

CCS Enrolments

In CCS, there are only two Subsidy types:

Child Care Subsidy (CCS)

CCS replaces the existing 'CCB' and 'CCR' subsidy types.

Additional Child Care Subsidy (ACCS)

ACCS replaces the existing Grandparent CCB, JET, and Special CCB.

Please note, there are 2 types of Special CCB: 'Financial Hardship' and 'Child at Risk'.

In CCMS, services applied for both types of Special CCB. However, in CCS, the service applies for ACCS when a child is 'At Risk', but the parent must apply directly to CCS via their myGov login if they are in 'Financial Hardship'.

Enrolment Notice Types

In CCS, the 'Family Assistance Administration Act' requires the service and the individual/organisation to enter an arrangement for the child care for the child. Some details of the arrangement must be submitted to CCS in the form of an 'Enrolment Notice'.

There are two sections of the Act that define the rules for creating and updating an enrolment notice. These sections are:

200A - creating an enrolment notice.

200D - updating an existing enrolment notice.

The enrolment notice type (200A or 200D) must be submitted with the enrolment notice when the service submits a new enrolment notice (ie creates new enrolment) or updates an existing enrolment notice.

Creating and updating an enrolment notice in CCS is very similar to creating and updating an enrolment notice in CCMS.

The CCS **200D Update** replaces the CCMS **Formalise** and **Update** enrolment options and will most commonly be used to update CRNs and booking session details.

Enrolment Arrangements

There are 4 different CCS enrolment arrangements that can occur between a service and an individual or organisation.

Once an enrolment notice has been submitted to CCMS with an arrangement type, the arrangement type cannot be altered by an update.

Complying Written Arrangement (CWA)

- This enrolment arrangement is similar to the existing Formal/Informal CCMS enrolments.
- If the parent and child CRNs and DOBs are supplied, the child may receive CCS or ACCS.
- Parents must confirm the initial enrolment via their 'myGov' login.
- Services must submit the initial enrolment and update enrolment occurrences within a specified timeframe.

Relevant Arrangement (RA)

- There is no equivalent for this enrolment arrangement in CCMS.
- If this arrangement is made between the service and the parent, the arrangement does not have to meet the legal requirements of a CWA arrangement.
- CCS will never be paid on sessions of care submitted under this enrolment arrangement.
- This arrangement would normally be used for parents that do not intend to claim CCS.

Arrangement with Organisation (OA)

- This enrolment arrangement is similar to the existing AMEP/Other CCMS enrolments.
- This is an arrangement made between a service and an organisation who is liable to pay the child care fees under the enrolment.
- If this arrangement is made between the service and the parent, the arrangement does not have to meet the legal requirements of a CWA arrangement.
- This arrangement would most commonly be used where an organisation, such as an employer, is paying all of the child care fees.

Child Wellbeing Provider Eligible (ACCS)

- This enrolment arrangement is similar to the existing Service CCB CCMS enrolments.
- This arrangement is used where the service provides care to a child where no eligible individual (parent) can be identified.
- Typically, this arrangement is used when a child is at risk.
- ACCS child wellbeing may be paid for sessions of care for this enrolment.

Enrolment Confirmation

Initial (200A) CWA and ACCS enrolments that contain both Dates of Birth and both CRNs must be confirmed by the parent/guardian using myGov, but updates (200D) do not need to be confirmed by the parent unless there is a dispute or for a service compliance issue.

Enrolment Ending Notifications

When an Enrolment is 4 weeks from ending based on the Arrangement, end date notifications are sent to the parent/guardian and Provider.

The parent/guardian must confirm the initial (200A) enrolment notice as a precondition of determining their entitlement. The parent can confirm, reject, or dispute an enrolment.

CCS will end an enrolment when the arrangement ends (enrolment notice stop date is supplied and passed), the child has not attended any session of care for 8 weeks or child wellbeing certificate/determination is no longer in place (where child started to be enrolled in this circumstance.)

Creating an Enrolment Notice

Like CCMS enrolments, you can only create a CCS enrolment notice from a tab in the child details page.

