



Dear Service Director

On 23 September 2018 the extra time provided for two important transition steps will end. These are:

1. Families to complete their Child Care Subsidy assessment, and
2. Providers to ensure complying written arrangements are in place for transitioned enrolments.

Please read the information below carefully and take necessary action to ensure your families do not miss out on entitlement and you continue to meet legislative requirements.

1. Families needing to complete their Child Care Subsidy assessment

Families who were receiving Child Care Benefit or Child Care Rebate by fee reduction can still be back paid Child Care Subsidy for care provided from 2 July 2018, if they complete their online assessment by 23 September 2018. They can complete this by using their Centrelink online account through [myGov](#).

Some of these families are using care but have not yet completed their online assessment. If these families do not complete this step by 23 September, they will not be eligible for Child Care Subsidy for care provided back to 2 July. They will also need to lodge a full claim to receive Child Care Subsidy in future.

We are seeking your assistance to urge any of your families who may be in this situation to complete their online assessment before 23 September 2018. We have prepared some text below that you can send to these families.

Please note:

- *Enrolment status for families who have not completed their assessment will usually be 'pending eligibility'.*
- *Enrolments may also be 'pending eligibility' when the family needs to lodge a **new claim** because they have not previously received child care fee assistance, or they were receiving CCB/CCR as a lump sum. These families should claim as soon as possible as new [Child Care Subsidy claims](#) can only be backdated for up to 28 days.*

2. Complying written arrangements for transitioning enrolments

A transition rule allowed some arrangements made between parents and providers before 2 July 2018 to be taken to be complying written arrangements (CWAs) until 23 September 2018.

By 23 September 2018, providers must ensure that for all 'complying written arrangement' type enrolments:

- the arrangement with the parent meets all requirements for a CWA (see section 9 of the [Child Care Subsidy Secretary's Rules 2017](#), and
- the enrolment notice contains all required details (e.g. routine sessions of care, usual fees).

Please see the fact sheet ['Complying written arrangements – transitioning enrolments'](#) for full details.

Thank you, in advance, for your assistance.

Dear Parents/Carers

Action required: Complete your Child Care Subsidy assessment now

Our records show that you may not have completed your online Child Care Subsidy assessment. Complete your assessment now by signing into your [Centrelink online account](#) through [myGov](#).

If you complete the assessment by 23 September 2018 your Child Care Subsidy entitlement can be back paid to 2 July 2018, subject to eligibility.

After 23 September 2018 you will have to submit a **new claim** for Child Care Subsidy with Centrelink. New claims can only be backdated for a maximum of 28 days.

The assessment is quick and easy to do with most information already populated by Centrelink. Follow these simple steps:

- Sign into your [Centrelink online account](#) through [myGov](#)
- Select the **Complete your Child Care Subsidy assessment** task
- Work through the steps to give new information and confirm your current details.

You must complete all steps in the online form, including confirming your enrolment for each of your children attending our centre. The Department of Human Services has provided [this guide](#) to help families complete the Child Care Subsidy assessment.

If you have disputed an enrolment previously, you need to go online and confirm the updated enrolment details.

The assessment will only appear if you received a payment for approved care before 2 July. If you can't see the assessment you'll need to submit a new claim for Child Care Subsidy.

If you've already completed your assessment or a new claim, make sure you've confirmed your child's enrolment details with us. Child Care Subsidy can't be paid until you do this.

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