

How do I Apply For ISS?



Children's Services
Since 1895

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FlowConnect The FlowConnect logo, featuring the text 'FlowConnect' and a circular icon with a stylized figure.

Step 1: Contact your ISA

Contact your local Inclusion Support Agency (ISA)/Inclusion Support Facilitator (ISF) to request assistance with the application process. They will assist you to complete a Service Support Plan to help your staff to successfully include all children into your child care service.

[Contact details for KU ISA regions](#)

[Contact details for all other regions](#)

Step 2: Complete the Application Form

If you and your ISF agree that there is a need to apply for ISS, s/he will assist you to complete the appropriate Application Form and discuss with you the relevant documentary evidence that must be submitted with your application as per the [ISS Guidelines](#).

New Application Forms have been developed to accompany the recently revised ISS Guidelines. These will be available to download from the NISSP website soon. During the next few months the NISSP will accept applications using either new OR old version forms. See your ISF for further details.

Step 3: Submit the Application Form

Once your ISF has endorsed your ISS Application the Form must be submitted to the NISSP along with the relevant documentary evidence.

Step 4: Application processing

The National ISS Provider (NISSP) will process your application and notify you of the outcome of your application.

[Contact us](#) if you have questions about the processing of your application or you need any further information.

Step 5: Changes during the approved subsidy period

If, during the approved subsidy period, the situation changes at your service and the child/ren no longer need as many hours of subsidy per week or cease to attend the service please contact your ISF and complete a [Decrease in Hours/Final Review form](#).

If the situation requires additional hours of subsidy please contact your ISF to assist you to complete a Variation or Exemption application

If the child/ren change their days of attendance please contact your ISF.

If your service changes ownership the new service owner will need to complete a new Application Form. Please see your ISF for further details