Introduction

CCS calculate the fee reduction (CCS/ACCS) on each individual session of care in a weekly session report and not on the total hours for the week like CCMS.

The fee reduction is calculated starting with the first session for the week and on each subsequent session until the child's eligible hours are exhausted for the CCS Fortnight. The fee reduction is actually calculated to 4 decimal places for each session, but rounded to 2 decimal places when the total is calculated for the week.

The actual fee reduction paid to the service for a session report can be located in the Processing, CCS Payments menu option.

The fee reduction that was calculated for each session of care can be viewed using the CCS Session Subsidies option for a specific session report.

IMPORTANT: **If the child is entitled to CCS, 5% of the calculated entitlement for the week is withheld by Centrelink to assist with end of year reconciliation. This amount is not returned in the session subsidy query that shows the fee reduction per session.**

If the child is entitled to ACCS, no portion of the entitlement is withheld.

Apart from the 5% CCS withheld, it is important to realise that the fee reduction paid to the service may not match the fee reduction the child is entitled to because:

- The parent may have debts or adjustments and Centrelink may withhold all or a portion of the fee reduction for a session report to recover these debts or adjustments.
- All or part of the fee reduction may be paid to the Guardian instead of the Service.

Tip **In the early days of CCS, it was not uncommon for CCS to pay the fee reduction to the Guardian, but then recover the fee reduction from the Service, even though the fee reduction was never paid to the Service in the first place.**

This situation was very confusing for services because there was no way for a service to identify if CCS was paid to a Guardian for a session report.

The CCS Sessions Subsidies query includes payments both to the Service, as well as, the Guardian.

To view the session subsidy details for a session report

Click ***Processing*** (From the Main Menu).

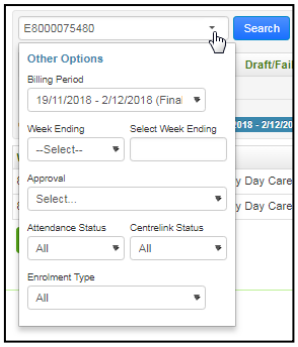
Click ***CCS Session Reports***

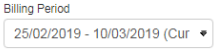
Enter the child's Enrolment Id or First Name or Surname in the

Search Keyword control

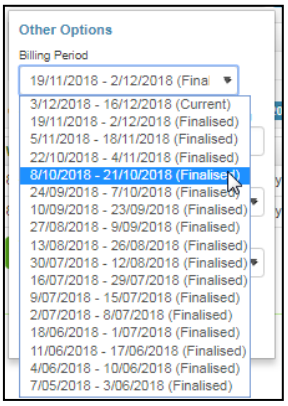
Click the ***Down Arrow*** in the

Search Keyword to display the dropdown menu



Click the ▼ ***Down Arrow*** in the 

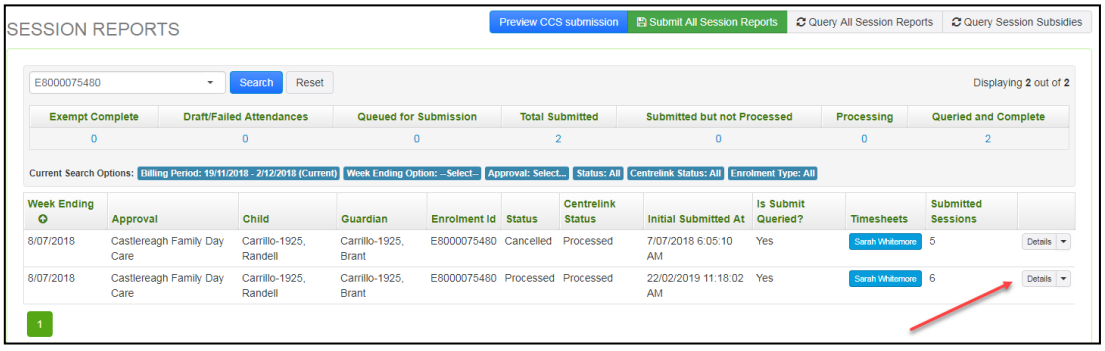
Billing Period dropdown list to display a list of billing periods



