

FAMILIES - CHILD CARE SUBSIDY SYSTEM

POLICY

Mt Alexander Family Day Care scheme is an Approved Provider with the Child Care Subsidy System (CCSS) which is the interface for families and childcare services and designed to manage the payment and administration of the Child Care Subsidy (CCS) to families.

CCS is an income and activity-tested subsidy available to parents through the Department of Human Services. To be assessed for CCS, families will contact Centrelink/MyGov and provide details of income and activity, including work or student status.

To make CCS claims and view the status of their claims, families will contact Centrelink directly or through my.gov.au

Approved services submit attendance information through the CCSS on a weekly or fortnightly basis. CCS that individual families are eligible for during this care period is deducted from the family's fortnightly invoice with the CCS amount paid directly to the service.

PROCEDURE

1. It is the responsibility of each individual family to apply to be assessed for Child Care Subsidy and to follow up with Centrelink to ensure that the claim is successful or not.
2. CCS will be paid directly to the scheme and is deducted from the family invoices, leaving the gap fee to be paid by families to the scheme.
3. Applications to be assessed for CCS are made online or by direct application to Centrelink.
4. All information on the enrolment form is required for the data in our system to match with that held by Centrelink. CCS for eligible families can only be paid when data is successfully matched. Names, dates of birth and customer reference numbers for the child or children and for the person claiming the subsidy must be provided accurately to both Centrelink and on the enrolment.
5. CCS can be backdated up to 4 weeks, but it is important to apply as soon as you know that your child will be entering care and to follow up to ensure your claim is processed as soon as possible.
6. Immunisation and Residency Requirements – a child must be immunised according to the Standard Schedule, be on an eligible catch-up schedule or have an approved exemption from the immunisation requirements.
7. **Immunisation** - To be considered for the CCS, a child must also meet immunisation requirements and be immunised according to the standard schedule, be on an eligible catch-up schedule or have an approved exemption from the immunisation requirements. There is a short grace period which provides some flexibility.
8. **Residency** - You or your partner will need to meet residency requirements to be able to claim CCS.

Source: Australian Government Department of Education
Australian Government Department of Human Services

Reviewed September 2005, May 2008, January 2009, July 2009, July 2012, August 2019