

CCS Enrolments

In CCS, there are only two Subsidy types:

Child Care Subsidy (CCS)

CCS replaces the existing 'CCB' and 'CCR' subsidy types.

Additional Child Care Subsidy (ACCS)

ACCS replaces the exiting Grandparent CCB, JET, and Special CCB.

Please note, there are 2 types of Special CCB: 'Financial Hardship' and 'Child at Risk'.

In CCMS, services applied for both types of Special CCB. However, in CCS, the service applies for ACCS when a child is 'At Risk', but the parent must apply directly to CCS via their myGov login if they are in 'Financial Hardship'.

Enrolment Notice Types

In CCS, the 'Family Assistance Administration Act' requires the service and the individual/organisation to enter an arrangement for the child care for the child. Some details of the arrangement must be submitted to CCS in the form of an 'Enrolment Notice'.

There are two sections of the Act that define the rules for creating and updating an enrolment notice. These sections are:

200A - creating an enrolment notice.

200D - updating an existing enrolment notice.

The enrolment notice type (200A or 200D) must be submitted with the enrolment notice when the service submits a new enrolment notice (ie creates new enrolment) or updates an existing enrolment notice.

Creating and updating an enrolment notice in CCS is very similar to creating and updating an enrolment notice in CCMS.

The CCS **200D Update** replaces the CCMS **Formalise** and **Update** enrolment options and will most commonly be used to update CRNs and booking session details.

Enrolment Arrangements

There are 4 different CCS enrolment arrangements that can occur between a service and an individual or organisation.

Once an enrolment notice has been submitted to CCMS with an arrangement type, the arrangement type cannot be altered by an update.

Complying Written Arrangement (CWA)

- This enrolment arrangement is similar to the existing Formal/Informal CCMS enrolments.
- If the parent and child CRNs and DOBs are supplied, the child may receive CCS or ACCS.
- Parents must confirm the initial enrolment via their 'myGov' login.
- Services must submit the initial enrolment and update enrolment occurrences within a specified timeframe.

Relevant Arrangement (RA)

- There is no equivalent for this enrolment arrangement in CCMS.
- If this arrangement is made between the service and the parent, the arrangement does not have to meet the legal requirements of a CWA arrangement.
- CCS will never be paid on sessions of care submitted under this enrolment arrangement.
- This arrangement would normally be used for parents that do not intend to claim CCS.

Arrangement with Organisation (OA)

- This enrolment arrangement is similar to the existing AMEP/Other CCMS enrolments.
- This is an arrangement made between a service and an organisation who is liable to pay the child care fees under the enrolment.
- If this arrangement is made between the service and the parent, the arrangement does not have to meet the legal requirements of a CWA arrangement.
- This arrangement would most commonly be used where an organisation, such as an employer, is paying all of the child care fees.

Child Wellbeing Provider Eligible (ACCS)

- This enrolment arrangement is similar to the existing Service CCB CCMS enrolments.
- This arrangement is used where the service provides care to a child where no eligible individual (parent) can be identified.
- Typically, this arrangement is used when a child is at risk.
- ACCS child wellbeing may be paid for sessions of care for this enrolment.

Enrolment Confirmation

Initial (200A) CWA and ACCS enrolments that contain both Dates of Birth and both CRNs must be confirmed by the parent/guardian using myGov, but updates (200D) do not need to be confirmed by the parent unless there is a dispute or for a service compliance issue.

Enrolment Ending Notifications

When an Enrolment is 4 weeks from ending based on the Arrangement, end date notifications are sent to the parent/guardian and Provider.

The parent/guardian must confirm the initial (200A) enrolment notice as a precondition of determining their entitlement. The parent can confirm, reject, or dispute an enrolment.

CCS will end an enrolment when the arrangement ends (enrolment notice stop date is supplied and passed), the child has not attended any session of care for 8 weeks or child wellbeing certificate/determination is no longer in place (where child started to be enrolled in this circumstance.)

Creating an Enrolment Notice in Harmony Web


Like CCMS enrolments, you can only create an CCS enrolment notice from a tab in the child details page.

Also like CCMS, you can view and update Enrolment Notices using the 'CCS Enrolments' option in the 'Child Care' menu.

