



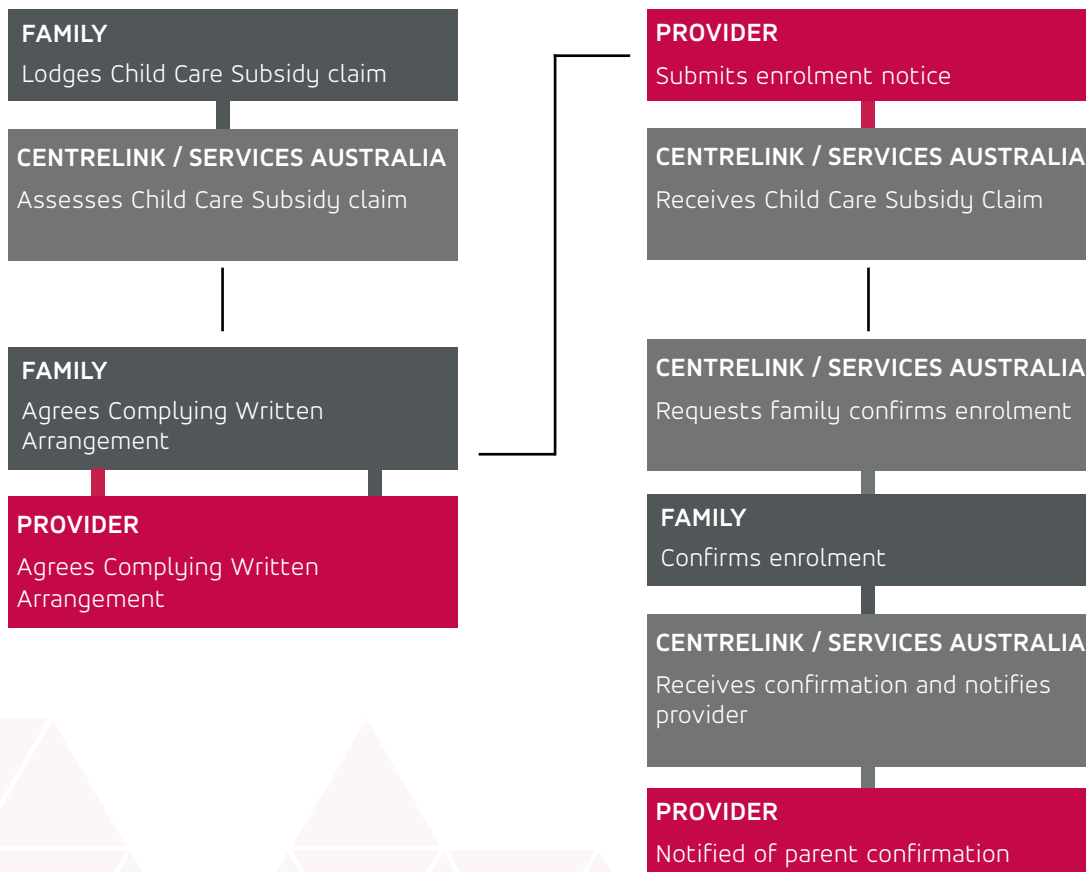
Child Care Subsidy System Information Sheet

There are **four steps to enrolling a child** at an early learning (childcare) service:

1. The individual makes a claim for Child Care Subsidy (CCS) with Centrelink.
2. The provider (early learning service) and individual agree an arrangement for care of a child in the form of a Complying Written Agreement (CWA).
3. The provider submits an enrolment notice via the government's software portal.
4. The individual confirms the enrolment via myGov (see separate information sheet on how to confirm your enrolment details).

The process is outlined in the diagram below, however no subsidy can be paid until all four steps have been completed. Once this enrolment process is successfully completed, entitlements can be calculated, and payments made.

Steps in the enrolment process



What are my **responsibilities** for receiving **Child Care Subsidy (CCS)**?

