



## Helping families understand what they can include when counting hours of activity for the Child Care Subsidy

Do your families know everything they can include when counting their hours of activity per fortnight? For example:

- paid work includes
  - being self-employed or
  - paid or unpaid leave (including paid or unpaid parental leave)
- participating in an approved course of education or study includes
  - contact hours and self-directed hours of study and
  - term/semester breaks (once the course begins until the course is completed)
- travel time from the child care service to your place of activity and back to the child care service can be included (but not between home and the child care service).

Hours spent engaging in different recognised activities can be combined together to determine their entitlement of subsidised hours.

To read the fact sheet and find out more, [click here](#).

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## Formalising informal enrolments

As you would be aware, services can no longer access the Child Care Management System (CCMS) to cancel or submit sessions of care. However, there are some limited functions which you are able to perform up until **31 March 2019**.

One of these functions is the ability to formalise an enrolment. If you have submitted sessions of care for a child under an informal enrolment and you now have the correct CRNs for a child and their parent/guardian, you should formalise the enrolment to allow these sessions to correctly process in the CCMS. Any enrolment that has not been formalised by **31 March 2019** will need to be managed between the family and Centrelink.

If you have any questions about how to formalise an enrolment in the CCMS please contact the CCS Helpdesk on **1300 667 276**.

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## CCS Helpdesk closed on Monday 11 March 2019 – ACT public holiday

The CCS Helpdesk will close from 9.00 am (AEDT) on Monday 11 March 2019 and will reopen at 9.00 am (AEDT) on Tuesday 12 March 2019.

Should you require assistance during this period, please refer to the [new Child Care Package for providers](#).

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