



Time is running out - Take action now to support all families to receive Child Care Subsidy

There is now only 3 days to go, for those families who received CCB or CCR as a fee reduction before 2 July 2018 to complete their online Child Care Subsidy assessment. If they complete their assessment by the 23 September, their Child Care Subsidy entitlement can be back paid to 2 July 2018 subject to eligibility.

From 24 September 2018 these families will need to complete a full claim for Child Care Subsidy if they want to receive child care fee assistance for care provided from that date. For more information visit: education.gov.au/childcare.

If you have any families with a 'pending eligibility' status please contact them as soon as possible and encourage them to complete their Child Care Subsidy assessment to ensure they receive any back dated entitlement.

Amending session reports

Session reports must still be submitted within 14 days after the end of the week when care was provided – this has not changed under the new child care package.

If a provider realises a session report was incorrect, or changed since it was submitted, the provider must vary the session report up until **28 days after the start of the week to which the report relates**.

Alternately, if a session report should not have been submitted at all (for example, because no care was provided to a child in that week), the provider must **withdraw** the report. A withdrawn session report should not be resubmitted. If a report is still required but the original is not correct, the provider must **vary the report** up until **28 days after the start of the week to which the report relates**.

If a report is varied or withdrawn **after the 28 day limit**, it is **not** automatically processed and is held for manual checking by the department. In some cases, this may lead to delays to payments to the provider.

To avoid any payment delays, please ensure that any essential changes to session reports are lodged within the 28 day limit and only submit by exception after that timeframe.

Uploading documents when evidence is required

When submitting documents for evidence requirements, please ensure that they are uploaded at the service CRN level, not with the provider CRN. There have been instances where uploading documents to the provider level has caused an issue.

When submitting, please use accepted formats for the documents. When attaching evidence, ensure you clearly name the document and use PDF, PNG, TIFF, or JPG formats, see example below.

Evidence Required

Please attach any evidence you have to support your claim that [redacted] is or was at risk, or continues to be at risk of the following:

Current risk reasons	Past risk reasons
<ul style="list-style-type: none">Exposure to domestic or family violence	<ul style="list-style-type: none">Exposure to domestic or family violence

Any evidence that you provide should be no more than six (6) months old.

Where this case is known to Child Protection, you should attach the information that was supplied to you by the notifying body.

Select the evidence that you have to attach. If you have more than one document they will need to be attached individually.

Third party evidence

Statutory declaration

Select your document

Accepted formats: **PDF, PNG, TIFF, JPG.**

Total file size cannot exceed 10 Mb

Please ensure all pages are in a single file and review your document for clarity and correctness before submitting.

Status	Document name
✓	Determination.pdf

Preschool exemption

Families not receiving their entitlement under the preschool exemption? Centre Based Day Care services **must** indicate in session reports when a session of care for a child was, or included, an early educational program. The 'preschool indicator' in session reports is a 'Yes/No' field. A 'Yes' response will trigger the Child Care Subsidy System to determine whether the child is preschool-aged and calculate the parent's entitlement. For more information on this, please refer to the [preschool exemption](#) factsheet on the department's website.

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