Click the required billing period

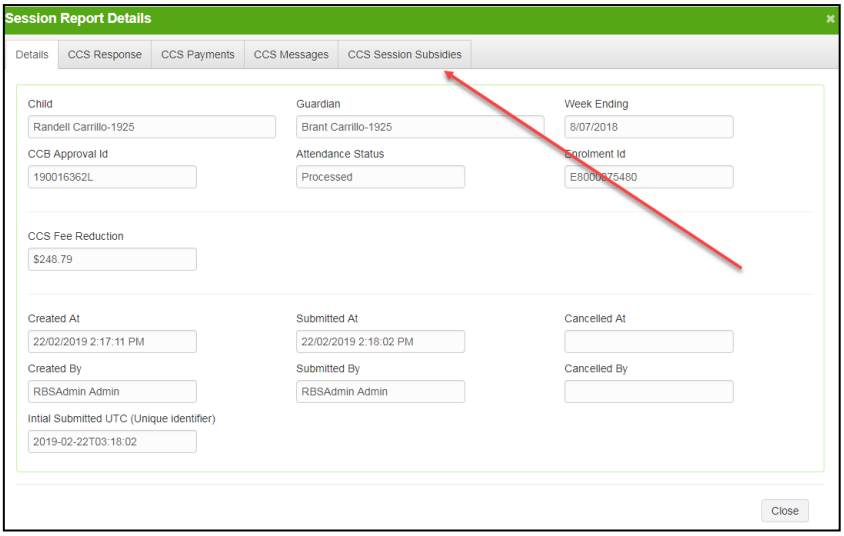
Click the Search ***Search*** *button* to display the session reports for the selected Billing Period and Child.

A page similar to the following will be displayed:



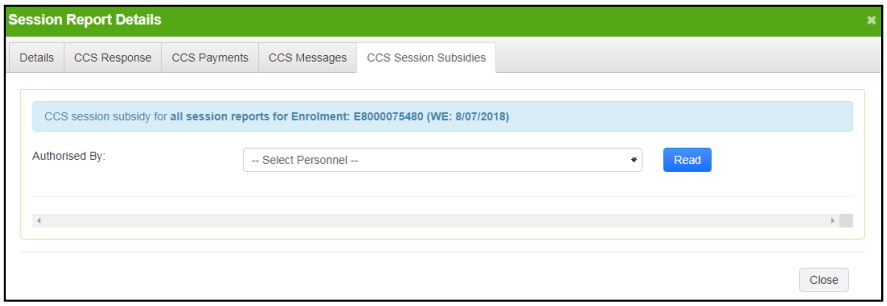
Click the Details ***Details*** *button* for the required session report

A page similar to the following will be displayed:



Click CCS Session Subsidies ***CCS Session Subsidies*** *tab*

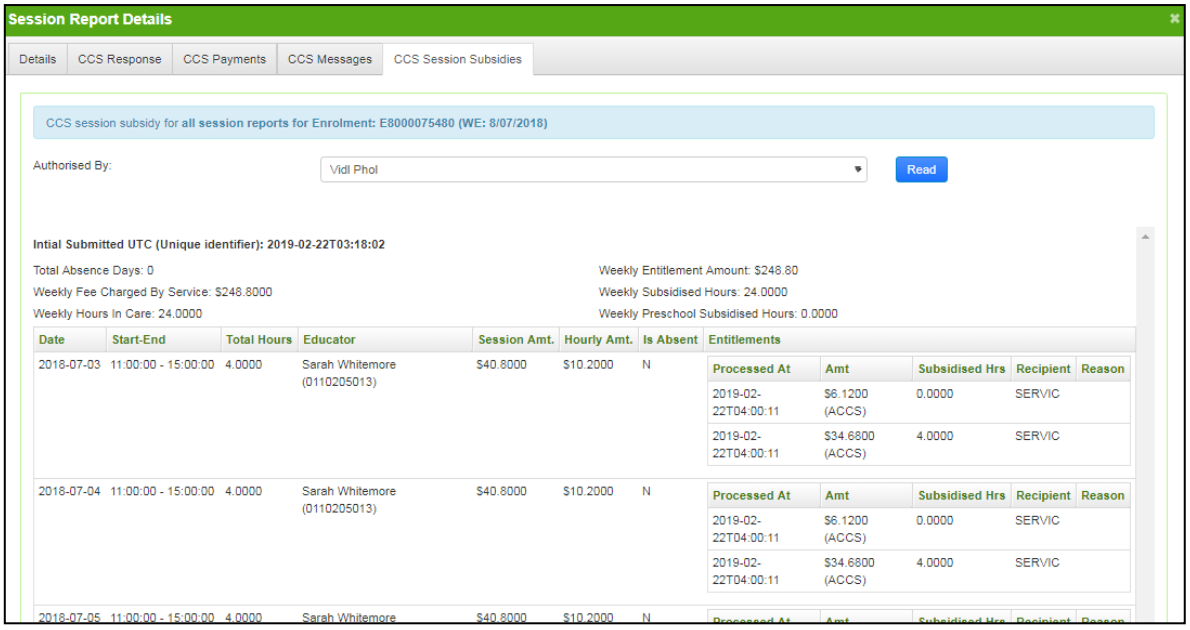
A page similar to the following will be displayed:



