



THE CHILD CARE SUBSIDY MADE EASY FOR PARENTS

**THE SUBSIDY IS BACK, BUT IT'S NOT
ALWAYS EASY TO UNDERSTAND.**

**FROM BIRTH OF BABY TO FINAL ENROLMENT,
WE'VE UNPACKED THE PROCESS FOR YOU.**

The Government Child Care Subsidy (CCS) aims to make early learning more affordable for many Australians; however, we understand that it's not always easy to navigate.

WE ARE HERE TO HELP.

With COVID-19 creating a challenging economic climate for our country, we know some families may require assistance regarding understanding the options available to them.

Our ultimate purpose is to ensure all our families have all the tools and information at their disposal to feel confident in their children's continued journey in early childhood education.

We've included the latest information and valuable resources for you in this free eBook to assist in your CCS journey. And if you still need help, rest assured our team is always available to assist.

Feel free to contact us anytime to chat more, and we look forward to welcoming you in centre.



FAMILY CARE TEAM

Our Family Care Team are child care experts that know exactly what you're going through. They're here to help you book a tour and navigate everything you need to help sort out your subsidy. With a range of parents, grandparents and ex-educators on the team, their advice is sure to help every step of the way.

MEET THE TEAM! 

CENTRE MANAGER SUPPORT

Whether this is your first or fifth child going into care, our Centre Managers are always there to support you. When going through a tour at their centre, they'll ensure you have all necessary information to lock in your subsidy, and even assist to work out your out-of-pocket payment should you need to.



**CALL US
ANYTIME
TO DISCUSS ON
1800 512 373**



“

The new CCS agreement was difficult being a first time mum, but the team were fantastic and took the time to explain and help me set it up.

Rhiannon Graziano, Coburg parent



THE CHILDCARE SUBSIDY IN 90 SECONDS

Our team has broken it down for you. This is everything you need to know about the Child Care Subsidy, according to our experts. Grab a cup of tea, sit down and take it all in.

EVERYTHING
YOU NEED
TO KNOW
CLICK HERE



GLOSSARY OF KEY WORDS

Let us break it down for you.


- Subsidy** Your child's day in centre is payable by a daily fee charged by the centre. The government may cover some of this fee, depending on your individual circumstances. This is what is referred to as the 'subsidy'.
- CCS** Simply the 'Child Care Subsidy', shortened!
- CWA** Complying Written Agreement. Your centre of choice will confirm this with you.

CHILD CARE SUBSIDY REQUIREMENTS

There are several requirements to qualify for the Child Care Subsidy. You may qualify if...


- ✓ You or your partner care for the child a minimum of two night / fortnight
- ✓ You or your partner are responsible for child care fees
- ✓ The child meets immunisation requirements
- ✓ You use an approved child care service – **like us!**

CCS: THE TIMELINE

- 1 **Your baby is born – yay!** 
- 2 **Decide on when your child might be going into early learning and care.**
- 3 **Apply for CCS via your MyGov Account, which is linked to Centrelink**

Do this as soon as you know when you might be sending your little one into care, so it's all set up and ready to go for your child's first day. Don't necessarily wait until you've found a centre that you're happy with. The entire process may take between four and six weeks, and if it's not set up when you begin care, you may be paying full fees until it's all complete.
- 4 **Find a centre that suits your family best**

Call our team at 1800 512 373 and set up a tour. You may like to set up several different tours to see which centre is your favourite.
- 5 **Once your spot is locked in, confirm your Complying Written Agreement (CWA).**

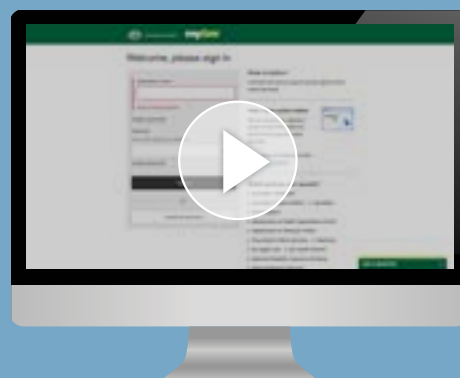
This needs to be done before your child starts at the centre – if it's not done, CCS will not be applied for those days.
- 6 **Go into your MyGov and confirm your child care enrolment.** 
- 7 **See you on your first day.**



Did you know: CCS is paid directly to the childcare centre that your child is attending.

