



Flexible Support Funding Claim for Payment – Instruction Sheet

This document provides instructions for preparing the “FSF Claim for Payment Form”. The “Claim for Payment Form” must be submitted to your Inclusion Support Agency (ISA) with the “FSF Attendance Record Sheet”.

Attendance Record Sheet

The Attendance Record Sheet is required to be completed and signed daily by the FSF worker. The Authorised Signatory and Coordinator/Supervisor are both required to sign the sheet/s before being submitted to the ISA Provider.

The intent of the Attendance Record Sheet is to ensure that accurate records of FSF child and worker attendance are documented. The Authorised Signatory needs to apply a procedure within their service which ensures the funded worker/s sign each day they attend. This is a means of verifying claimed hours and is based on the hours entered by **the additional worker** each day that person is employed. The attendance sheet must be signed by the **worker** on **each day they work**.

All records are subject to compliance checks, and in instances of attendance forms apparently completed in retrospect would be a cause for investigation.

Payment of claims

Child care services will be required to submit a FSF **Claim Form**, within **60 days** of the support end date. Claims submitted after this time will be invalid unless the child care service has applied for and received written approval from the ISA for an extension to the 60 days.

An **Attendance Record** must be submitted with the Claim for Payment Form. Additionally, where claims for training are made, these should be accompanied by evidence of both expenditure and attendance of training.

Description of service provided

- Complete how FSF assisted your service, either raised ratio or release time for training or preparation of SSP.

Note: Claimed hours must not exceed the hours approved by the FSF Provider and must correlate with the hours shown on the Attendance Record Sheet, please attach.

Additionally, where claims for specialist training are made;

- training must have been approved
- claims for training should be accompanied by evidence of both expenditure and attendance at the training.



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Service Type	Funding Limit (indexed annually)
All eligible service types (excluding VC, FDC and IHC)	Services are eligible for a \$16.43 hourly contribution with a daily cap of five hours for a maximum of 20 days (or 100 hours) each year, i.e. 12 months from date of approval, in respect of each eligible child enrolled.
Vacation Care	Services are eligible for a \$16.43 hourly contribution with a daily cap of eight hours for a maximum of 10 days (or 80 hours) each year, i.e. 12 months from date of approval, in respect of each eligible child enrolled.
Family Day Care and In Home Care	<p>Services are eligible for a \$16.43 hourly contribution with a weekly cap of five hours for a maximum of five weeks (or 25 hours) each year, i.e. 12 months from the date of approval, in respect of each eligible child enrolled. FSF can be used to employ an additional worker to increase the staff-to-child ratio above licensing requirements on out-of-home excursions such as playgroups or vacation care excursions.</p> <p>FSF can also be used to provide a financial contribution for carers who are unable to attend specialist training during business hours. Training must relate specifically to the additional needs of a child in care. Carers are eligible for a \$16.43 hourly contribution for a maximum of 15 hours each year or 12 month period. FSF cannot be used to employ an additional worker within the FDC or IHC home environment.</p>
All service types	<p>Services are eligible to apply for FSF to allow release time for permanent staff and carers to attend specialist training and/or prepare SSPs in respect of a child with ongoing high support needs. There is a combined 15-hour limit per service each year or 12 month period, for these activities.</p> <p>Note: Services are advised to apply for funding for these activities as required, not as a lump sum</p>