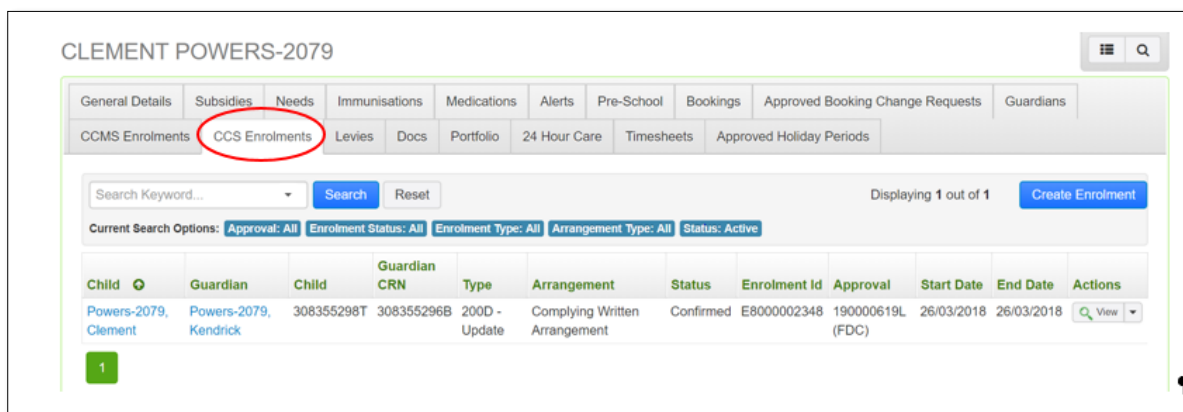
To create a CCS enrolment notice:

Select the 'Child Care' menu

Select 'Children'

Select the  'Edit' button for the required child

Select the 'CCS Enrolments tab'



CLEMENT POWERS-2079

General Details Subsidies Needs Immunisations Medications Alerts Pre-School Bookings Approved Booking Change Requests Guardians

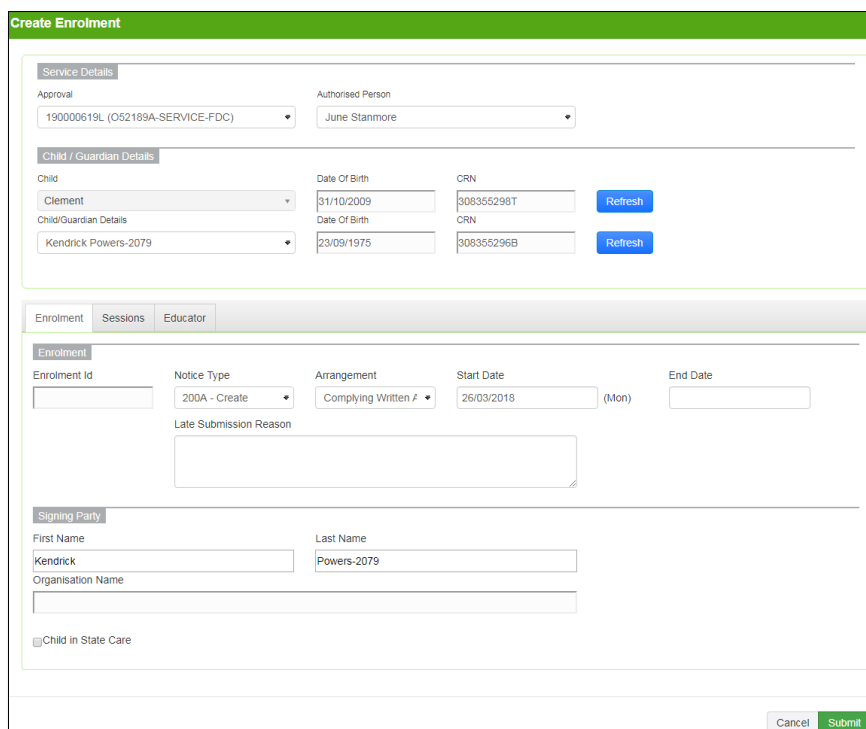
CCMS Enrolments **CCS Enrolments** Levies Docs Portfolio 24 Hour Care Timesheets Approved Holiday Periods

Search Keyword... Search Reset Displaying 1 out of 1 Create Enrolment

Current Search Options: Approval: All Enrolment Status: All Enrolment Type: All Arrangement Type: All Status: Active