Also like CCMS, you can view and update Enrolment Notices using the 'CCS Enrolments' option in the 'Child Care' menu.

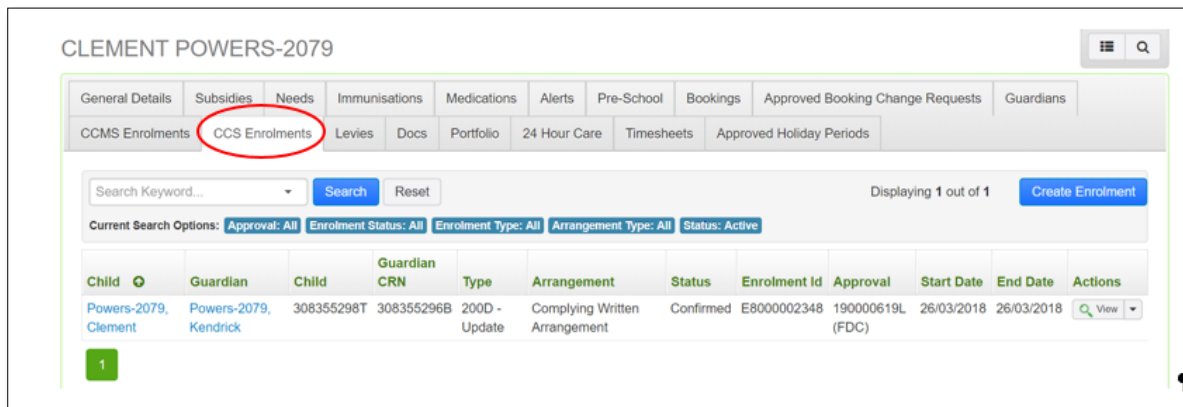
To create a CCS enrolment notice:

Select the 'Child Care' menu

Select 'Children'

Select the  'Edit' button for the required child

Select the 'CCS Enrolments tab'




CLEMENT POWERS-2079

General Details Subsidies Needs Immunisations Medications Alerts Pre-School Bookings Approved Booking Change Requests Guardians

CCMS Enrolments **CCS Enrolments** Levies Docs Portfolio 24 Hour Care Timesheets Approved Holiday Periods

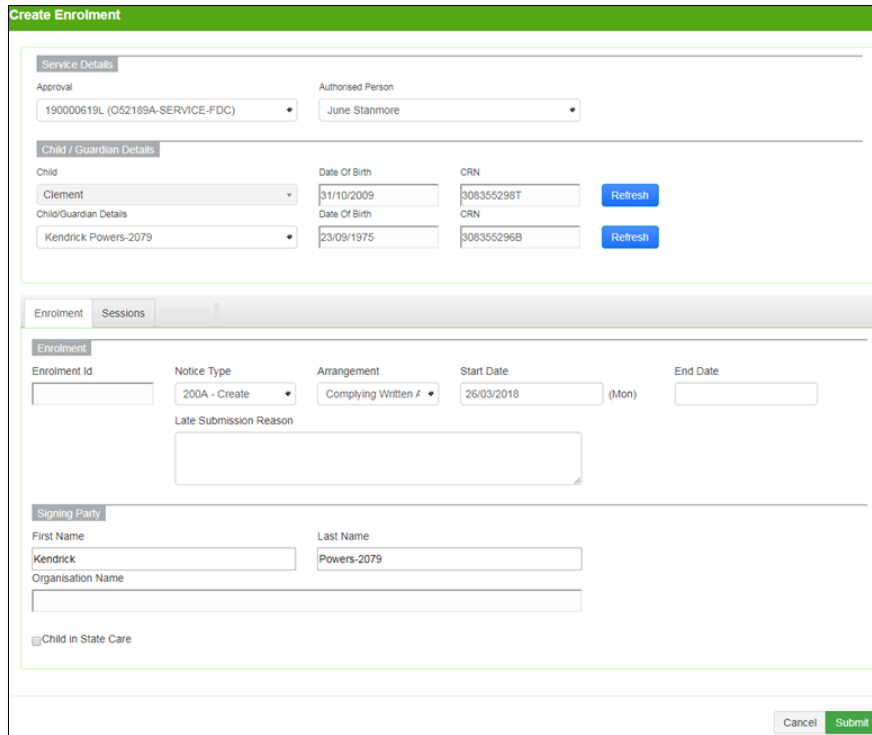
Search Keyword... Search Reset Displaying 1 out of 1 Create Enrolment

