

Inclusion Support Program Eligibility Application	
Applicable To	Non-Profit Centre-Based Facilities and Home-Based Facilities
Effective Date	June 1, 2019

## Policy Statement

This policy outlines the eligibility criteria for the Inclusion Support Program (ISP) as it applies to children, families and facilities, as well as the related procedures.

Effective June 1, 2019, the Early Learning and Child Care (ELCC) Program is implementing the use of an *ISP Eligibility Application* form and assessment process. The purpose of the application is to ensure the child, facility and parents/guardians meet the pre-determined eligibility criteria as outlined below. This information will be used by the ELCC Program to determine eligibility for supports under the ISP.

## Background

The ISP assists eligible ELCC facilities to address barriers, allowing a child with additional support needs to effectively participate in programming and activities.

In order to be eligible for the ISP, a child must fall under one of the following two categories:

- 1) A child with a diagnosed life-long or permanent disability and/or is eligible for Children's DisABILITY Services.
- 2) A child, who exhibits behavioural or emotional difficulties characterized by, impaired adaptive functioning, which disrupts the child's ability to adequately participate in programming and activities and these behaviours continue over a period of time.

A child with additional support needs is a child who has been assessed by a qualified professional acceptable to the Provincial Director, has one or more physical, cognitive, behavioural or emotional disabilities and as a result of that disability needs a facility to provide additional accommodation or support for the child.

Adaptive functioning is how well a child handles common demands in life and how independent they are compared to others of a similar age and background or refers to behaviour that enables a child to effectively get along in their environment with the least amount of conflict with others.

In order to meet the licensing requirements, all ELCC facilities must have a written inclusion policy. Inclusive services focus on creating an environment of involvement, respect, connection and belonging. Inclusive ELCC services ensure that the design of the physical space, daily programming and activities are planned and carried out in a manner in which all children can learn and participate together.

Subsection 37(3) of the Child Care Regulations outline the requirements for Inclusion Support grants that may be paid to licensed facilities if a child with additional support needs has been deemed eligible and is enrolled at the facility. Facilities may be provided an *Inclusion Support Grant* in cases where the needs of the child and the capacity of the facility cannot meet the additional needs of the child to provide an equitable level of service.

Please note: The service provided under the Inclusion Support Program are subject to eligibility, assessed need and available program resources.

## Policy

- 1) Acceptance into the ISP is based on:
  - a) confirmed eligibility of a child;
  - b) confirmed eligibility of a licensed non-profit centre-based facility or home-based facility;

- c) parents/guardians need for child care; and
  - d) the information provided in the *ISP Eligibility Application* form.
- 2) To be eligible for the ISP, the ELCC facility must be:
- e) a licensed non-profit centre-based facility; or
  - f) a licensed home-based facility.
- 3) To be eligible for the ISP, a child must:
- a) be enrolled or targeted to be enrolled in a licensed non-profit centre-based facility or a licensed home-based facility;
  - b) be under age 12, or under age 13 with an approved age exemption and in Grade 6 or less;
  - c) be eligible for or in receipt of supports through Children's disAbility Services **or** present with one or more of the following conditions:
    - o an intellectual disability;
    - o a lifelong physical disability;
    - o lifelong, extreme, complex medical needs (URIS Group A);
    - o a demonstrated significant delay in cognitive, physical, social, emotional and language needs related to development;
    - o Autism Spectrum Disorder; or
    - o observable behavioural or emotional difficulties characterized by impaired adaptive functioning, which disrupts the child's ability to adequately participate in programming and activities and these behaviours continue over a period of time.
- 4) The following do not meet the eligibility criteria for ISP:
- a) a child functioning within the typical range for the process of cognitive, physical, social, emotional and language development;
  - b) a child with a condition or needs, which can be accommodated by adaptations to their environment;
  - c) temporary factors such as a physical injury or illness from which they will recover; or
  - d) cultural or economic factors.
- 5) In order for a child to be eligible for the ISP, parents/guardians must require child care for one of the following reasons:
- a) current employment;
  - b) enrollment in a job skills training program or at an educational institution;
  - c) seeking employment;
  - d) medical or special needs of the family (child or parent/guardian); or
  - e) to support a Child and Family Services (CFS) care plan.

## Procedures

1. To determine eligibility, facilities must submit a completed *ISP Eligibility Application* form to the ELCC Program, which includes:
  - a) confirmation of consent;\*

- b) the facility’s information;
- c) the child’s information;
- d) information about how the child meets the eligibility criteria; and
- e) identification of the family’s need for child care.

\* Confirmation that the facility has received written consent from the child’s parents or guardians to discuss and share personal information and personal health information with the Department of Families and other professionals for eligibility determination and service planning purposes. In the case of a child under the care of CFS, the consent form must be signed by the child’s Case Manager from the CFS agency.

- 2. All *ISP Eligibility Applications* are assessed by the ELCC Program.
- 3. The facility will receive a written response regarding ISP eligibility within 7 to 10 business days.
- 4. If the child, family and facility are eligible for the ISP, the response will include a request to submit a completed *ISP Service Planning Request for Child Care Facilities* form and supporting documentation.

Legislation	The Community Child Care Standards Act and Manitoba Regulation 62/86
Reference Forms	<i>Inclusion Support Program Eligibility Application</i> form
Approved Date	June 1, 2019
Review Date	June 1, 2020
Comments	