (SCA) is ticked if SCA is requested.
- The comments can be used as needed to provide information on hours an Additional Educator will be employed.

❐ **All Support Hours**

- Where there is a regular varying pattern of child attendance an override has been entered to reflect this.
- If Pupil Free Days (PFDs) are requested, an override has been entered to reflect how many PFDs are required, as per ISP Guideline limits.

❐ **Authorised Personnel -** The service has selected a person to be contacted about the application.

❐ **Notes** have been used to provide a brief outline of the **reason for the application**, e.g. the reason for a change of circumstance application. Include any significant information which is not provided elsewhere in the application. This would include stating whether a child attracts CCS for all the hours they participate in the **state/territory funded kindergarten preschool program**.

❐ **Submission**

- Use the Notes tile to provide any additional information and clarification, if required.
- For Case Urgency select Routine. If it is for Vacation Care support and it is immediately prior to or during Vacation Care period, select Urgent.
- Review the information to ensure it is true and accurate, and review and agree to the Conditions of Funding before submitting the IS Case and SIP for assessment by the IDFM.

Where can you access more information or support?

Contact your Inclusion Agency

Inclusion Development Fund Manager (IDFM)
Website: www.idfm.org.au