



CCS eligibility and receiving Additional Child Care Subsidy (child wellbeing)

In order for someone to be eligible for Additional Child Care Subsidy (child wellbeing), they must first apply and be eligible for Child Care Subsidy (CCS).

Where possible, providers should encourage parents or carers to lodge their CCS claim before enrolling their child, or where this has not occurred, as soon as possible. This is because CCS claims can only be granted from the first Monday of a CCS fortnight that is not more than 28 days before the claim was made.

Please be aware, if a child is enrolled and starts attending care before the individual lodges a CCS application with the Department of Human Services, there may be sessions of care where CCS/ACCS is not payable.

For further information please see [Additional Child Care Subsidy \(child wellbeing\)](#).

When Child Care Subsidy cannot be claimed for Family Day Care

Family Day Care educators and their partners are not entitled to receive CCS for their own child's session of care if, on that same day, the educator or their partner provides care in an approved Family Day Care service, **unless specified circumstances apply**. This change came into effect in October 2015 with the intent to end 'child swapping'.

The specified circumstances are where:

- the child has been diagnosed as having a disability, or is undergoing continuous assessment of disability (via the Inclusion Support Programme)
- the child lives in a remote or very remote area within Australia
- the Family Day Care educator is required to work for at least two hours on the same day (other than for an approved Family Day Care service)
- the Family Day Care educator is required to attend particular education or training.

The specified circumstances do not apply unless documentary evidence has been provided to the Family Day Care service within the required timeframes. Providers must keep a copy of the evidence and record the information in the *register of specified circumstances* (see example [here](#)). This must be kept for a minimum period of seven years (starting at the end of the financial year in which the care, to which the information or event relates, was provided) and provided to the Department of Education and Training on request.

The register must be updated within 14 days after the end of each week in which care was provided. It must include the name of parent, name of educator, PRODA ID, child's name and CRN, enrolment ID for child, and service ID.

For further information please see [Information on Child Swapping](#).

Child Care Subsidy System maintenance 4 May

The Department of Human Services will be undertaking scheduled maintenance of their IT systems on 4 May. As a result, the Child Care Subsidy System will be unavailable from 10pm (AEST) Saturday, 4 May 2019 until 10am (AEST) Sunday, 5 May 2019.

For providers and services, this means no session reports will be processed during this period.

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