

# National Inclusion Support Subsidy Provider

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[www.ku.com.au](http://www.ku.com.au)



Children's Services  
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Dear Child Care Service Provider,

We are writing to you to inform you of some recent changes to the Inclusion Support Subsidy.

The Inclusion Support Subsidy (ISS) program gives Government funding to help child care services to include children with demonstrated ongoing high support needs.

Children with ongoing high support needs include children with a diagnosed disability, children under continuous assessment of a disability and children from a refugee or humanitarian background.

## Services who have not received an Approval Letter for ISS funding

If your service has **not** received an Approval Letter for ISS funding in the past three years, then you **do not need to do anything**.

However, if you have a child with ongoing high support needs enrolled in your service and you would like more information about the ISS program please contact your local Inclusion Support Agency (ISA). A list of these agencies can be found at [www.ku.com.au](http://www.ku.com.au).

More information about the program can also be found on the Department of Education, Employment and Workplace Relations' website [www.deewr.gov.au](http://www.deewr.gov.au).

## Services who have received an approval letter for ISS funding since 1 July 2006

In the 2009-2012 IPSP Guidelines effective July 2009, there have been important changes to the timeframe for making Claims for Payment:

- Claims for Payment must now 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 to September 2009 onwards.
- In the transition to the new "60-day" rule, all late claims from periods from 1 July 2006 up to and including 30 June 2009 must be submitted by **1 November 2009** for payment. **Late claims received after 1 November 2009 cannot be paid**.

If your service has had ISS approved funding at any time since 1 July 2006 and you have not yet submitted your Claim for Payment, you must do so before **1 November 2009 or no payment can be made**. Details of how to submit your Claim for Payment are shown below.

### **How to make a Claim for Payment**

Updated Claim for Payment Forms and Attendance Records have been developed to help streamline the process of making a claim. These new forms and full details of how to use them will be available on the National Inclusion Support Subsidy Provider's website [www.ku.com.au](http://www.ku.com.au) from 30 September 2009. You can also use the old version Attendance Records and Claim for Payment Forms as these will be accepted until 1 November 2009.

### **Deadlines for submitting Claims for Payment**

<b>Claim for Payment Periods:</b>	<b>When claims must be received by the NISSP:</b>
All claims for periods up to 30/06/2009	1/11/2009
1/07/2009-30/09/2009	30 /11/2009
1/10/2009-31/12/2009	1/03/ 2010
1/1/2010-31/03/2010	31/05/2010
1/04/2010-30/06/2010	30/08/2010

### **Where to send your Claim for Payment**

<b>ACT, NSW, SA, VIC, WA</b>	<b>NT, QLD, TAS</b>
KU National ISS Provider KU Children's Services Box Q132, QVB Post Office, Sydney NSW 1230	National ISS Provider Team Illawarra Children's Services, PO Box 475 Corrimal NSW 2518

### **Further information**

Further information is available on the NISSP website [www.ku.com.au](http://www.ku.com.au) or you can email us at:

ACT, NSW, SA, VIC, WA: [issinfo@ku.com.au](mailto:issinfo@ku.com.au)

NT, QLD, TAS: [iss@ics.org.au](mailto:iss@ics.org.au)

Or telephone toll-free: 1800 824 955

Kind regards,

**The National ISS Provider Team**