HOW TO APPLY IN MYGOV

1. Sign in to MyGov and go to Centrelink.
2. Select 'Payment and Claims' from the menu, then 'Claims', then 'Make a claim'.
3. Under 'Families', select 'Get started'.
4. Answer all the questions. Each screen has information to help you complete the claim, this includes how to submit your supporting documents.
5. Submit your claim.
6. You can track the progress of your claim online, every step of the way.



**CLICK HERE TO
WATCH OUR
VIDEO ON HOW TO
APPLY ONLINE.**

HOW CCS WORKS: THE FULL EXPLAINER



The CCS works on three factors:

- **Your total combined family income.**
- **The service type.** This can be long day care, or outside-hours care such as vacation care.
- **How much 'work-related' activity you and your partner undertake each fortnight – even if it has been impacted by COVID-19.**

This includes paid work, volunteering, study and other activities as determined by [education.gov.au](https://www.education.gov.au).

Job hunting, studying, starting a new business and volunteering – among others – are all eligible activities that will allow you to claim subsidised hours of care, even if your personal circumstances have changed due to COVID-19.

GOVERNMENT ACTIVITY TEST

TYPES OF APPROVED ACTIVITY



Paid work, including leave



Volunteering



Studying
(approved course)



Self-employed work



Working for free
(in the family business)



Actively job
seeking



Unpaid work experience or
unpaid internship



Actively setting
up a business



Doing training to improve work
skills or employment prospects



Other activities on a
case by case basis.



Time taken to travel between the child care service and your place of work, training, study, or other approved activity will also be included.

HELPING WORK OUT YOUR OUT-OF-POCKET FORMULA

It's great to know what your child care centre charges for a day, but what you really need to know- for family finance purposes- is what you'll need to pay out of pocket.

Here's a handy formula for helping to work that out. It may look complicated at first, but stick with it!



EVERYTHING YOU NEED TO KNOW CLICK HERE

To try calculating your out-of-pocket fee, take a look at the formula below...

DAILY FEE ÷ HOURS = YOUR HOURLY FEE

The centre's day fee divided by hours of session (could be 9 hrs, 10hrs or 12 hrs)

CCS HOURLY CAP IS \$11.98

HOURLY FEE X HOURS PER FORTNIGHT = A

Hourly fee (or CCS cap if the hourly fee is over CCS cap) x hours of care per fortnight