Child	Guardian	Child	Guardian CRN	Type	Arrangement	Status	Enrolment Id	Approval	Start Date	End Date	Actions
Powers-2079, Clement	Powers-2079, Kendrick	308355298T	308355296B	200D - Update	Complying Written Arrangement	Confirmed	E8000002348	190000619L (FDC)	26/03/2018	26/03/2018	View

select  "Create Enrolments" button



Create Enrolment

Service Details

Approval: 190000619L (O52189A-SERVICE-FDC) Authorised Person: June Stanmore

Child / Guardian Details

Child: Clement Date Of Birth: 31/10/2009 CRN: 308355298T Refresh

Child/Guardian Details: Kendrick Powers-2079 Date Of Birth: 23/09/1975 CRN: 308355296B Refresh

Enrolment Sessions Educator

Enrolment Id: [] Notice Type: 200A - Create Arrangement: Complying Written / Start Date: 26/03/2018 (Mon) End Date: []

Late Submission Reason: []

Signing Party

First Name: Kendrick Last Name: Powers-2079 Organisation Name: []

Child in State Care

Cancel Submit

Most of the details should self populate above the tab, unless there are multiple options. For example: multiple approvals, multiple Authorised persons, multiple guardians etc.

Enrolment tab

The **Notice Type** will automatically be set to '200A – Create'.

The user must select the **Arrangement**: CWA, RA, OA, or ACCS.

Depending on the Arrangement, the Signing Party details should be defaulted.

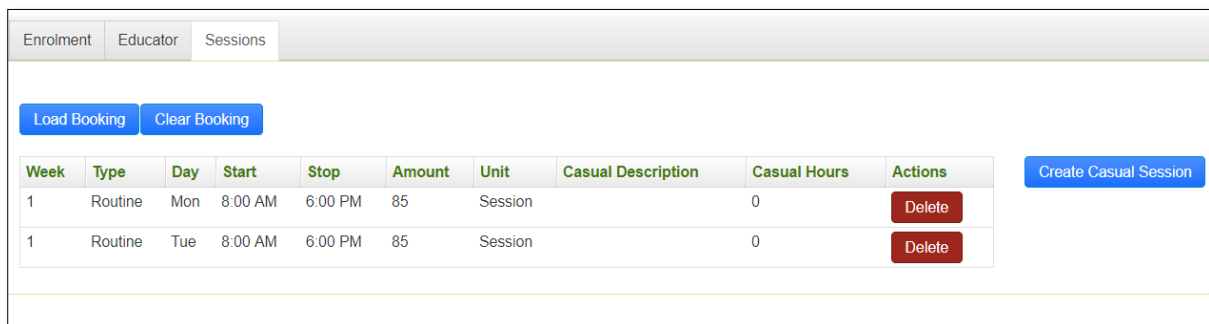
The **Start Date** is the **Arrangement** start date, however, for "ACCS" Arrangement Types this is the Start Date of the Certificate.

NOTE: Unlike CCMS, once an enrolment notice has been submitted, the arrangement **Start Date** cannot be changed.

If the user needs to change the start date of an existing enrolment notice, the user will need to submit a new enrolment notice with the appropriate **Start Date** and with the **End Date** prior to the **Start Date** of the existing enrolment.

If the **Start Date** is greater than 7 days prior to today's date, the user must specify a **Late Submission Reason**.

Sessions tab



Week	Type	Day	Start	Stop	Amount	Unit	Casual Description	Casual Hours	Actions
1	Routine	Mon	8:00 AM	6:00 PM	85	Session		0	Delete
1	Routine	Tue	8:00 AM	6:00 PM	85	Session		0	Delete

When the tab is displayed, Harmony Web should automatically load the 'Regular' sessions from the bookings based on the specified arrangement **Start Date**. However, the user can select the 'Load Bookings' button and load the sessions from the bookings that are current at a different specified date.

The user can create/edit/delete 'Casual' sessions

At least one session must be submitted with the enrolment notice.

As Managed Fees, such as food and travel, cannot be booked, the session fees will not include any of those costs.

Educator tab

The user must select an educator.

Only educators who have a CCS Personnel ID will be available for selection.

NOTE: CCS will not allow an educator to be assigned to an enrolment notice, if the educator's Role Start Date is less than the enrolment notice start date.

Please ensure the educator's role start date is set to a date prior to the date the service will be submitting enrolment notices.

The educator's address details are automatically loaded when the educator is selected, but CCS have specifically asked us to allow these address details to be overridden.

If a child is booked in with multiple educators, CCS only allow you to submit the details of one of those educators in the enrolment notice. It is up to the service to decide which educator to submit.