Current Search Options: Approval: All Enrolment Status: All Enrolment Type: All Arrangement Type: All Status: Active

| Child | Guardian | Child | Guardian CRN | Type | Arrangement | Status | Enrolment Id | Approval | Start Date | End Date | Actions |
|----------------------|-----------------------|------------|--------------|---------------|-------------------------------|-----------|--------------|------------------|------------|------------|--|
| Powers-2079, Clement | Powers-2079, Kendrick | 308355298T | 308355296B | 200D - Update | Complying Written Arrangement | Confirmed | E8000002348 | 190000619L (FDC) | 26/03/2018 | 26/03/2018 |  View |

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Select  'Create Enrolments' button



Most of the details should self populate above the tab, unless there are multiple options. For example: multiple approvals, multiple Authorised persons, multiple guardians etc.

Enrolment tab

The **Notice Type** will automatically be set to '200A – Create'.

The user must select the **Arrangement**: CWA, RA, OA, or ACCS.

Depending on the Arrangement, the Signing Party details should be defaulted.

The **Start Date** is the **Arrangement** start date, however, for "ACCS" Arrangement Types this is the Start Date of the Certificate.

NOTE: Unlike CCMS, once an enrolment notice has been submitted, the arrangement **Start Date** cannot be changed.

If the user needs to change the start date of an existing enrolment notice, the user will need to submit a new enrolment notice with the appropriate **Start Date** and with the **End Date** prior to the **Start Date** of the existing enrolment.

If the **Start Date** is greater than 7 days prior to today's date, the user must specify a **Late Submission Reason**.

Sessions tab

| Enrolment | | Sessions | | | | | | | | |
|--|---------|----------|---------|---------|--------|---------|--------------------|--------------|------------------------|---------------------------------------|
| Load Booking Clear Booking | | | | | | | | | | |
| Week | Type | Day | Start | Stop | Amount | Unit | Casual Description | Casual Hours | Actions | Create Casual Session |
| 1 | Routine | Mon | 8:00 AM | 6:00 PM | 85 | Session | | 0 | Delete | |
| 1 | Routine | Tue | 8:00 AM | 6:00 PM | 85 | Session | | 0 | Delete | |

When the tab is displayed, it should automatically load the 'Regular' sessions from the bookings based on the specified arrangement **Start Date**. However, the user can select the 'Load Bookings' button and load the sessions from the bookings that are current at a different specified date.

The user can create/edit/delete 'Casual' sessions

At least one session must be submitted with the enrolment notice.

Enrolment Id

Once an initial enrolment has been submitted, CCS will return an 'Enrolment ID' (similar to the CCMS enrolment IDs).

Enrolment Confirmation

For CWS enrolments that contain both CRNs and DOBs, the parent/guardian must confirm the enrolment notice via myGov before CCS will pay any subsidy for attendances submitted with that enrolment notice ID.

The parent/guardian has the option of either Confirming, Disputing, or Rejecting an enrolment notice.

If an enrolment notice is 'Rejected', the enrolment notice cannot be updated and a new enrolment notice must be created.

Updating an Enrolment Notice

Once an enrolment notice has been created for a child, the enrolment notice can be updated.

