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**Include Me.**  
Child and Family  
Inclusion Programs.

The Inclusion Support Programme is funded by the Australian Government Department of Education and Training.

# Inclusion Support Programme

## Inclusion Development Fund Family Day Care (FDC) Top Up

This is a paper based form to support Family Day Care services without access to appropriate technology, to apply for the FDC Top Up stream of the Inclusion Development Fund (IDF). A reason for completing this form outside of the IS Portal must also be provided.

All other services must submit applications for support from the Inclusion Development Fund, including the IDF FDC Top Up, via the Inclusion Support (IS) Portal. Information about the IS Portal, including Frequently Asked Questions and a range of task cards are available from the [IS Portal Information](#) webpage.

Information about the ISP, including program guidelines is available from [www.education.gov.au/isp](http://www.education.gov.au/isp).

## Completing this form

To apply for funding for Inclusion Development Fund (IDF) Family Day Care (FDC) Top Up you must develop a Strategic Inclusion Plan (SIP) with assistance from your Inclusion Agency (IA).

A SIP is a self-guided inclusion assessment and planning tool for Early Childhood and Child Care (ECCC) services accessing the Inclusion Support Programme (ISP). The SIP includes short and long term strategies for improving and embedding inclusive practice for the inclusion of children with additional needs alongside their typically developing peers. The development of a SIP recognises a service's current inclusive capacity and capability, outlines objectives for inclusion practices and can identify the need for funding support from the IDF.

The table below outlines each component of the SIP that must be completed and reviewed by the Inclusion Agency to apply for the IDF FDC Top Up.

<b>IDF FDC Top Up</b>	
Educator Profile	<b>Yes</b>
Care Environment	<b>Yes</b>
Inclusion Profile	<b>Yes</b>
Barriers and Strategies	<b>Yes</b>
Children	<b>Yes</b>

Please send the completed form to your Inclusion Agency by email, along with the signed [Permission to share personal information for the purposes of the Inclusion Support Programme](#) form and documentary evidence provided.

Your Inclusion Agency will review your application and provide their endorsement decision to the Inclusion Development Fund Manager IDFM by email, with the completed paper-based form.

The IDFM will assess your IDF FDC Top Up case and determine the outcome based on the information provided. If approved, you will receive an Approval Letter. If not approved, you will receive an Application Declined letter.

See Section E of the [ISP Guidelines](#) for further information on the IDF FDC Top Up. The [ISP User Guide](#) provides information about the IS Portal, including terms used through the form below.

## IDF Family Day Care Top Up

Service Name

Purpose of application

New application

Change of Circumstance

Renewal

### Case Timeframe

IDF Family Day Care Top Up cases have a maximum duration of 52 weeks from the case start date.

Start Date	
End Date	
How many weeks of funding do you require?	

### Care Environment

Enter the FDC Educator who requires support. This must be the same FDC educator in the SIP. A separate application is required if more than one Care Provision is requested.

Educator Name

Care Provision

Year Round

School term

School holidays

### Urgency

Please select the urgency of your IDF Subsidy for an additional educator case.

Urgent

Routine

### CCB Approval (CCB Approval ID not required for BBF or IAS services)

The Child Care Benefit (CCB) Approval relates to your approval for funding and the type of service you provide.

CCB Approval ID

Service Type

### Payee details

Payee Name

Bank  
Account

BSB:

Account number:

Account Name:

## Daily Profile

The Daily Profile provides information about the specific care environment the service is seeking assistance through the IDF FDC Top Up. The service must enter a number in each row. All educators in the setting should always be '1' for an FDC service.

	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Saturday</b>	<b>Sunday</b>
All children in the setting							
IS Children in the setting							
All educators in the setting							
Additional IS Staff							
Children 0-2 years							
Children 2-3 years							
Children 3 years to preschool							
Children over preschool age							

## Children

Children and enrolments allows an ECCC service to indicate which child from the SIP should be associated to this IS Case. The service will be required to complete the care week profile for each child associated to the IS Case.

<b>Tick all that apply</b>			
First Name		Indigenous Origin	
Last Name		Refugee/Humanitarian	
CRN		CALD	
DOB		Language/speech delays	
Gender		Serious medical condition/s	
Child Eligible (Y/N) (for IDFM use only)		Disruptive behaviours	

## Children

Provide diagnosis information for each child you are seeking support for. A family consent form and documentary evidence must be provided to your Inclusion Agency with your application for funding.

Primary	<input type="checkbox"/>	Type	<input style="width: 95%;" type="text"/>
Diagnosis - With Diagnosis	<input type="checkbox"/>	Undergoing Assessment	<input type="checkbox"/>
Primary	<input type="checkbox"/>	Type	<input style="width: 95%;" type="text"/>
Diagnosis - With Diagnosis	<input type="checkbox"/>	Undergoing Assessment	<input type="checkbox"/>

## Carers

Provide information on the primary FDC educator and any back up carers.

