

OPTIONAL FEE WAIVER

You can apply a fee relief for your families in Harmony through a couple of different processes.

Option 1: Waiving the gap fee for the whole week of care.

Option 2: Waiving a portion of the gap fee for specific days only.

This tipsheet will walk you through both processes:

- Waiving the gap fee for the whole week of care
 - On the booking
 - Per timesheet
- Waiving a portion of the gap fee for specific days only

Summary

Waving session for the whole week

- on the booking

1. Once you've created a new booking click on the down arrow
2. Select Other settings and apply the following
 - a. Type: Waiver
 - b. Calculation type: Subsidy Rate %
 - c. Value: 100

- on the timesheet

1. Once you've saved the timesheet, click on settings
2. Select Other settings
3. Click on the AMEP/Other Subsidies tab and apply the following
 - a. Type: Waiver
 - b. Calculation type: Subsidy Rate %
 - c. Value: 100

Summary cont.

Waving a portion of the gap fee for specific days only

1. Submit the timesheet
2. Once processed, use the statement of entitlement to get the gap fee figure for the sessions you want to override
3. Revise the timesheet
4. On the draft timesheet click on settings button
5. Select Other settings
6. Click on the AMEP/Other Subsidies tab and apply the following
 - a. Type: Waiver
 - b. Calculation type: Subsidy Rate %
 - c. Value: 100

OPTIONAL FEE WAIVER

Detailed

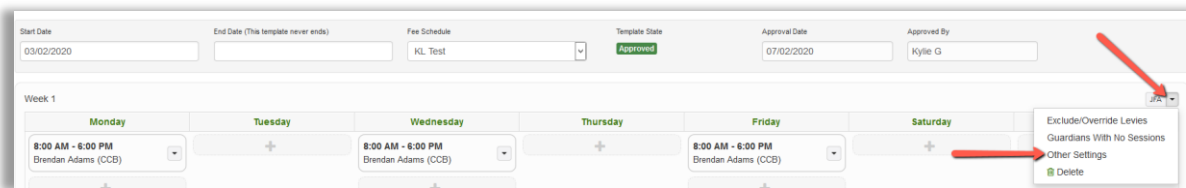
Waiving all sessions of care for the week

Your service can apply the fee waiver to either the bookings or per timesheet.

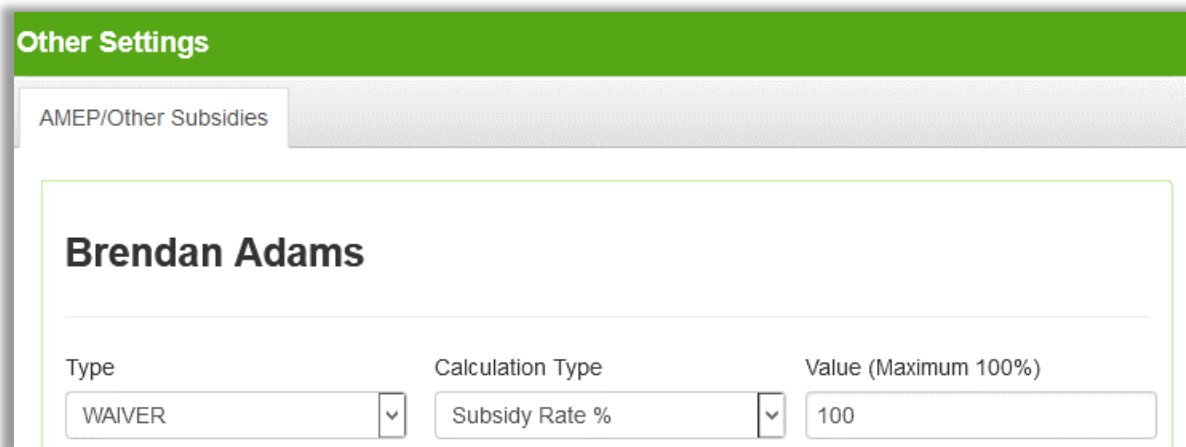
On the booking

NOTE: If you are changing this on your bookings it's recommended that you end date the current booking and then create a new booking with the waiver applied.