The main reasons for updating an existing enrolment notice include:

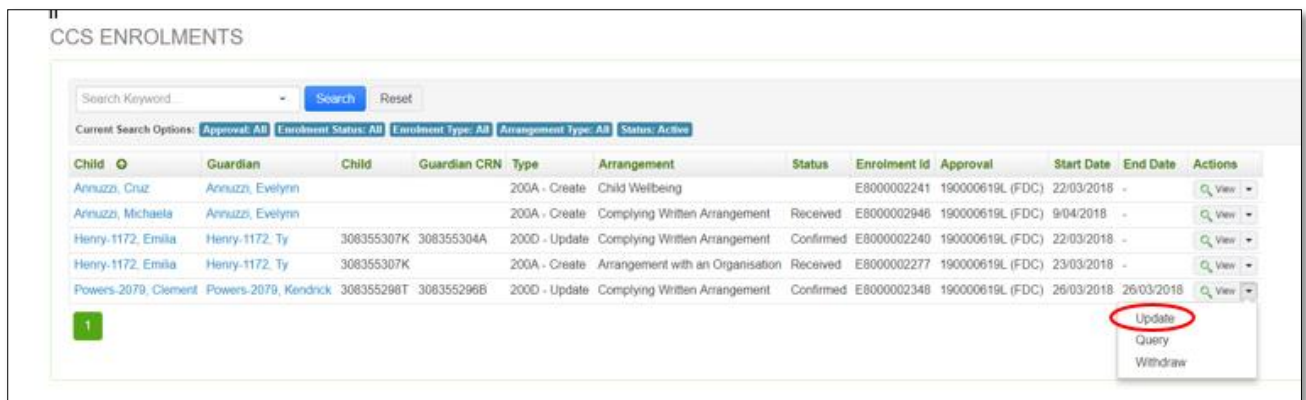
- The parent/guardian has supplied the appropriate CRNs and the original enrolment notice was submitted without CRNs. (Similar to 'Formalise' in CCMS.)
- The child has changed their booking (including sessions of care).
- The service has increased their fee schedule rates and there is a major difference in the cost of sessions that were previously submitted.

An existing enrolment notice can be updated from two locations:

Select the 'Child Care' menu.

Select 'CCS Enrolments'.

Select the 'Update' button for the required enrolment notice.



CCS ENROLMENTS

Search Keyword: [] Search Reset

Current Search Options: Approval: All Enrolment Status: All Enrolment Type: All Arrangement Type: All Status: Active

| Child | Guardian | Child | Guardian CRN | Type | Arrangement | Status | Enrolment Id | Approval | Start Date | End Date | Actions |
|----------------------|-----------------------|------------|--------------|---------------|----------------------------------|-----------|--------------|------------------|------------|------------|-------------------------------------|
| Annuzzi, Cruz | Annuzzi, Evelyn | | | 200A - Create | Child Wellbeing | | E8000002241 | 190000619L (FDC) | 22/03/2018 | - | View |
| Annuzzi, Michaela | Annuzzi, Evelyn | | | 200A - Create | Complying Written Arrangement | Received | E8000002946 | 190000619L (FDC) | 9/04/2018 | - | View |
| Henry-1172, Emilia | Henry-1172, Ty | 308355307K | 308355304A | 200D - Update | Complying Written Arrangement | Confirmed | E8000002240 | 190000619L (FDC) | 22/03/2018 | - | View |
| Henry-1172, Emilia | Henry-1172, Ty | 308355307K | | 200A - Create | Arrangement with an Organisation | Received | E8000002277 | 190000619L (FDC) | 23/03/2018 | - | View |
| Powers-2079, Clement | Powers-2079, Kendrick | 308355298T | 308355296B | 200D - Update | Complying Written Arrangement | Confirmed | E8000002348 | 190000619L (FDC) | 26/03/2018 | 26/03/2018 | View Update Query Withdraw |

