

# ISS APPLICATION CHECK LIST

## Centre Based Care Services

So that we can make every effort to process your ISS Application quickly please ensure that the application is correctly and fully completed with all the necessary documents and information.

Please note that delays may occur as a result of incomplete information.

	<b>Has the following information been provided?</b>	✓
Page 1 of Form	<b>Age setting:</b> This is the age group of the care environment the child/ren are in e.g. 3-5 years.	
• PART A: Page 2 of Form	<b>Utilised child care places for the whole service:</b> This number of child care places is the number of currently <i>utilised</i> child care places per day across the <i>whole</i> service. It's not the number of licensed places for your service or for a particular room/age grouping.	
	<b>Organisation ID number:</b> This number for CCB purposes is a combination of numbers and letters and can be found on your CCB Approval Letter. <b>**See ISS Application Guide for a sample</b>	
• PART B: Page 3 of Form	<b>Number of staff and children are in the care environment each day:</b> For the staff:child ratio across the week please put in the total number of enrolled children in the environment and the number of staff (excluding additional staff) for each day of the week.	
• PART B: Page 4 of Form	<b>Care Environment Profile on the Form:</b> Provide this information on the Form and not as an attachment to the application.	
	<b>Whether 2 Additional Educators are required in the care environment:</b> Question 5 needs to be addressed directly/separately if applying for more than one Additional Educator.	
• PART C: Page 5 of Form	<b>Number of Pupil Free Days (PFDs):</b> The maximum number of PFDs that can be applied for in a 12 month period, for one child, is 6 days (for relevant OSHC/VAC applications only).	
	<b>Child Profile on the Form:</b> Provide this information on the Form and not as an attachment to the application.	
• PART F: Page 8 of Application Form	<b>Signature of your Inclusion Support Facilitator (ISF):</b> Your ISF must sign to endorse the application before it is sent to the NISSP.	
	<b>Email address for your service:</b> Please write your email address clearly as the Approval Letter/s will be sent to this email address.	
	<b>Email address for ISA notification of Application outcome:</b> Please write this email address clearly as the Approval Letter/s will be sent to this email address.	
IPSP Guidelines 2009-2012 pp.29-30	<b>Current documentation:</b> The NISSP's assessment of an application for ISS funding requires a service to supply documentary evidence of the child's refugee status and/or diagnosed disability or continuous assessment of a disability. The evidence must be current (dated within 12 months of the Application being submitted) and signed or otherwise validated by the medical practitioner or psychologist. Other documentary evidence includes the child's Health Care Card stating the disability code (CD). See the C4.3 of the ISS Guidelines for further information.	
SSP Progress and Future Directions	<b>Service Support Plan (SSP) Evaluation:</b> A Renewal Application should be accompanied by the previous SSP including an evaluation of the progress made towards meeting the Goals by completing the Progress & Future Directions" column.	
Last page of SSP	<b>Service Support Plan signed and dated:</b> The SSP needs to have been signed and dated by the service staff and your ISF.	

**\*\* More detail to assist you to complete an ISS application is provided in the ISS Application Guide which can be found at [www.ku.com.au](http://www.ku.com.au)**