

## Inclusion Support Programme (ISP) Process for Families

### 1. Sign a Request for Service form

The first step for families within the Inclusion Support Programme is to complete a Request for Service form. This form gives permission for the Inclusion Professional to speak with the service about your child's inclusion. The service is to complete the first page of the form and pages two and three are to be completed by the family. The Request for Service form can be found on the [Gowrie SA website](#). The service is responsible for submitting this form to Gowrie SA Inclusion Agency.

\*Please note, a child does need a diagnosis for a Request for Service to be signed.



### 3. Sign the Permission to Share form

If your child has a diagnosed disability or is undergoing assessment AND the service has chosen to apply for funding, you will be asked to sign a Permission to Share form. The form is located on the [Gowrie SA website](#).



### 5. Service applies for funding

After a service has developed their Strategic Inclusion Plan they may have identified barriers to inclusion that cannot be resolved by accessing support from the Inclusion Agency alone. The service may be eligible to access funding available from the Inclusion Development Fund. The Inclusion Development Fund Subsidy stream increases the number of educators in the room when needed. This allows for all educators to better support the needs of each child in the room. For further information please refer to [The Role of the Additional Educator Fact Sheet](#).

There are other funding streams available for the service to access to support inclusion, such as [Innovative Solutions Support](#), [Immediate Time Limited Funding](#) and [Family Day Care Top Up](#).



### 2. An Inclusion Professional is assigned

An allocated Inclusion Professional works with the service to support the capacity of all educators by providing free advice and support. The Inclusion Professional will visit according to the inclusion support needs of the service with the aim of increasing the inclusion of every child in all aspects of the program. They will continue to visit and provide advice and support to educators regardless of whether there are children who meet the criteria to receive funding. They will guide the director and educators through creating a Strategic Inclusion Plan and facilitate reflection on their current inclusion practices.

### 4. Provide Documentary Evidence

If your service has chosen to apply for Inclusion Development Fund Subsidy funding, you will be asked to supply documentary evidence of your child's disability. For further information, please visit the Inclusion Development Funds website and refer to the [IDFM's FAQ: Documentary Evidence](#).