Click the ▼ ***Down Arrow*** in the Authorised By dropdown list and select an authorised person for the query

Click Read ***Read*** *button* to perform the query

A page similar to the following will be displayed:



Tip **If the session report has been revised or withdrawn, the session subsidy details for each instance of the session report will be displayed, with the most recent instance displayed at the top of the window.**

Each instance begins with "Intial Submitted UTC". For example,

The following explains each of the fields in the session report header:

Intial Submitted UTC (Unique identifier):

- The day/time is displayed in the format: "YYYY-MM-DDTHH:MM:SS".
- Each instance of a session report is uniquely identified by a UTC (Coordinated Universal Time) indicating when the instance of the session report was received by CCS.
- To convert to local time,
  - For Brisance, you need to add 10 hours to obtain the Brisbane local day/time.
  - For Sydney, you need to add 10 hours or (11 hours in Daylight Saving Time) to obtain the Sydney local day/time.

Total Absence Days:

- Displays the total number of absence days for the current financial year as of today.

Weekly Fee Charged By Service:

- The total fee charged by the service for the session report.

Weekly Hours In Care:

- The total number of hours submitted in the session report.

Weekly Entitlement Amount:

- The total fee reduction calculated for the session report.
- This value includes the fee reduction paid to the service, as well as, the Guardian.

Tip: In the example above, the fee reduction matches the total fee because the child is on ACCS and there is no 5% withholding and the hourly rate charged for each session is below the maximum allowed for ACCS.

Weekly Subsidised Hours:

- Total number of hours used to calculate the CCS entitlement for the session report, excluding preschool hours.

Weekly Preschool Subsidised Hours:

- Total number of "**preschool**" hours used to calculate the CCS entitlement for the session report.

The following explains each of the columns for each session:

Date:

- The date of the session of care in the format "YYYY-MM-DD".

Start-End:

- The charged start and end time for the session.

Total Hours:

- The total charged hours for the session.
- This value is a decimal value and displayed to 4 decimal places.

Educator:

- The Name and DHS Person Id of the educator who provided the care for the session.

Session Amt:

- The amount charged for this session of care.

Hourly Amt:

- CCS calculate the hourly rate for the session of care by dividing the **Session Amt** by the **Total Hours** in the session and rounding the result to 4 decimal places.
- This value is used in the fee reduction calculation for the session.

Is Absent:

- Is either "Y" or "N" to indicate if the child was absent for the session.

Entitlements

- A child's entitlement for a session of care may be calculated one time:

Processed At	Amt	Subsidised Hrs	Recipient	Reason
2019-03-10T14:18:56	$57.7980 (CCS)	9.0000	SERVIC	

Or multiple times:

Processed At	Amt	Subsidised Hrs	Recipient	Reason
2018-07-07T16:00:14	$82.3650 (ACCS)	10.0000	SERVIC	
2018-07-08T23:02:57	$15.3000 (ACCS)	0.0000	SERVIC	
2018-07-08T23:02:57	$4.3350 (ACCS)	0.0000	SERVIC	
2019-02-22T04:00:11	$-15.3000 (ACCS)	0.0000	SERVIC	REPLAC
2019-02-22T04:00:11	$-86.7000 (ACCS)	-10.0000	SERVIC	REPLAC

The following explains each of the columns for the session entitlement:

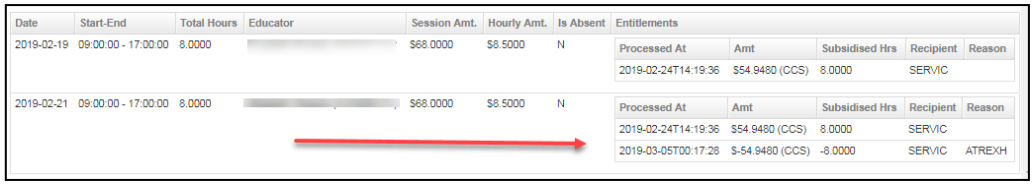
Entitlements - Processed At:

- Indicates the day/time the entitlement was calculated or recalculated for the session.
- The day/time is displayed in the format: "YYYY-MM-DDTHH:MM:SS".
- Each processed time is identified by a UTC (Coordinated Universal Time), which needs to be converted to local time if required.
- To convert to local time,
    - For Brisance, you need to add 10 hours to obtain the Brisbane local day/time.
    - For Sydney, you need to add 10 hours or (11 hours in Daylight Saving Time) to obtain the Sydney local day/time.