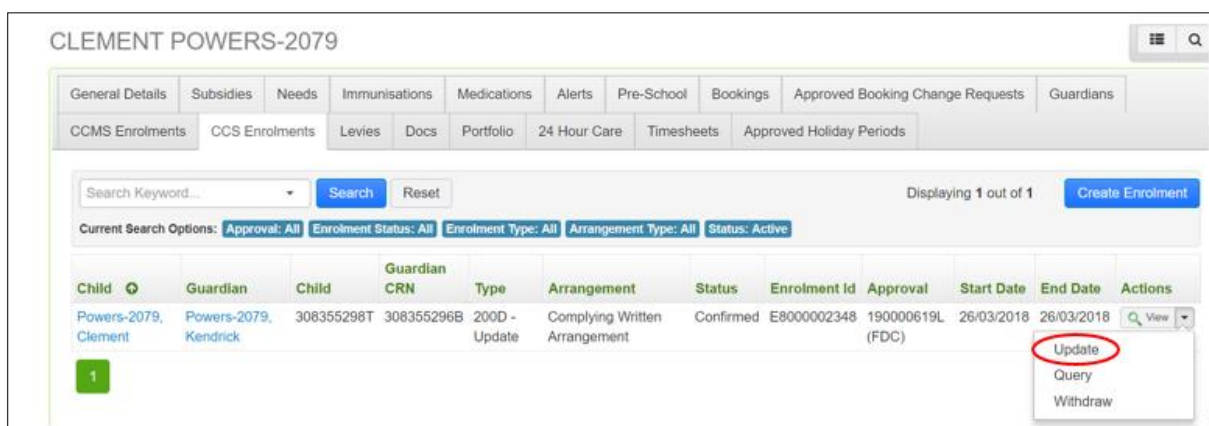
OR

Select 'Children'.

Select the  'Edit' button for the required child.

Select the 'CCS Enrolments tab'.

Select the 'Update' button for the required enrolment notice.



CLEMENT POWERS-2079

General Details Subsidies Needs Immunisations Medications Alerts Pre-School Bookings Approved Booking Change Requests Guardians

CCMS Enrolments **CCS Enrolments** Levies Docs Portfolio 24 Hour Care Timesheets Approved Holiday Periods

Search Keyword: [] Search Reset Displaying 1 out of 1 Create Enrolment

Current Search Options: Approval: All Enrolment Status: All Enrolment Type: All Arrangement Type: All Status: Active

| Child | Guardian | Child | Guardian CRN | Type | Arrangement | Status | Enrolment Id | Approval | Start Date | End Date | Actions |
|----------------------|-----------------------|------------|--------------|---------------|-------------------------------|-----------|--------------|------------------|------------|------------|-------------------------------------|
| Powers-2079, Clement | Powers-2079, Kendrick | 308355298T | 308355296B | 200D - Update | Complying Written Arrangement | Confirmed | E8000002348 | 190000619L (FDC) | 26/03/2018 | 26/03/2018 | View Update Query Withdraw |

Regardless of the option used to access the enrolment notice, the following details will be displayed:

Edit Enrolment

Service Details

Approval: 19000619L (O52189A-SERVICE-FDC) | Authorised Person: June Stanmore

Child / Guardian Details

| Child | Date Of Birth | CRN | Refresh |
|----------------------|---------------|------------|---------|
| Clement Powers-2079 | 31/10/2009 | 308355298T | Refresh |
| Kendrick Powers-2079 | 23/09/1975 | 308355296B | Refresh |

Enrolment

Enrolment Id: E8000002348 | Notice Type: 200D - Update | Arrangement: Complying Written # | Start Date: 26/03/2018 | End Date: (Mon)

Date Of Event: | Late Submission Reason:

Signing Party

First Name: Kendrick | Last Name: Powers
Organisation Name:

Child in State Care

Cancel Submit

These details cannot be changed.

NOTE: The details of the most recent enrolment notice will be loaded into the window to allow the user to change the values as needed.

The following details cannot be changed on the enrolment notice:

- Approval
- Child Name and Date of Birth
- Child CRN if it was previously submitted
- Guardian Name and Date of Birth
- Guardian CRN if it was previously submitted
- Enrolment ID
- Notice Type - always set to '200D – Update' if an enrolment notice is updated.
- Arrangement Type: CWS, RA, OA, or ACCS.
- Start Date

The user must specify a **Date of Event**, which must be greater than or equal to the **Start Date**.