Enrolment Id

Once an initial enrolment has been submitted, CCS will return an 'Enrolment ID' (similar to the CCMS enrolment IDs).

Enrolment Confirmation

For CWS enrolments that contain both CRNs and DOBs, the parent/guardian must confirm the enrolment notice via myGov before CCS will pay any subsidy for attendances submitted with that enrolment notice ID.

The parent/guardian has the option of either Confirming, Disputing, or Rejecting an enrolment notice.

If an enrolment notice is 'Rejected', the enrolment notice cannot be updated and a new enrolment notice must be created.

Updating an Enrolment Notice in Harmony Web

Once an enrolment notice has been created for a child, the enrolment notice can be updated.

The main reasons for updating an existing enrolment notice include:

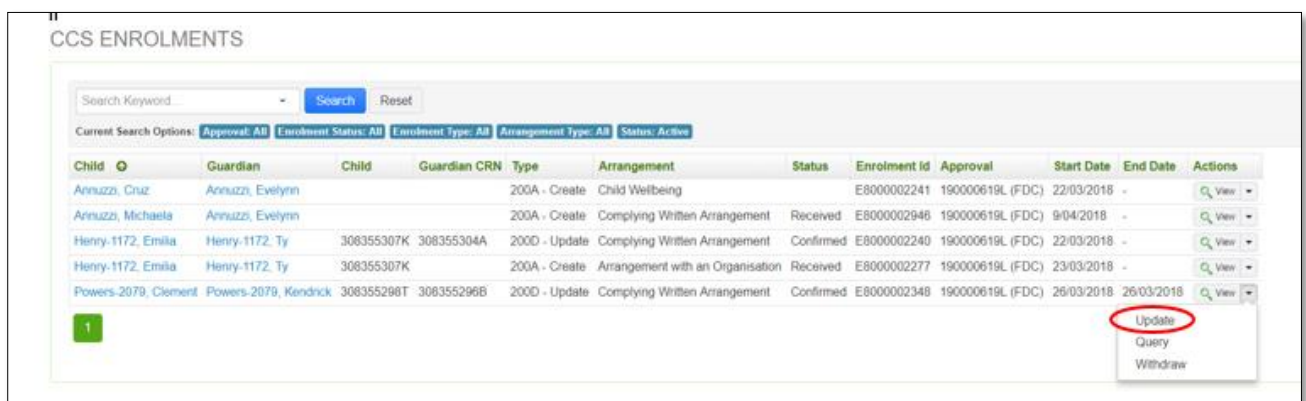
- The parent/guardian has supplied the appropriate CRNs and the original enrolment notice was submitted without CRNs. (Similar to 'Formalise' in CCMS.)
- The child has changed their booking (including sessions of care and/or educators).
- The educator or service has increased their fee schedule rates and there is a major difference in the cost of sessions that were previously submitted.

An existing enrolment notice can be updated from two locations:

Select the 'Child Care' menu.

Select 'CCS Enrolments'.

Select the 'Update' button for the required enrolment notice.



The screenshot shows the 'CCS ENROLMENTS' interface. At the top, there is a search bar with 'Search Keyword' and buttons for 'Search' and 'Reset'. Below the search bar are filters for 'Approval: All', 'Enrolment Status: All', 'Enrolment Type: All', 'Arrangement Type: All', and 'Status: Active'. The main part of the interface is a table with the following columns: Child, Guardian, Child, Guardian CRN, Type, Arrangement, Status, Enrolment Id, Approval, Start Date, End Date, and Actions. The table contains five rows of data. The 'Update' button in the 'Actions' column of the last row is circled in red.

Child	Guardian	Child	Guardian CRN	Type	Arrangement	Status	Enrolment Id	Approval	Start Date	End Date	Actions
Annuzzi, Cruz	Annuzzi, Evelyn			200A - Create	Child Wellbeing		E8000002241	190000619L (FDC)	22/03/2018	-	View
Annuzzi, Michaela	Annuzzi, Evelyn			200A - Create	Complying Written Arrangement	Received	E8000002946	190000619L (FDC)	9/04/2018	-	View
Henry-1172, Emilia	Henry-1172, Ty	308355307K	308355304A	200D - Update	Complying Written Arrangement	Confirmed	E8000002240	190000619L (FDC)	22/03/2018	-	View
Henry-1172, Emilia	Henry-1172, Ty	308355307K		200A - Create	Arrangement with an Organisation	Received	E8000002277	190000619L (FDC)	23/03/2018	-	View
Powers-2079, Clement	Powers-2079, Kendrick	308355298T	308355296B	200D - Update	Complying Written Arrangement	Confirmed	E8000002348	190000619L (FDC)	26/03/2018	26/03/2018	View

OR

Select 'Children'.

