



Re-enrolment - 8 week rule (ceasing enrolments)

You may notice that some children's enrolments have been ceased by the Child Care Subsidy System. This is because under the Child Care Subsidy, a child ceases to be enrolled if eight continuous weeks pass without the child attending a session of care at the service.

Where this occurs, subsidy amounts will be automatically recovered from providers for any reported absences after a child last physically attends a session of care. When the enrolment ceases, these absences are not eligible for Child Care Subsidy.

Where a child has been absent for several weeks but returns to care before the end of the eighth week, you should submit the session report before the end of that week. In other words, if after a long absence the child returns to care in the eighth week, submit the session report with the attendance in the eighth week (before 9pm (AEST) Sunday of that week). This will avoid the enrolment ceasing.

Where you believe a child may be absent for a lengthy period of time, it is recommended you have a discussion with the family as early as possible to confirm fee charging arrangements. If a long absence is likely or planned, the family may prefer to end the enrolment and re-enrol the child when physical attendance recommences.

If children are returning to care with your service, remember to re-enrol them. Please do not ask families to contact Centrelink about ceased enrolments in these cases. Once you re-enrol the children, parents can log on to their myGov account and confirm the new enrolment themselves.

For more information on enrolments see the department's [FAQs page](#).

Reminder - support your families to receive the correct Child Care Subsidy

The Department of Human Services is communicating with families to encourage them to review their income to make sure they are receiving the correct Child Care Subsidy percentage.

We would greatly appreciate your assistance to remind families about the importance of keeping their details accurate and up to date.

The easiest way for families to update their (and their partner's) income estimate is by using their Centrelink online account through myGov, or the Express Plus Centrelink app.

For more information, families can visit [here](#).

