

# Revised ISS Guidelines

In July 2009 DEEWR released revised IPSP Guidelines including revised ISS Guidelines.



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## Key ISS Guidelines Changes

- ISS can no longer be used to support hours needed for Training or Planning. This is covered by Flexible Support Funding.
- Claims for Payment must be submitted within 60 days of the end of the Quarter or no payment can be made. This will allow unused funds to be allocated to other eligible children. It will apply for all quarters from July-Sept 2009 onwards
- In the transition to the new "60-day" rule, all late claims from periods up to and including June 2009 must be submitted by 1 November 2009 for payment. Late claims received after 1 November 2009 cannot be paid.

## Other Changes

To accompany the revised Guidelines, a new Service Support Plan format and new Applications and Claim for Payment Forms have been developed.

The new Applications and Claim for Payment Forms have been designed to simplify the ISS Applications and Claims process.

Separate forms have been developed for Home Based Services (Family Day Care and In Home Care) to reflect the differences between home based care environments and centre based care environments.

There is no longer a requirement for services to prepare AIR plans.

## When do services have to use the new forms?

The requirements outlined in the revised Guidelines came into effect when the Guidelines were released on 30 July 2009. However during the next few months the NISSP will accept both new and old forms for Applications and Claims.

## How do I fill in the new forms?

All ISAs will receive information around the new forms during the next few months. Services should contact their ISA for assistance.

The NISSP has developed some resources to assist services to complete the new forms which will be available for download from this site soon:

How to complete the new SSP – Top Tips

Guide to completing the new SSP

Guide to completing the new Application Form

Guide to completing the new Claim for Payment Form and Attendance Record

## FAQs

You can also [contact us](#) with any further queries.