



Enrolling children and Child Care Subsidy claims

Thank you to all those who tuned in for last week's Additional Child Care Subsidy (ACCS) Webcast, we received a large number of questions which we will be addressing in upcoming emails and by updating the [FAQs](#) on our website.

To be eligible and entitled to Child Care Subsidy (CCS) families must lodge a claim through Centrelink. Where families enrol a child with your service prior to claiming CCS, you should encourage them to promptly lodge a claim for CCS, and if relevant for ACCS, as they will be required to pay full fees until the claim has been processed and finalised. Please note that in order to be eligible for any ACCS payment, families must meet the eligibility requirements for CCS.

Some CCS and ACCS claims require additional documents to be provided by families. Where possible, you should also encourage families to provide any documentation or extra information required for their claim to Centrelink as promptly as possible. This will ensure that the finalisation of their claim is not delayed.

Where possible, you should encourage parents to lodge their claim **before** they enrol their child in child care.

CCS, and where relevant ACCS, will be paid for sessions of care you provide only once a family's CCS claim has been finalised and eligibility and entitlement is established (and the parent has confirmed the enrolment).

The Department of Education and Training recommends you do **not** estimate fee reduction amounts in advance, including where families are waiting on the finalisation of their claim. This is because it is possible the actual amount of subsidy paid (if any) could vary from your estimate, for reasons you may not be aware of and are therefore not able to account for in your estimate. If a family's subsidy amount is lower than your estimate, it is your responsibility as the provider to recover any unpaid amounts directly from families.

For further information:

- [How to claim CCS](#)
- [Supporting documents for CCS/ACCS claims](#)

CCCF Grant Applications closing soon

The Community Child Care Fund (CCCF) grant application period will close this **Friday, 5 April 2019 at 11pm AEDT**.

Child care services are encouraged to read the [grant opportunity guidelines](#) for more information, including eligibility requirements.

For more information regarding the CCCF open competitive grant opportunity, please contact the Community Grants Hub Hotline on 1800 020 283 or support@communitygrants.gov.au.

Support available to help you understand your obligations

A range of resources are available on the [department's website](#) to help you gain the necessary skills and knowledge to comply with the law and understand how the department will ensure child care funding is being properly administered.

The department has launched a new Integrity Strategy which explains the department's expectations, potential intervention responses and the assistance we provide to help providers, services, educators and families gain the necessary skills and knowledge to comply with the law.

New resources on a range of topics will be added to the department's website as they become available – watch this space.