Entitlements - Amt:

- Contains the amount of fee reduction (less the 5% withholding) for the session.
- The fee reduction is calculated to 4 decimal places by CCS.
- The fee reduction type: "CCS" or "ACCS" is displayed within parenthesis after the amount. For example, $57.7980 (CCS) or $57.7980 (ACCS).
- Positive amounts indicate the fee reduction will be paid to the Service or the Guardian.
- Negative amounts indicate the fee reduction will be recovered from the Service or the Guardian.
- You need to total all the values to determine the total fee reduction for the session of care.
- The following example shows the fee reduction for the 2nd session was calculated on 24/02/2019 and paid to the service, but 9 days later recalculated and recovered back from the Service.

  The reason for the recovery: "ATREXH" is "Activity Test Results Exhausted".



Date	Start-End	Total Hours	Educator	Session Amt.	Hourly Amt.	Is Absent	Entitlements
2019-02-19	09:00:00 - 17:00:00	8.0000	[redacted]	$68.0000	$8.5000	N	

Processed At	Amt	Subsidised Hrs	Recipient	Reason
2019-02-24T14:19:36	$54.9480 (CCS)	8.0000	SERVIC	

Date	Start-End	Total Hours	Educator	Session Amt.	Hourly Amt.	Is Absent	Entitlements
2019-02-21	09:00:00 - 17:00:00	8.0000	[redacted]	$68.0000	$8.5000	N	

Processed At	Amt	Subsidised Hrs	Recipient	Reason
2019-02-24T14:19:36	$54.9480 (CCS)	8.0000	SERVIC	
2019-03-05T00:17:26	$-54.9480 (CCS)	-8.0000	SERVIC	ATREXH

Entitlements - Subsidised Hrs:

- The number of hours that fee reduction was paid for the session of care, displayed to 4 decimal places.
- This value will be less than the **Total Hours** if the child has used their total eligible hours for the CCS Fortnight in a previous session.

Entitlements - Recipient:

- Indicates the recipient of the fee reduction. Either:
  "SERVIC" - Service
  "INDIVI" - Individual - Guardian or Parent
- The following example shows the fee reduction initially paid to the Guardian, but later recovered from the Service:

Processed At	Amt	Subsidised Hrs	Recipient	Reason
2018-07-16T10:47:26	$0.0000 (CCS)	0.0000	SERVIC	DISENR
2018-07-23T01:38:34	$3.5007 (CCS)	0.5000	INDIVI	
2019-02-19T03:23:47	$-3.5007 (CCS)	-0.5000	SERVIC	PENENR

Entitlements - Reason:

- A code that indicates the reason for calculating a nil or partial entitlement.
- For example, in the above image:
  "DISENR" - Disputed Enrolment
  "PENENR" - Enrolment Pending Confirmation
- The following contains a list of the codes and associated reason as at 12/03/2019:

Code	Description
ABREAS	Absence Reason
ABSENC	Absence Over 42 Days
ABSEND	Absence Prior To Enrolment Cease Date
ABSFIR	Absence Prior To 1st Physical Attendance
ACEXHT	Annual Cap Exhausted
APTEXH	Apportioned Hours Exhausted
ATREXH	Activity Test Results Exhausted
CESENR	Enrolment Ceased
DISENR	Disputed Enrolment
FDCCHS	FDC Child Swapping
INVSER	Service Is Invalid
INVWWC	Invalid WWC card
LCLEMR	Local Emergency
MANENR	Manual Enrolment

NOATR	No Activity Test Result
NOCARE	No Care Indicator in Session Report
NOCWB	No CWB Certificate or Application
NOENR	No Active Enrolment
NOENT	No Entitlement Exists
PELENR	Enrolment Pending Eligibility (Claim)
PENENR	Enrolment Pending Confirmation
PRELIG	Provider Not Eligible
PROSUS	Provider Suspended
RECENR	Enrolment Received (CRN Pending)
SERCAN	Service Is Cancelled
SERSUS	Service Suspended
SESS0$	Session Of Care Amt is $0
SVELIG	Service Not Eligible
TRANSP	Transport only checked in Session Of care
WTHAPP	Withholding Applied
WITHDR	Session Report Withdrawn
REPLAC	Session Report Replaced