

## **DCATCH - Disabled Children's Access to Childcare**

- **Inclusion Support for settings (formerly Inclusion Funding)**
- **Individual Homebased Packages**



Children, Families and Cultural Services

### **Conditions of Funding: Inclusion Support for settings (formerly Inclusion Funding)**

**Child/young person's name:**

**Date:**

Please ensure that you have read and understood these Conditions before completing and signing Inclusion Support Referral Forms

Conditions of funding are as follows:

- Your full compliance with the inclusion support process is required, including completion of all relevant paperwork and provision of any information requested by the panel, (eg copies of IEPs, care plans, behaviour support plans, etc)
- Advice and recommendations from Inclusion Workers, Development staff or Early Years Specialist Teachers for developing the inclusive practice within your provision should be followed; including attendance at relevant training courses.
- Inclusion Workers, (based at Nottinghamshire Pre-school Learning Alliance), must be informed of any change in circumstances. For example; children/young people leaving or changing their sessions/times/days, attending a second setting and reducing their hours, any significant change in the level of need and any changes to parents/carers' eligibility or working patterns, (where appropriate).
- Claims must be submitted on a monthly basis in arrears. We aim for payments to be made to providers by the middle of the following month, upon receipt of correctly completed and signed claim forms. (If you have any problems getting claim forms signed by a parent please let us know but do not delay returning your claim form).
- Please note that claim forms will expire two months from the date of issue and payments cannot normally be made after the expiry period.
- Inclusion Support is intended to be a contribution towards the cost of providing additional support and must be used specifically to support the named child.
- The provision is responsible for the recruitment and employment of any additional staff members required to deliver the support.

For audit and monitoring purposes, the Local Authority may wish to view your records/registers relating to claims for Inclusion Support.

Providers must ensure that families are kept informed of the support being offered to their child/young person through this funding.