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|  | Flexible Support PackagesFact sheet for ECIS professionals |
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What are Early Childhood Intervention Services (ECIS) Flexible Support Packages (FSP)?

ECIS FSP provides short-term assistance to families who have a child with a disability or developmental delay and require support to meet the child’s current needs.

ECIS FSP aim to support families while they build capacity to provide for the ongoing learning, development and wellbeing of their child.

What type of supports can ECIS Flexible Support Packages fund?

There are three categories for funding under ECIS FSP.

These are:

* Category 1 – Safety risk: physical or psychological

This category provides supports to children who are at risk of harm to themselves or to others around them. Depending on the child’s needs, supports might include safety glass, home modifications or respite from a disability support service.

* Category 2 – Independence, mobility and functionality

This category supports children to participate in family and community life through aiding their independence and mobility. Some things that might be funded in this category include wheelchairs or communication equipment.

* Category 3 – Learning and development

This category supports children to participate in learning and development opportunities, which may include a contribution to fees to attend community based activity groups.

What is the role of an ECIS professional in the application process?

The allocated ECIS professional (or Intake Worker where a family is waiting to receive State funded ECIS) will be the key contact for the family throughout the application process.

They will work in collaboration with the family to:

* assist the family to understand FSP guidelines
* ensure that they understand how the information they provide in the application process will be used and stored
* facilitate the completion of the FSSP and then the FSP application
* assist them to provide any additional information required throughout the application and assessment process
* assist them to request a RAP decision appeal or file a complaint if necessary.

How much of a funding contribution can a family request?

All children and their families will have individual and different levels of need that will inform their funding requirements.

There is a funding limit of $5,500 per child per financial year. Any request beyond this amount must be approved through an exceptional circumstances application.

Exceptional circumstances may be considered where:

* a child has received the maximum funding limit for the financial year and is experiencing a newly identified need
* the amount being requested in the initial application is above the limit of $5,500 per financial year (for example, for highly specialised and individualised equipment).

How long will it take to find out if the application has been successful?

Regional Assessment Panels meet monthly to assess applications.

The allocated ECIS professional and the child’s family should expect to be notified of the outcome within a week of the panel meeting. They will receive a letter or email advising of the outcomes noting if it was successful, unsuccessful or if more information is required to assess the application.

What is the process for purchasing supports?

The FSP Coordinator is responsible for the administration of funds to purchase services and supports on behalf of children and their families. After the Regional Assessment Panel has approved the funding allocation, the FSP Coordinator will contact the nominated primary contact in the application form to negotiate the procurement and payment processes.

The FSP Coordinator may arrange:

* to make the purchase on behalf of the child’s family
* for the nominated primary contact to make the purchase following approval of the FSP application by the Regional Assessment Panel, and receive reimbursement.

ECIS professionals must ensure that families understand that to be eligible supports cannot be purchased prior to approval of the FSP.

Where can I get more information?

ECIS professionals should refer to *ECIS FSP: Guidelines for families and ECIS professionals* for more information. These guidelines include information on eligibility, categories for funding, application requirements, process timeframes and other services or programs that may be able to meet the family’s current needs.

The guidelines and application form are available at <http://www.education.vic.gov.au/childhood/parents/needs/pages/flexiblesupportpackages.aspx>.

ECIS Flexible Support Packages Service Providers

North Eastern Victoria

**Community Interlink**

121-135 Corio Street, Shepparton VIC 3632

(P.O. Box 1270, Shepparton VIC 3632)

**Phone:** 1800 222 582

**Website:** [www.gvhealth.org.au](http://www.gvhealth.org.au)

**Eastern Specialist Services, Scope**

7 Allen Street, Glen Waverley VIC 3150

(P.O. Box 23, Glen Waverley VIC 3150)

**Phone**: 9902 1041

**Website**: [www.scopevic.org.au](http://www.scopevic.org.au)

**Email**: [flexiblesupport@scopevic.org.au](mailto:flexiblesupport@scopevic.org.au)

North Western Victoria

**Noah’s Ark Inc.**

10 Merino Court, East Bendigo VIC 3550

**Phone**: 5434 4500

**Website**: [www.noahsarkinc.org.au](http://www.noahsarkinc.org.au)

**Email**: [FSP@noahsarkinc.org.au](mailto:FSP@noahsarkinc.org.au)

**Baptcare Family Services**

25 Norwood Crescent

Moonee Ponds VIC 3039  
**Phone:** 9373 3800

**Website**: [www.baptcare.org.au](http://www.baptcare.org.au)

South Eastern Victoria

**Gippsland Lakes Community Health**

281-283 Main Street, Bairnsdale VIC 3875

**Phone**: 5152 0052

**Website**: [www.glch.org.au](http://www.glch.org.au)

**Yooralla – ECIS FSP**

P.O. Box 223, Surrey Hills VIC 3127

**Phone**: 5990 9600

**Website**: [www.yooralla.com.au](http://www.yooralla.com.au)

**Email:** ecis.fsp@yooralla.com.au

South Western Victoria

**MPOWER**

71 Koroit Street, Warrnambool VIC 3280

**Phone**: 5561 8111

**Website**: [www.mpower.org.au](http://www.mpower.org.au)

**Pinarc Disability Support**

1828 Sturt Street, Alfredton VIC 3350

(PO Box 1841, Bakery Hill Business Centre VIC 3354)

**Phone**: 5329 1300 or 5329 1318

**Website**: [www.pinarc.org.au](http://www.pinarc.org.au)

**Email:** [ecisfsp@pinarc.org.au](mailto:ecisfsp@pinarc.org.au)

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25 Norwood Crescent

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