



ISP and Change of Service Ownership

This Information Sheet contains information for early childhood education and care (ECEC) services going through a change of service ownership or change of Child Care Subsidy (CCS) Approval ID that wish to access or continue to access support through the Inclusion Support Program (ISP). It should be read in conjunction with the [ISP Guidelines](#) which provide information on eligibility, funding conditions and application requirements for the Inclusion Development Fund (IDF).

What do services need to do when there is a change of ownership?

As per the Conditions of Funding (Appendix 1 in the [ISP Guidelines](#) refers), services are required to advise the IDF Manager (IDFM) in writing within 30 days of any intention of the service to change owner and/or operator. Both the existing operator and the new operator are required to advise the IDFM of the change (within 30 days) via email to idfmanager@ku.com.au and take the necessary actions required to ensure service continuity, if IDF support is needed. A new service can contact its local Inclusion Agency (IA) for assistance accessing the program.

What happens to my IS Portal access if there is a change of service ownership?

The service must contact the IA who will be required to create a Strategic Inclusion Plan (SIP) for the new service. Users will then need to log in to the IS Portal using PRODA and request access using Identity Manager.

More information is available in the IS Portal access using PRODA sheet available at:

[Inclusion Support Portal access using PRODA fact sheet - Department of Education, Skills and Employment, Australian Government \(dese.gov.au\)](#)

What will happen to the SIP that was completed for the closing service?

The new owners will not have access to the closed service's SIP. They will need to seek assistance from the IA to create a new SIP, which will be linked to the new CCS Approval for the service.

Will an approved IS case linked to a closing service be carried across to the new service?

No. An IS case for the closing service, or ending CCS Approval, is not automatically carried across to the new service. If IDF support is required, the new service must apply through the IS Portal, noting that eligibility is based on meeting the requirements for the type of support they are seeking for the care environment.

If the closing service had an approved IS case and the new service requires support in relation to the same child or children, what does the service do?

The new service should contact their IA to discuss their inclusion support needs in the care environment. If the service requires support and a new application for IDF funding, this cannot be started until the new service has a CCS Approval ID and the service has requested the IA create a SIP for the new service. When the service has a new CCS Approval ID and SIP created by the IA, they should access the IS Portal to complete the SIP and application for funding.

New applications for the IDF as a result of a change of service ownership will be prioritised for assessment by the IDFM. The service and IA should mark the application as 'Urgent' in the IS Portal. A note should be included on the IS case stating that the application is due to a change of service ownership and the previous CCS Approval ID should be provided, if known.

Is backdating the approval of an IS case possible due to change of service ownership?

Yes. A request may be made to the IDFM for the start date of a new IS case to commence from the date when the new service's CCS Approval was granted. This is done in the Notes tile of the IS case on the IS Portal. To be eligible to make this request:

- the application for a new IS case must be submitted **within three months** of a change in ownership
- the closing service must have had an approved IS case for the same care environment and in relation to the **same child or children** at the time of the change of ownership
- the service must have a requirement to claim for an additional educator from their requested start date of the IS case, that may align with the commencement date of the new CCS Approval.

The new service should be aware that it is their business decision to employ or continue to employ an additional educator prior to notification of the outcome of their application for IDF funding.

If the closing service did not have an approved IS case, but the new service identifies the need for inclusion support, what does the service do?

The new service should contact their IA to discuss their inclusion support needs in the care environment. If the service requires support and an application for IDF funding, this cannot be started until the new service has a CCS Approval ID and the service has requested the IA create a SIP for the new service. When the

service has a new CCS Approval ID and SIP created by the IA, they should access the IS Portal to complete the SIP and if required, an application for funding. Note: the service can contact the IA to commence discussing their inclusion support needs prior to the new CCS Approval ID being available.

IDF Funding will commence from the date the application is approved by the IDFM. An earlier start date cannot be given in this circumstance.

Services should be aware that it is their business decision to employ or continue to employ an additional educator prior to notification of the outcome of their application for IDF funding.

If the closing service requires inclusion support funding before the change of ownership takes place or the date of effect is unknown, what does the service do?

The closing service should contact their IA to discuss their inclusion support needs until the change of service ownership takes effect.

If it is determined that an IDF application is required, the closing service may submit an application for funding before the change of ownership takes place. If the closing service already has IDF support in place and it is due to end in less than three months, the service may submit a renewal of funding for IDF.

What if the new service does not have a CCS Approval?

A new service cannot start an application for the IDF, including the development of a SIP until the new service has a CCS Approval ID.

Information on how to obtain CCS Approval can be found in the Child Care Provider Handbook at: [Applying to become an approved provider - Department of Education, Skills and Employment, Australian Government \(dese.gov.au\)](https://www.dese.gov.au/child-care-provider-handbook/child-care-provider-handbook-2019-2020/child-care-provider-handbook-2019-2020-1)