HOURLY FEE - (CCS HOURLY CAP) = B

B X TOTAL FORTNIGHTLY SESSION HOURS = C

A X FAMILY SUBSIDY % = D

D X 0.95 (5% withheld by government) [only if needed] = E

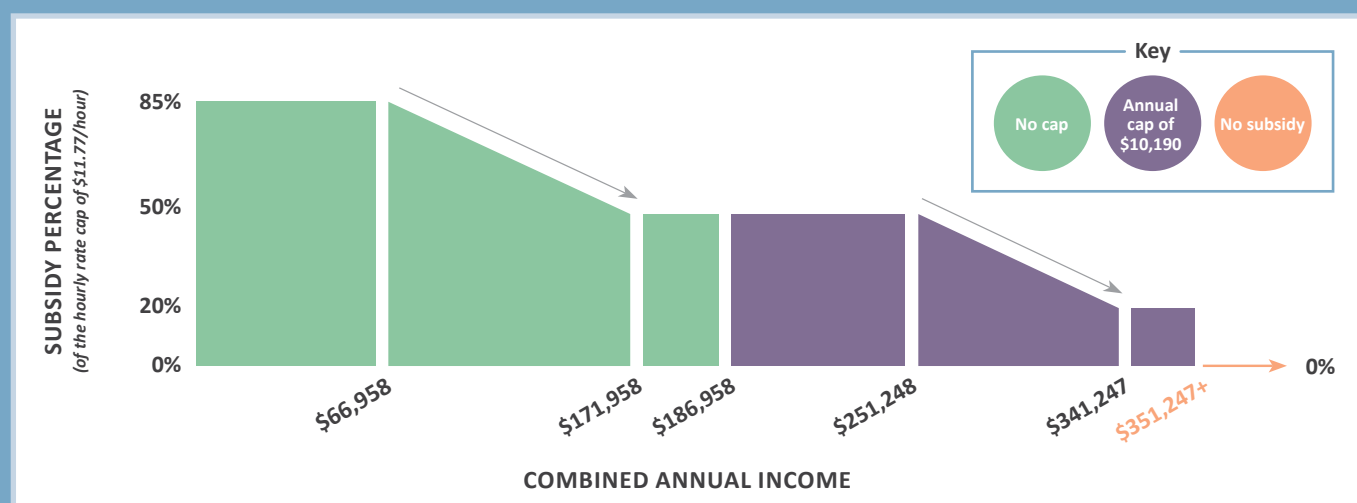
A - D OR E (if 5% withheld) + C = YOUR OUT OF POCKET PAYMENT PER FORTNIGHT

^ This amount is correct for centre based care for 2018/19 and may be subject to adjustment through indexation in subsequent years.



HERE'S HOW MUCH YOU CAN EXPECT TO GET COVERED, ON AVERAGE.

SUBSIDY BY COMBINED ANNUAL INCOME



FLEXIBLE HOURS



We know that there is no one-size-fits-all option for our families when it comes to early childhood education and care.

That is why we give families the freedom to choose which hours best suit their needs.

Choose from the below to maximise your child care subsidy:

Choose your drop off/pick up time	No late fees or charges	30-60 minute grace periods
No limits within licensed operating hours.	No additional fees within licensed operating hours.	No stress if you're late within licensed operating hours. 30 minutes grace for 9-hour sessions, 1 hour for 10-hour sessions.

WHY DOES THE 9-HOUR DAY SOMETIMES WORK OUT MORE EXPENSIVE THAN THE 10-HOUR DAY?

The simple answer is – the hourly cap.

The more complicated answer is –

If a centre's daily fee divided by 9 is over the hourly cap (\$11.98), this leaves a gap each hour that does not receive any Child Care percentage. This accumulates a gap that is added on to the subsidised amount.



CASE STUDY EXAMPLE

The Smith family receives 100 hours per fortnight at 85% (5% withheld).

Daily fee is \$112.50.

Caden will be attending 5 days of care a week.

9 hours	10 hours
$\$112.50 / 9\text{hrs} = \12.50 an hour $\$12.50 - 11.98$ (hourly cap) = \$0.52 $\$0.52 \times 90$ (hours per fortnight) = \$46.80 (this will later be added to the total amount)	$\$112.50 / 10$ hours = \$11.29 This is under the hourly cap of \$11.98
Hours of care per fortnight = 90 (9 x 10 days) 11.98 (hourly cap) x 90 = \$1,078.20 $\$1,078.20 \times 85\% = 916.47$ $916.47 \times 0.95 = 870.6275$ $\$1,078.20 - 870.6275 = 207.5725$ $207.5725 + 46.80 =$ \$254.37 out of pocket fee per fortnight	Hours of care per fortnight = 100 (10hrs x 10 days) 11.29 (hourly fee) x 100 = \$1,129 $\$1,129 \times 85\% = 959.65$ $959.65 \times 0.95 = 911.6675$ $1,129 - 911.6675 =$ \$217.33 out of pocket fee per fortnight

CALCULATIONS: OUR CASE STUDY EXAMPLE

THE JOHN FAMILY

The John family will be sending Sally to an early education centre for 8 days per fortnight, 10 hours per day, resulting in 80 hours of care per fortnight.