When receiving CCS you are responsible for keeping Services Australia/Centrelink up-to-date and notifying them when your circumstances change.

Families are responsible for updating Centrelink with any changes to their income, activity and other circumstances, which they can do through their Centrelink online account. Providers do not need to obtain, record or submit this information.

Complying Written Arrangement (CWA)

All families must agree to and sign a CWA with your provider prior to starting at the service and at any time in the future when your bookings change:

A **CWA** will set out the following:

- The names and contact details of the provider and the individual(s)
- The date that the arrangement starts
- The name and date of birth of the child (or children)
- If care will be provided on a routine basis, and if so:
 - Details about the days on which sessions of care will usually be provided and
 - The usual start and end times for these sessions of care

After the provider submits an enrolment notice for a child, the individual will be notified and asked to review and check the main enrolment notice details. This will occur through their Centrelink online account (or Express Plus mobile app), accessed via [myGov](https://www.my.gov.au) (www.my.gov.au).

Where an individual cannot access myGov they can confirm their enrolment over the phone with Centrelink, or by visiting a Centrelink office.

The individual must then do one of the following:

- Confirm the enrolment - if they agree that the details are correct, or
- Dispute details of the enrolment - if there are details they do not believe reflect the arrangement that they have agreed, or
- Reject the enrolment - if the child is not going to enrol at the service.



What **eligibility requirements** do I have to meet to get **Child Care Subsidy (CCS)**?

Activity test

- The hours of subsidised child care per fortnight that a family is entitled to is determined by an activity test.
- Depending on the combined hours of work, training, study, recognised voluntary work or other recognised activity undertaken, a family can receive up to 100 hours of subsidy per fortnight per child.
- Both the claimant, and their partner if they have one, must satisfy the activity test unless there is an exemption.
- For claimants who are partnered, the number of subsidised hours the family is entitled to will be based on the member of the couple with the lowest activity test result, even when an exemption applies.
- The family or individual will provide activity details directly to Centrelink. These details will be used, along with the information submitted by the provider in their session reports, and the family's income, to calculate the entitlements and payments for each child.
- A broad range of activities meet the activity test requirements, including paid work, being self employed, carrying out unpaid work in a family business, looking for work, and recognised volunteering or studying.
- There are exemptions to the activity test for parents who legitimately cannot meet the activity requirements.
- Families who do not meet the activity test, but have a preschool aged child attending preschool in a Centre Based Day Care service, will be exempt from the activity test and eligible for 36 hours of subsidised care per fortnight.
- Families who need more than 100 hours of subsidised care per fortnight can apply to Centrelink for additional hours.
- Remember when calculating your activity hours that you include your travel times and lunch breaks into your daily hours.

Important Notes to remember:

- Child care providers are not directly involved in the making of a claim for Child Care Subsidy by the individual or their partner. However, the individual or their partner must make a claim, and be determined to be eligible, in order for Child Care Subsidy entitlement to be determined.
- The child care service can provide families with an estimate of your amount based on information that you provide which will be your approved CCS % and hours approved by Centrelink.
- The child care software package communicates directly with Services Australia/Centrelink portal to relay information about your CCS eligibility and any changes that may occur in the future.
- Where possible, we encourage you to lodge your claim before enrolling your child/ren. A Child Care Subsidy claim can stay active for a year without any sessions of care being reported for the child. However, Child Care Subsidy claims can only be backdated to a maximum of 28 days before the claim was made. If a child is enrolled and starts attending care before a claim is made, and the claim is delayed, the individual will not be eligible for Child Care Subsidy for any sessions of care that occurred more than 28 days before.
- Centrelink will check and confirm the eligibility of the individual and child for Child Care Subsidy.

The family should create or access their Centrelink online account via [myGov](#) to lodge a Child Care Subsidy Claim for their child. Please refer to the information sheet “**Steps to claim Child Care Subsidy**” for further assistance.