



Australian Government  
Department of Education and Training

### Formalising CCMS enrolments (pre 2 July 2018)

Services are required to formalise CCMS enrolments when CRNs are provided. This must be done within seven days of CRNs being provided.

#### *What do I need to do?*

If a service creates an Informal enrolment for a family, the service is required to formalise the enrolment when provided with CRNs.

If a family with an Informal enrolment lodges a lump sum claim, they should provide their CRNs to your service to allow you to formalise their enrolment. This will enable the service to send the relevant Attendance Record Reports through CCMS for calculation of Child Care Benefit and/or Child Care Rebate entitlements.

If you are unsure on how to do this, you may need to refer to your CCMS software provider for technical advice.

#### *Things to be aware of:*

Services are not required to resubmit attendance data – only to formalise the enrolment. Once the enrolment is formalised, all attendance data previously submitted will automatically flow through to Centrelink.

If the family **have not** completed the end of year reconciliation process (i.e. lodged their tax return) these attendances may generate a fee reduction payment to your service if the family was already eligible for Child Care Benefit and/or Child Care Rebate before they provided their CRNs. In such cases, services must ensure the family receives the correct amount of fee reductions as advised by the Department of Education and Training.

If the family **have** completed the end of year reconciliation process (i.e. lodged their tax return), any credits and debts will be managed between the Department of Human Services and the family. If any additional Child Care Benefit and/or Child Care Rebate is owed, it will be credited to the family – not to your service. A message will be returned on the Attendance Record Report to alert you that CCB will be adjusted with the family.

### Closure of the CCMS from 30 September 2018

Cancellation of attendance records in previous financial years can cause a range of issues for both child care providers and individuals, including incurring debts. From July 2017, to ensure that only genuine amendments were made to the Child Care Management System, providers were prevented from submitting and cancelling attendance records relating to previous financial years.

This restriction remains in effect under the new arrangements, however in recognition of the transition to the Child Care Subsidy System, providers will be able to make amendments to session reports from last financial year until **30 September 2018**. After this date, providers will need to apply to the department to make changes, with approval only given in exceptional circumstances.

Please be aware that the department takes the integrity of child care fee assistance seriously and will be closely monitoring all cancellations and resubmissions to ensure these are compliant with the Family Assistance Law. Providers should familiarise themselves with the circumstances in which resubmissions are permissible (further information to assist with this process will be sent). The department has strengthened regulatory powers to safeguard the integrity of child care fee assistance, and will take action against non-compliance when necessary.

After **30 September 2018**, the department will not accept claims that a provider did not know or understand their obligations or responsibilities.

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