



**IN HOME  
CARE**  
Support Agency

**NSW In Home Care  
Service provider  
Information**



Supporting Families accessing  
In Home Care and the Services  
and Educators providing it.

1800 442 273

info@ihcsupportagency.org.au

www.ihcsupportagency.org.au

The objective of IHC is to provide a high quality, flexible early childhood education and care option to families for whom other approved child care options are not available or appropriate due to their unique circumstances.

Approved Providers of IHC services are required to register with the IHC Support Agency and become an approved provider for the purposes of administering CCS before they are able to be allocated IHC places and provide an IHC service.

In Home Care is out of scope for the National Quality Framework. Approved Providers of IHC services are not obliged to meet the requirements under the National Law. However, relevant provisions and requirements of the National Law and Regulations have been incorporated into the Child Care Subsidy Minister's Rules and the IHC National Guidelines. Approved Providers must comply with the Child Care Subsidy Minister's Rules and the IHC National guidelines at all times.

## How to become an Approved Provider of IHC

- Step 1** – Notify the IHC Support Agency to discuss becoming an IHC Service Provider
- Step 2** – Complete an IHC Service Provider application form and provide to the IHC Support Agency
- Step 3** – Attend a face to face meeting with the IHC Support Agency to go through responsibilities and requirements of IHC
- Step 4** – Create PRODA account through [www.humanservices.gov.au](http://www.humanservices.gov.au)- this will be used to access the Provider Entry Point for the application process.
- Step 5** – Commence an application for provider approval of a child care service online using the Secure Provider Entry point – <https://www.education.gov.au/becoming-child-care-subsidy-approved-child-care-service>
- Step 6** – Consider the system or third party software provider to be used to administer CCS
- Step 7** – IHC Support Agency will request a second meeting to sign policies and procedures for the operation of the IHC Service
- Step 8** – IHC Support Agency provides a recommendation to the Department for the number of allocated places

**Step 9** – On approval from the Department, the IHC Support Agency will commence referring families.

## **An IHC Approved Provider must have in place:**

- Workers Compensation Insurance and Public Liability Insurance for a minimum of \$10,000,000
- Have read, understood and adhere to
  - the IHC Handbook
  - the IHC National Guidelines
  - Child Care Provider Handbook

## **Responsibilities of an IHC Service Provider:**

- Direct all families and support services in need of IHC to the IHC Support Agency
- Provide education and care in accordance with the Family Management Plan
- Engage qualified educators
- Ensure educators are registered through PRODA
- Monitor the quality of care provided by the educator
- Support educators through resourcing and guidance
- Maintain a register of educators and their qualifications
- Notify the Department and the IHC Support Agency of any notifiable incident within 24 hours
- Notify the IHC Support Agency within 7 days of a child ceasing to be enrolled
- Undertake regular home inspections and submit site visit reports to the IHC Support Agency
- Complete regular reports to the IHC Support Agency on placements, children and families
- Provide the Department and the IHC Support Agency, 42 days' notice of ceasing to provide an IHC Service

## Key Legislation:

Approved Providers of IHC Services must comply with all relevant Commonwealth, state and territory legislation.

A New Tax System (Family Assistance) Act 1999 as amended by the Family Assistance Legislation (Jobs for Families Child Care Package) Act 2017 ([www.legislation.gov.au/Details/C2017C00139](http://www.legislation.gov.au/Details/C2017C00139))

A New Tax System (Family Assistance) (Administration) Act 1999 as amended by the Family Assistance Legislation (Jobs for Families Child Care Package) Act 2017 ([www.legislation.gov.au/Details/C2017C00132](http://www.legislation.gov.au/Details/C2017C00132))

Family Assistance Legislation (Jobs for Families Child Care Package) Act 2017.

Child Care Subsidy Minister's Rules 2017 ([www.legislation.gov.au/Details/F2017L01464](http://www.legislation.gov.au/Details/F2017L01464))

Child Care Subsidy Secretary's Rules 2017 ([www.legislation.gov.au/Details/F2017L01463](http://www.legislation.gov.au/Details/F2017L01463))

Child Care Subsidy Minister's Rules 2018 ([www.legislation.gov.au/Details/F2018L00255](http://www.legislation.gov.au/Details/F2018L00255))

These Acts and legislative instruments are collectively known as 'Family Assistance Law'.

## Want to know more?

**Call us on 1800 IHCARE (1800 442273)**

**Email us [info@ihcsupportagency.org.au](mailto:info@ihcsupportagency.org.au)**

**Read guidelines and In Home Care Handbook and Child Care Providers Handbook**

**[www.ihcsupportagency.org.au/resources](http://www.ihcsupportagency.org.au/resources)**

**Read about the new Child Care Subsidy**

Go to **[www.education.gov.au/child-care-subsidy-0](http://www.education.gov.au/child-care-subsidy-0)**