If the **Date of Event** is greater than 7 days prior to today's date, the user must specify a **Late Submission Reason**.

Viewing an Enrolment Notice


When an enrolment notice is created or updated, CCS return more information than is actually submitted.

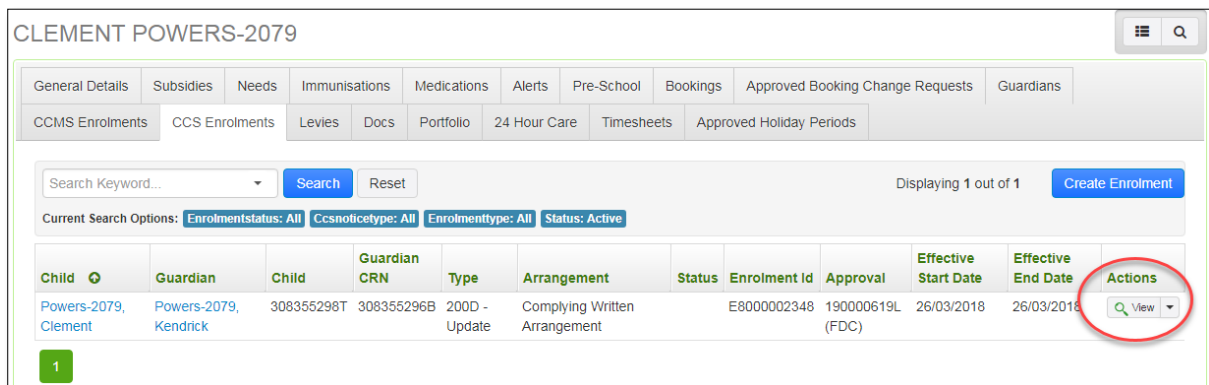
Apart from creating and updating an enrolment notice, the user can view the enrolment details which were last submitted along with the other details that are returned (such as the enrolment notice status and any CCS Enrolment Advances that were carried over from associated CCMS Approvals).

An existing enrolment notice can be viewed from two locations:

Select the 'Child Care' menu.

Select 'CCS Enrolments'.

Select the  'View' button for the required enrolment notice.




CLEMENT POWERS-2079

General Details Subsidies Needs Immunisations Medications Alerts Pre-School Bookings Approved Booking Change Requests Guardians

CCMS Enrolments CCS Enrolments Levies Docs Portfolio 24 Hour Care Timesheets Approved Holiday Periods

Search Keyword... Search Reset Displaying 1 out of 1 Create Enrolment

Current Search Options: Enrolmentstatus: All Ccsnoticetype: All Enrolmenttype: All Status: Active

| Child | Guardian | Child | Guardian CRN | Type | Arrangement | Status | Enrolment Id | Approval | Effective Start Date | Effective End Date | Actions |
|----------------------|-----------------------|------------|--------------|---------------|-------------------------------|--------|--------------|------------------|----------------------|--------------------|---|
| Powers-2079, Clement | Powers-2079, Kendrick | 308355298T | 308355296B | 200D - Update | Complying Written Arrangement | | E8000002348 | 190000619L (FDC) | 26/03/2018 | 26/03/2018 |  |

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OR

Select 'Children'.

Select the  'Edit' button for the required child.

Select the 'CCS Enrolments' tab

Select the  'View' button for the required enrolment notice.

ENROLMENTS CCS Query Enrolments

Search Keyword... Displaying 4 out of 4

Current Search Options: **Enrolmentstatus: All** **CcsnoticeType: All** **Enrolmenttype: All** **Status: Active**