Select the  'Edit' button for the required child.

Select the 'CCS Enrolments tab'.

Select the 'Update' button for the required enrolment notice.

CLEMENT POWERS-2079

General Details Subsidies Needs Immunisations Medications Alerts Pre-School Bookings Approved Booking Change Requests Guardians

CCMS Enrolments CCS Enrolments Levies Docs Portfolio 24 Hour Care Timesheets Approved Holiday Periods

Search Keyword... Search Reset Displaying 1 out of 1 Create Enrolment

Current Search Options: Approval: All Enrolment Status: All Enrolment Type: All Arrangement Type: All Status: Active

Child	Guardian	Child	Guardian CRN	Type	Arrangement	Status	Enrolment Id	Approval	Start Date	End Date	Actions
Powers-2079, Clement	Powers-2079, Kendrick	308355298T	308355296B	200D - Update	Complying Written Arrangement	Confirmed	E8000002348	190000619L (FDC)	26/03/2018	26/03/2018	Update Query Withdraw

Regardless of the option used to access the enrolment notice, the following details will be displayed:

Edit Enrolment

Service Details

Approval: 190000619L (O52189A-SERVICE-FDC) Authorised Person: June Stanmore

Child / Guardian Details

Child	Date Of Birth	CRN
Clement Powers-2079	31/10/2009	308355298T
Kendrick Powers-2079	23/09/1975	308355296B

Enrolment

Enrolment Id: E8000002348 Notice Type: 200D - Update Arrangement: Complying Written A Start Date: 26/03/2018 End Date: (Mon)

Date Of Event: Late Submission Reason:

Signing Party

First Name: Kendrick Last Name: Powers Organisation Name:

Child in State Care

Cancel Submit

These details cannot be changed.

NOTE: The details of the most recent enrolment notice will be loaded into the window to allow the user to change the values as needed.

The following details cannot be changed on the enrolment notice:

- Approval

- Child Name and Date of Birth
- Child CRN if it was previously submitted
- Guardian Name and Date of Birth
- Guardian CRN if it was previously submitted
- Enrolment ID
- Notice Type - always set to '200D – Update' if an enrolment notice is updated.
- Arrangement Type: CWS, RA, OA, or ACCS.
- Start Date

The user must specify a **Date of Event**, which must be greater than or equal to the **Start Date**.

If the **Date of Event** is greater than 7 days prior to today's date, the user must specify a **Late Submission Reason**.

Viewing an Enrolment Notice in Harmony Web


When an enrolment notice is created or updated, CCS return more information than is actually submitted.

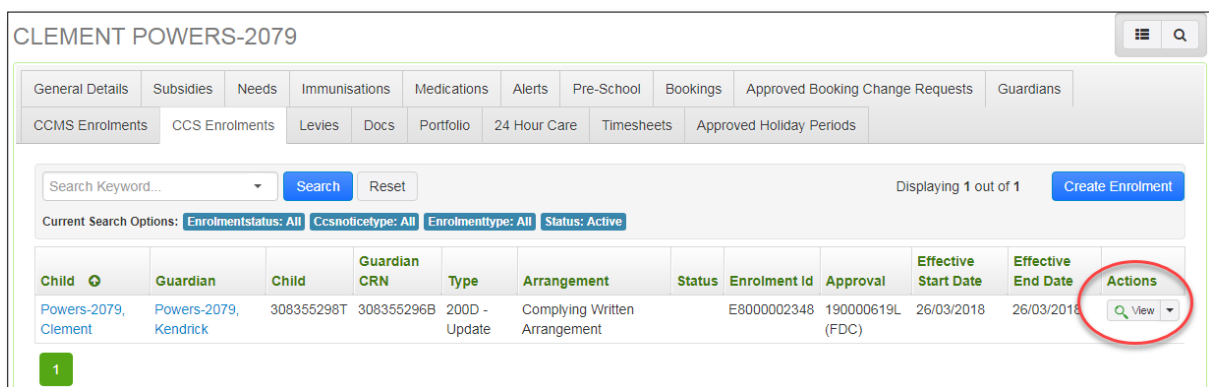
Apart from creating and updating an enrolment notice, the user can view the enrolment details which were last submitted along with the other details that are returned (such as the enrolment notice status and any CCS Enrolment Advances that were carried over from associated CCMS Approvals).