Once you've created a new booking click on the drop down arrow and select Other Settings:



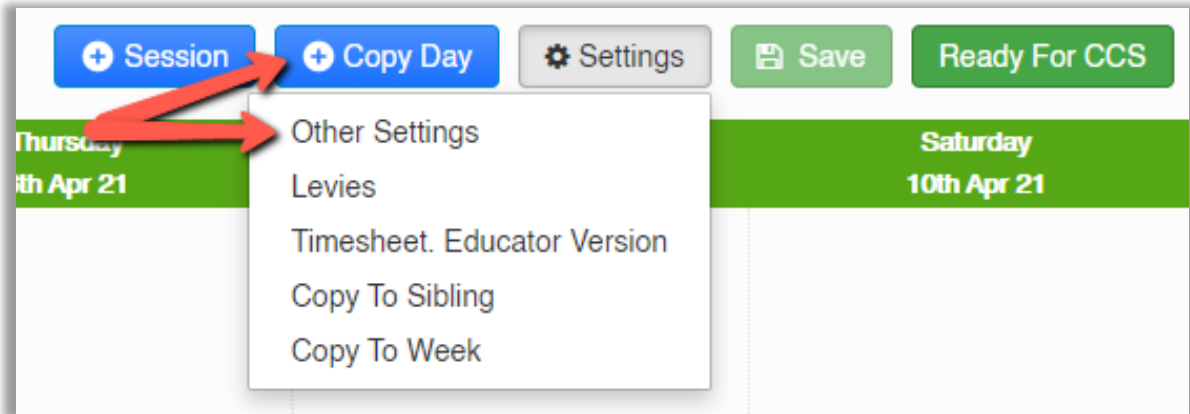
Then apply the following changes:



Detailed cont.

Per Timesheet:

While in the timesheet, click on the Settings button and select Other Settings:



Navigate to the AMEP/Other Subsidies tab and apply the following changes:

A screenshot of the 'Other Settings' form. The form has a green header with the text 'Other Settings'. Below the header, there are four tabs: 'General', 'AMEP/Other Subsidies', 'Care Location', and 'Misc'. The 'AMEP/Other Subsidies' tab is selected. The form contains three input fields: 'Type' with a dropdown menu showing 'WAIVER', 'Calculation Type' with a dropdown menu showing 'Subsidy Rate %', and 'Value (Maximum 100%)' with a text input field containing '100'. Below these fields, there is a blue box with a 'NOTE:' section. The note reads: 'This override allows you to specify the Other Subsidy calculation for the timesheet. If you select the Rate % calculation method the rate applies to the amount remaining after CCB has been deducted.' At the bottom right of the form, there are two buttons: a grey 'Close' button and a green 'Save' button.

This waiver will apply to the gap fee only and will display this on the payment advise and other reports.

NOTE: If your educators are online this will apply to their invoices AFTER the timesheet is submitted and processed.


Detailed cont.

Option 2: Waiving individual session of care

If you are only individual sessions, you will first need to work out the amount you are waiving.

You can work this out by

1. Submitting the session report.
2. Once the session report is processed use the statement of entitlement to get the gap fee figure for the session you want to override. E.g If I want to override Saturday 7th July the statement below shows me the gap fee is \$64.72.

