



CCMS is closing down, applications to amend data in CCMS must be received by the Department by 28 February 2019

The Child Care Management System (CCMS) is closing and you need to submit requests to amend any data by **28 February 2019**.

Put in your request to amend CCMS data now

Providers should contact the CCS Helpdesk as soon as possible and no later than **28 February 2019** on 1300 667 276 or ccshelpdesk@education.gov.au to discuss any changes you need to make to your CCMS data for previous financial years. This will ensure that all your information is up to date before CCMS closes on 30 June 2019.

Under Family Assistance Law, records must be kept for 36 months from the end of the calendar year in which the care or event took place. This means you will need to store your historical CCMS data to ensure you are meeting your legal obligations. You may wish to discuss your options regarding data storage with your software provider and/or look into other ways to store your CCMS data.

What you need to do

To ensure you are compliant under the Family Assistance Law:

- apply for any changes to your data in CCMS by contacting the CCS Helpdesk as soon as possible but no later than **28 February 2019**, and
- organise for your historical CCMS data to be stored and backed up by **30 June 2019**.

Dates to note

- **28 February 2019** – cut off for requesting changes to CCMS data
- **1 April 2019** – 30 June 2019 – read only access to CCMS data
- **30 June 2019** – historical CCMS data is stored and backed up
- **1 July 2019** – CCMS is closed.

Please note that the Inclusion Support Programme will continue to be administered through CCMS.

If you have any questions about the closing down of CCMS, please contact the CCS Helpdesk on 1300 667 276 or ccshelpdesk@education.gov.au.

ACCS (child wellbeing) assists children at risk

ACCS (child wellbeing) provides a higher rate of assistance than the Child Care Subsidy to ensure the cost of child care is not a barrier to supporting children 'at risk'.

A provider is generally able to give a certificate for up to six weeks if they consider a child is 'at risk'. If the provider thinks the child will continue to be at risk for longer than six weeks, they may make an application for a determination to the Department of Human Services.

The determination could be rejected

The Department of Human Services (DHS) may reject an application for determination if the evidence does not meet the evidence requirements as set out in the [Guide to ACCS \(child wellbeing\)](#). We recommend that all services become familiar with the evidence requirements within the guide to ensure that determination applications are lodged with adequate supporting documents.

Some common reasons applications are rejected include:

- an application does not meet the **minimum** amount of evidence required for DHS to determine whether a child remains at risk, and/or
- the evidence supplied is older than the maximum **6 month age** of evidence requirement.

More information on this can be found on the department's [FAQs page](#).

Link to emergencies and natural disasters fact sheet

A reminder for all early learning and child care services, there is assistance available to families and providers in various types of potential emergencies and natural disasters, like bushfires or floods. A fact sheet is available [here](#).

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