An existing enrolment notice can be viewed from two locations:


Select the 'Child Care' menu.

Select 'CCS Enrolments'.

Select the  'View' button for the required enrolment notice.



The screenshot shows the Harmony Web interface for 'CLEMMENT POWERS-2079'. The 'CCS Enrolments' tab is selected. A search bar is visible with the text 'Search Keyword...'. Below the search bar, the current search options are: Enrolmentstatus: All, Ccsnoticetype: All, Enrolmenttype: All, Status: Active. A table displays the enrolment details, with the 'Actions' column circled in red, showing a 'View' button.


Child	Guardian	Child	Guardian CRN	Type	Arrangement	Status	Enrolment Id	Approval	Effective Start Date	Effective End Date	Actions
Powers-2079, Clement	Powers-2079, Kendrick	308355298T	308355296B	200D - Update	Complying Written Arrangement		E8000002348	190000619L (FDC)	26/03/2018	26/03/2018	

OR

Select 'Children'.

Select the  'Edit' button for the required child.

Select the 'CCS Enrolments' tab

Select the  'View' button for the required enrolment notice.

ENROLMENTS CCS Query Enrolments

Search Keyword... Displaying 4 out of 4

Current Search Options: **Enrolmentstatus: All** **CesnoticeType: All** **Enrolmenttype: All** **Status: Active**

Child	Guardian	Child	Guardian CRN	Type	Arrangement	Status	Enrolment Id	Approval	Effective Start Date	Effective End Date	Actions
Annuzzi, Cruz	Annuzzi, Evelyn			200A - Create	Child Wellbeing		E8000002241	190000619L (FDC)	22/03/2018	31/12/9999	View
Henry-1172, Emilia	Henry-1172, Ty	308355307K		200A - Create	Arrangement with an Organisation		E8000002277	190000619L (FDC)	23/03/2018	31/12/9999	View
Henry-1172, Emilia	Henry-1172, Ty	308355307K	308355304A	200D - Update	Complying Written Arrangement		E8000002240	190000619L (FDC)	27/03/2018	31/12/9999	View
Powers-2079, Clement	Powers-2079, Kendrick	308355298T	308355296B	200D - Update	Complying Written Arrangement		E8000002348	190000619L (FDC)	26/03/2018	26/03/2018	View

1

Regardless of the option used to access the enrolment notice, the following details will be displayed:

View Enrolments

Service Details

Approval: 190000619L (O52189A-SERVICE-FDC) Authorised Person:

Child / Guardian Details

Child	Date Of Birth	CRN
Clement Powers-2079	31/10/2009	308355298T
Child/Guardian Details	Date Of Birth	CRN
Kendrick Powers-2079	23/09/1975	308355296B

Enrolment | Status | CCMS Advances | Educator | Sessions | Messages

Enrolment

Enrolment Id	Notice Type	Arrangement	Start Date	End Date
E8000002348	200D - Update	Complying Written	26/03/2018 (Mon)	26/03/2018 (Mon)
Effective Start Date	Effective End Date	Created	Updated	
26/03/2018	26/03/2018	26/03/2018 09:13:47	26/03/2018 09:13:47	

Late Submission Reason:

Record Overwritten

Signing Party

First Name	Last Name
Kendrick	Powers

Child in State Care

The 'Enrolment', 'Sessions' and 'Educator' tabs are the same as the tabs when you create or update an enrolment. Please refer to the above sections for details.

CCMS Advance tab

This tab displays any CCMS enrolment advances that were transferred for the CCMS Enrolments for the corresponding CCMS Approvals.

NOTE: Normally there will be no or only 1 CCMS enrolment advance; however, for CCS 'OSHC' services there may be up to 3 CCMS enrolment advances. One for each of the associated 'ASC', 'BSC', and 'VAC' CCMS Approvals.

Messages tab

This tab displays any messages returned from CCS regarding the Enrolment ID.

Enrolment Status CCMS Advances Educator Sessions Messages				
Date	Source	Type	Subject	Body
25/03/2018	Enrolment - update	Information only	ENRUPD	Enrolment Notice with Date of Effect/Event 26/03/2018 Confirmed

Close

When a parent/guardian confirms an enrolment, the actual message would be:

'Enrolment Notice with Date of Effect/Event 22/03/2018 Confirmed'.