| Child | Guardian | Child | Guardian CRN | Type | Arrangement | Status | Enrolment Id | Approval | Effective Start Date | Effective End Date | Actions |
|----------------------|-----------------------|------------|--------------|---------------|----------------------------------|--------|--------------|------------------|----------------------|--------------------|----------------------|
| Annuzzi, Cruz | Annuzzi, Evelyn | | | 200A - Create | Child Wellbeing | | E8000002241 | 190000619L (FDC) | 22/03/2018 | 31/12/9999 | View |
| Henry-1172, Emilia | Henry-1172, Ty | 308355307K | | 200A - Create | Arrangement with an Organisation | | E8000002277 | 190000619L (FDC) | 23/03/2018 | 31/12/9999 | View |
| Henry-1172, Emilia | Henry-1172, Ty | 308355307K | 308355304A | 200D - Update | Complying Written Arrangement | | E8000002240 | 190000619L (FDC) | 27/03/2018 | 31/12/9999 | View |
| Powers-2079, Clement | Powers-2079, Kendrick | 308355298T | 308355296B | 200D - Update | Complying Written Arrangement | | E8000002348 | 190000619L (FDC) | 26/03/2018 | 26/03/2018 | View |

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Regardless of the option used to access the enrolment notice, the following details will be displayed:

View Enrolments

Service Details

Approval: 190000619L (O52189A-SERVICE-FDC) Authorised Person:

Child / Guardian Details

Child: Clement Powers-2079 Date Of Birth: 31/10/2009 CRN: 308355298T

Child/Guardian Details: Kendrick Powers-2079 Date Of Birth: 23/09/1975 CRN: 308355296B

Enrolment | Status | CCMS Advances | Sessions | Messages

Enrolment

Enrolment Id: E8000002348 Notice Type: 200D - Update Arrangement: Complying Written Start Date: 26/03/2018 (Mon) End Date: 26/03/2018 (Mon)

Effective Start Date: 26/03/2018 Effective End Date: 26/03/2018 Created: 26/03/2018 09:13:47 Updated: 26/03/2018 09:13:47

Late Submission Reason: Record Overwritten

Signing Party

First Name: Kendrick Last Name: Powers

Child in State Care

The 'Enrolment' and 'Sessions' tabs are the same as the tabs when you create or update an enrolment. Please refer to the above sections for details.

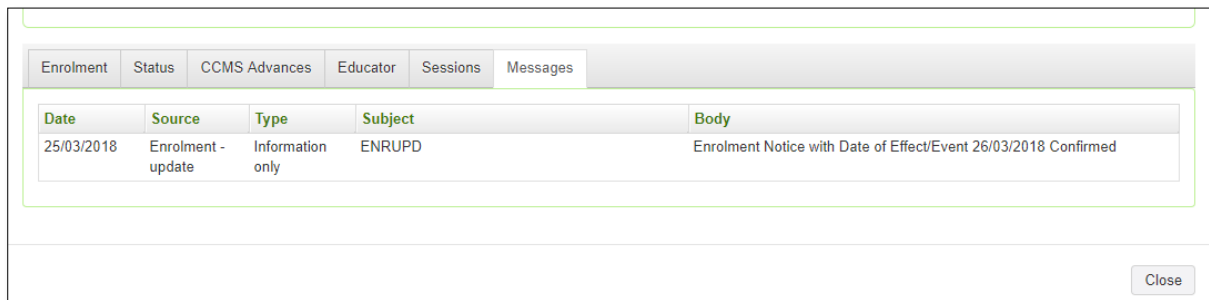
CCMS Advance tab

This tab displays any CCMS enrolment advances that were transferred for the CCMS Enrolments for the corresponding CCMS Approvals.

NOTE: Normally there will be no or only 1 CCMS enrolment advance; however, for CCS 'OSHC' services there may be up to 3 CCMS enrolment advances. One for each of the associated 'ASC', 'BSC', and 'VAC' CCMS Approvals.

Messages tab

This tab displays any messages returned from CCS regarding the Enrolment ID.



| Date | Source | Type | Subject | Body |
|------------|--------------------|------------------|---------|---|
| 25/03/2018 | Enrolment - update | Information only | ENRUPD | Enrolment Notice with Date of Effect/Event 26/03/2018 Confirmed |

When a parent/guardian confirms an enrolment, the actual message would be:

'Enrolment Notice with Date of Effect/Event 22/03/2018 Confirmed'.