Based on their combined family income and their activity, their subsidy is 85% with 100 hours per fortnight. The centre's daily fee is \$120.

THE MATHS:

$\$120 \text{ (full day fee)} \div 10 \text{ (session hours)} = \12 hourly fee

The CCS hourly cap is \$11.98

$(\text{Hourly cap}) 11.98 \times (\text{hours of care}) 80 = \958.40

$\$12 \text{ (Hourly fee)} - 11.98 \text{ (CCS hourly cap)} = \0.02

$\$0.02 \times 80 \text{ hours} = \1.60

$(\text{Family subsidy percentage}) 85\% \times \$958.40 = \$814.64$

$5\% \text{ (withheld by Government)} 0.95 \times \$814.64 = \$773.908$

$\$958.40 - \$773.91 + \$1.60 = \$186.09 \text{ out of pocket payment per fortnight}$



Bonus tip: Make sure you download the Centrelink app, which can be very helpful, especially if your work situation is changing and you need to update your hours.

WORRIED ABOUT BEING ABLE TO AFFORD CARE?

Here are some of your options.

Additional Child Care Subsidy (ACCS)

ACCS provides support to families experiencing a significantly reduced ability to pay child care fees, such as if a parent has lost income due to being unable to attend work.

This can be applied for via Centrelink and MyGov. Click [HERE](#) to download an easy application guide.

Preschool Exemption Program

If your child is currently enrolled in our Government Approved Preschool or Kindergarten programs, this comes with a CCS exemption that is available for preschool-aged children, whose CCS subsidy is less than 24 hours per fortnight. You can access 36 hours of subsidised care per fortnight if you:

- Would usually be entitled to less than 36 hours of subsidised child care per fortnight because you do not meet the activity test; and
- Have a preschool-aged child attending an early education program at a centre-based day care service.

A preschool-aged child is one who is in the year before primary school e.g. if a child is starting school in February 2021, the child is deemed preschool-aged from February 2020. Click [here](#) for more information via the Federal Government FAQ page.



DOCUMENTS YOU MAY NEED



As you complete your claim, Services Australia will ask you to provide certain documents or information. These are listed as 'required' in your claim.

As they work through your claim, Services Australia may ask you for more information. If this happens, they will put your claim on hold as they wait for these documents. You need to provide them within 14 days of our request or your claim may be rejected.

A full list of documents can be found here, however, here are some they may request to give you an idea of where to begin.

Financial information – Bank account details, your tax file number, and details on income and assets including real estate assets and superannuation

Study – Including planned and previous course details, fee receipts and academic transcripts

Work – Such as income tax returns, PAYG certificates, payslips or Taxation Notices of Assessment (NOA) if self employed

Living arrangements – Housing, rental property or real estate details, proof of assets ownerships documents, rates notices

Relationships – Parent or guardian details, including work and income details; partner details, including citizenship, study, work and income details; or separation details.

Residence details if you've lived outside Australia – Including visa information

Children – Birth certificates, adoption or surrogacy agreements

Medical – Health Care card claims, medical reports, Centrelink medical certificates and doctor-issued medical certificates.



WHAT ABOUT CHANGES?

If your family requires a change in your booking patterns through any addition or reduction of days, CCS and fee adjustments will apply and be added to your account. Your Complying Written Agreement (CWA) will need to be updated by the Centre and a new CWA will be issued for approval by the child's primary carer.

If your family is ineligible for CCS, the centre will create a Relevant Agreement for you to approve in place of a CWA.

Families can view their current CWA on both the Xplor Home App and on the Xplor website. Once enrolled with a G8 centre.

<https://www.servicesaustralia.gov.au/individuals/services/centrelink/child-care-subsidy/how-claim/supporting-documents>

NEED TO COMMENCE CARE?

We are steadfast in our commitment to ensure your children thrive through learning for life.

If you are a new family looking to find out more about how to enrol and make your subsidy work for you, please contact our Family Care Team on 1800 411 604.