### Primary Carer

Carer first name	
Carer last name	
Carer postcode	

### Back up Carer

Carer first name	
Carer last name	
Carer postcode	

### Back up Carer

Carer first name	
Carer last name	
Carer postcode	

## Care week profile

The care week profile provides information about the sessions of care for the eligible child associated to the IS Case. Please complete for each day of attendance for the child.

### Payment type: IDF Subsidy—FDC Top Up

	Normal in Time	Normal Out time	Hours Requested	If child attends state funded kindergarten program, indicate the numbers of hours they attend.
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				
Sunday				

If you are requesting hours for any pupil free days the child will attend, complete the table below.

### Payment type: IDF subsidy—FDC Pupil free day

	Normal in Time	Normal Out time	Hours Requested
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			

Complete the Day Summary below. This table sums up the total number of requested hours per day for all children. This only needs to be completed once per application.

### Day Summary

	Payment Type	Number of IS Children	Total hours requested	Variable Day	Day Hours
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
Sunday					



## Authorised Personnel

Any authorised personnel selected on this IS Case will be listed on the SIP and any associated IS Cases.

The person must be listed as a Key or Authorised personnel in your CCMS Software.

### Primary Contact details

First Name	
Last Name	
Personnel ID	
Role	

### Other contacts

First Name		First Name	
Last Name		Last Name	
Personnel ID		Personnel ID	
Role		Role	

## Notes

The notes page allows general notes to be added about the IDF FDC Top up case by the service, IA and IDF Manager. Notes are not mandatory however, they can assist communication between the service, IA and the IDF Manager.

A large, empty rectangular box with a black border, intended for adding notes. It occupies the majority of the page's vertical space below the introductory text.

## Conditions of Funding

You must comply with the Inclusion Support Programme Guidelines 2016-2019 (the Guidelines). This includes (but is not limited to):

- Use of the funding for the purposes as stated in the Approval Letter sent by the Inclusion Development Fund Manager (IDF Manager).
- Submitting online claims for IDF payments within 60 days of the fortnight that the child/ren on the approved IDF case attended the service.
- Retaining relevant evidence pertaining to the use of the funding, including sign in and sign out sheets of the eligible child/ren on the approved IDF Case, Additional Educator attendance or record of payment to the FDC educator.
- Complying with the *Privacy Act 1988* and the Australian Privacy Principles when handling personal information for the purposes of the Inclusion Support Programme.
- Advising the IDF Manager via the IS Portal within 15 business days if the child/ren on the approved IDF Case no longer attends the service.
- Advising the IDF Manager in writing within 30 days of any intention of the service to change owner and/or operator.
- Meeting all reasonable requests from the IDF Manager to undertake compliance activity where appropriate, including reasonable assistance to provide access to your employees, premises occupied by you and materials relevant to the IDF Subsidy. Reasonable notice will be provided prior to requiring access to premises and records.
- Meeting all reasonable requests from the IDF Manager or Department to participate in reporting and evaluation activities for the Inclusion Support Programme.
- Complying with all relevant statutes, regulations, by-laws and requirements of any Commonwealth, State, Territory or local authority, and any of the Department's policies notified in writing.

If you are found to be in breach of any of the conditions, your approved IDF case may be terminated, future claims may not be able to be submitted and payments may be withheld. You may also be required to repay any amounts you have received whilst in breach.

By ticking this box, you are agreeing to comply with the above Conditions of Funding to access support through the IDF Family Day Care Top Up.

Name	
Signature	
Organisation	
Role	
Date	

## Endorsement

### To be completed by Inclusion Professional

The IA must endorse the IS Case before submitting it to the IDF Manager for assessment. Before endorsing the IS Case, the IA must complete a review of the Service Profile and the Inclusion Profile for the relevant care environment on the SIP. The endorsement and notes from the IA will be considered as part of the IDF Manager's assessment of the IS Case.

### Endorsement decision

Endorsed  Not Endorsed

Reason for decision

## Approval

### To be completed by Inclusion Development Fund Manager

The IDF Manager will assess the information in the IS Case and SIP, including the relevant Inclusion Profile and Barriers and Strategies associated with the care environment to determine the funding support required by the service. They will also take into consideration the IA review and endorsement notes.

### IS Case Review

Intended use of funding in line with ISP Guidelines

Children have ongoing high support needs

Inclusion Profile has been considered

IDF appropriate solution to the inclusion barrier/s identified by service

Staff to child ratio and NQF for children in the care environment

Follow up Required

Follow up Date

### Assessment Outcome

Approved

Not Approved