



## Child Care Subsidy Balancing - Resources to share with families

From 29 July 2019, the Department of Human Services (DHS) will start balancing each family's Child Care Subsidy (CCS) entitlements for the 2018-19 financial year. All families who received CCS during that year will go through this process.

For some families, this may be the first time they will be part of the balancing process.

To help families understand the balancing process, the Department of Education and DHS have developed the resources listed in the table below. Providers and services are encouraged to share these with families attending their service.

While these resources are there to help families, providers and services are not expected to answer questions families have about balancing their payments. Families who need more information to understand the balancing process can be directed to the DHS [website](#).

### Resources for you to share with your families:

- [Information Sheet](#) – you can distribute this information sheet to families who attend your service.
- [Self-print poster \(Balancing CCS\)](#) – you can display this poster at your service.
- [Self-print poster \(Family Update\)](#) – you can display this poster at your service.
- [Infographic \(the balancing journey\)](#) – you can share this image with families who attend your service.
- [Video \(Balancing CCS\)](#) – you can share this video with families who attend your service.

These resources can also be found on the Department of Education [Child Care Subsidy Balancing webpage](#).

## Criminal record check clarification: all educators and staff must have this check and the service needs evidence of this

Providers are required to determine that educators and their staff are a 'fit and proper person' to administer eligible CCS services.

One important part of the 'fit and proper person' assessment is that the provider must ensure that an educator or staff member provides a Nationally Coordinated Criminal History Check\* (NCCHC) when a new staff member or educator commences with the early learning and child care service.

The pre-employment NCCHC must be no more than six months old at the time a new educator or staff member commences employment with the provider.

A NCCHC is made through the police service in the state or territory where the new staff member or educator lives.

New NCCHC are not required every six months, they are only required for educators and staff commencing with a provider.

\*State and Territory police forces have their own jurisdictional terminology for the NCCHC. Jurisdictions may refer to the NCCHC as a police check, criminal history check, criminal records check or national police certificate.

[Click here to subscribe to emails from the Australian Government Department of Education.](#)

[Click here to forward this email to a friend.](#)