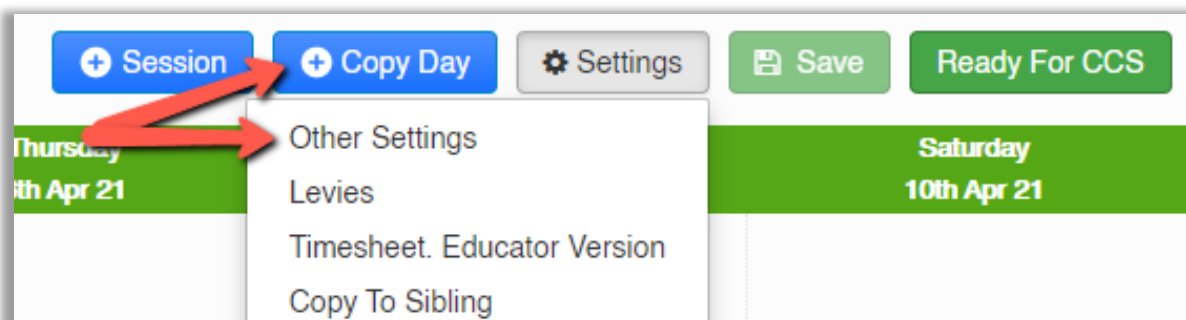
| Family Day Care 16 Lakeview Drive Chernside QLD 4032 | |  | | Provider Id: 190014172L Name: CCS Phase 2 Registration ABN: 63348671239 Date of Issue: 15/08/2019 | | | | | | | | | | | |
|---|---------|---|------------|--|----------------------|---------------------|------------|-----------|--------------------------|------------|---------------------------|----------|----------------|-------------|------------|
| Statement of Entitlement Statement Period: 02/07/2018 to 08/07/2018 (1 weeks) | | | | | | | | | | | | | | | |
| Galvan-8403, Cyrus 33 Lake Street Chernside QLD 4032 | | Galvan-8403, Phillip Enrolment ID: E8000075477 | | Service Type: Family Day Care Service ID: 190016362L YTD Absences: 0 Absences for Period: 0 | | | | | | | | | | | |
| Date | Session | | Attendance | | Fee before Discounts | Total Fee (for CCS) | Hourly Fee | CCS Hours | Fee Reduction to Service | | Fee Reduction to Guardian | | Parent Payment | Educator Id | |
| | Start | End | Hours | Sign In | | | | | Sign Out | Hours | CCS | ACCS | | | CCS |
| Week 2/07/2018 to 8/07/2018 (CCS Week 1) | | | | | | | | | | | | | | | |
| Fri 6/07/2018 | 14:00 | 18:00 | 4.00 | 14:03:00 | 18:00:00 | 3.95 | \$40.80 | \$40.80 | 10.2000 | 4.0000 | 32.9460 | | | 7.8540 | 0110205052 |
| Fri 6/07/2018 | 18:00 | 21:30 | 3.60 | 18:00:00 | 21:40:00 | 3.67 | \$43.70 | \$43.70 | 13.2000 | 3.6000 | 39.8327 | | | 11.8733 | 0110205052 |
| Sat 7/07/2018 | 08:00 | 20:00 | 12.00 | 08:05:00 | 20:03:00 | 11.97 | \$170.40 | \$170.40 | 14.2000 | 12.0000 | 105.6780 | | | 64.7220 | 0110205052 |
| Sun 8/07/2018 | 13:00 | 23:00 | 10.00 | 12:55:00 | 23:02:00 | 10.12 | \$152.00 | \$152.00 | 15.2000 | 10.0000 | 68.0650 | | | 68.0650 | 0110205052 |
| Total: | | | 29.50 | | | 29.71 | \$405.90 | \$405.90 | 29.5000 | \$257.5117 | \$0.0000 | \$0.0000 | \$0.0000 | \$148.3883 | |
| Child Total: | | | 29.50 | | | 29.71 | \$405.90 | \$405.90 | 29.5000 | \$257.5117 | \$0.0000 | \$0.0000 | \$0.0000 | \$148.3883 | |

** Session Educators: 0110205052 Linda Williams
NOTE: The data displayed in the "Fee Reduction to Service" and "Fee Reduction to Guardian" columns is entitlement data and not necessarily the amount that was actually paid to the service/guardian because the actual payment may have been reduced by Centrelink adjustments or debts.

3. You then need to revise the timesheet and apply the waiver.

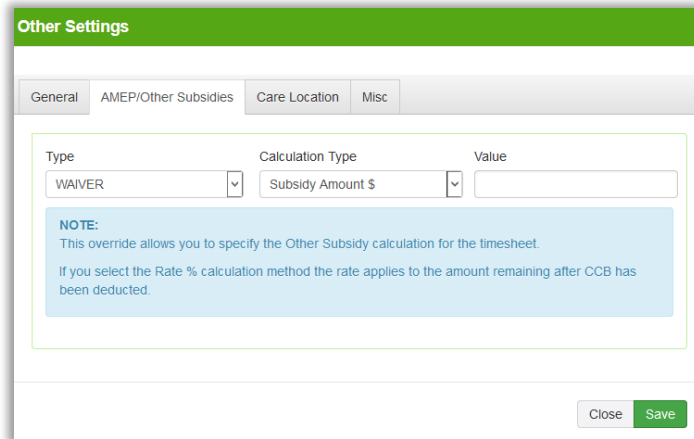
Please see the tip sheet called ['Revising a CCS Session Report'](#) for instructions on how to revise.

While in the timesheet, click on the Settings button and select Other Settings:



Detailed cont.

Navigate to the AMEP/Other Subsidies tab and apply the following changes:



Other Settings

General AMEP/Other Subsidies Care Location Misc

Type Calculation Type Value

WAIVER Subsidy Amount \$

NOTE:
This override allows you to specify the Other Subsidy calculation for the timesheet.
If you select the Rate % calculation method the rate applies to the amount remaining after CCB has been deducted.

Close Save

In the value is where you are entering the gap fee amount then click save.

NOTE: As the total fee and sessions aren't changing you will also need to enter in something in the 'fee description' so that CCS doesn't reject the timesheet. Please refer to the tip sheet called '[Errors on Failed Session reports](#)' under the heading 'Contents must differ/vary' (page 6) for further instructions.