

## ADMINISTRATION - CHILD CARE SUBSIDY (CCS)

### POLICY

Child Care Subsidy (CCS) is a subsidy provided by the Commonwealth Government for approved child care services so that they can reduce fees paid by families for quality child care.

CCS is income and activity tested and available to families whether they work/study (up to 50 hours per week) or use care for respite purposes (up to 12 hours per week).

CCS funding is administered by the Commonwealth Department of Education, Skills and Employment (DESE) and the Family Assistance Office (FAO) assesses the eligibility of families for assistance, and payment is made through the CCSS (Child Care Subsidy System).

### PROCEDURE

1. It is the responsibility of each individual family to apply to be assessed for CCS.
2. Application forms are available from the FAO. Families must apply directly to FAO (Centrelink) for an assessment.
3. Families CCS will be paid directly to the service and deducted from their fortnightly account.
4. The parent who applies to Centrelink must give the service their own date of birth and Customer Reference Number (CRN) and their child's date of birth and CRN. These will be used by the service to submit attendance times so Centrelink can calculate subsidies.
5. If families are expecting to receive their subsidy, it is necessary for them to register for CCS, provide CRNs to the service and accept their enrolment with the Mt Alexander Family Day Care scheme via their MyGov account.
6. Late assessments for new families will be backdated up to four (4) weeks, will be processed and accounts adjusted accordingly for subsidies being paid to the service. Any eligible subsidies prior to this period should be paid direct to the family by Centrelink.
7. Centrelink, through CCSS, automatically calculates CCS, and informs the service of the deductible amount. Fortnightly invoices should be checked by the family to verify that the CCS entitlements are correct.
8. In most instances, absence fees attract CCS and this information must be entered when processing timesheets.
9. All CCS assessment information is strictly confidential.
10. Families are responsible for informing Centrelink of any changes in circumstances which could affect their assessment.
11. The Family Day Care Scheme will receive a fortnightly payment for CCS and an electronic payment advice from CCSS. CCSS will inform the service of any change or cancellation to CCS payments.
12. In some instances additional CCS is available for cases where a family experiences financial difficulty due to short-term exceptional circumstances.
13. When requested by DESE/Centrelink, records of child usage and billed amounts, as well as supporting evidence for claims for ACCS and records of 24 hour period usage must be provided.

Source: DEEWR CCMS Childcare Service Handbook

Reviewed February 2006, May 2008, August 2009, July 2012, July 2018