



CHILD CARE SUBSIDY

The enrolment process. What you need to know!

There are four steps to enrol a child

1. The individual makes a claim for Child Care Subsidy with Centrelink
2. The provider (YMCAWA) and individual agree on an arrangement for care of a child

There are four types of arrangements:

- a. Complying Written Arrangement
- b. Relevant Arrangement
- c. Additional Child Care Subsidy
- d. Arrangement with an organisation (third party).

3. The provider submits an enrolment notice
4. The individual confirms the enrolment.

Please note: Should your child/children be absent on their first ever consecutive sessions of care or their last consecutive sessions of care (when ending care) CCS will not apply and the family will be charged full fees.

FAQ's

How do I view and confirm my child's details?

On the Child Care Subsidy Enrolments page you can view your child's enrolment details. Under Enrolment status you can see if you've confirmed the details or not. For any that say Unconfirmed, you must confirm or dispute the details. Select Review next to the enrolment status to do this.

Make sure all the information is correct. If you understand and agree with the declaration, select I accept this declaration, then Submit.

Your child/children will be charged full fees until details are confirmed.

<https://www.humanservices.gov.au/individuals/online-help/centrelink/confirm-your-childs-enrolment-details-child-care-subsidy>

Child Care Subsidy Enrolments

Enrolment summary

This page shows a summary of recent enrolments for your children at child care services. You need to action the unconfirmed enrolments.

Child	Child care service name	Child care service type	Enrolment received date	Enrolment status	Action
THOMAS CITIZEN	Child Care Centre	Centre-based Day Care	26/06/2018	Unconfirmed	Review
JANE CITIZEN	Child Care Centre	Centre-based Day Care	26/06/2018	Confirmed	Review

Cancel

Child Care Subsidy Enrolments

This page shows child care services details where your child is currently enrolled which you need to confirm.

Child care name: Child care centre
Address: 1 Smith Street

Child care type: Centre-based Day Care

Enrolment Start Date: 04/06/2018
Enrolment End Date: 08/06/2018

Status: Unconfirmed

Regular sessions

Week 1

Session Day	Time	Fees
Tuesday	07:00 - 09:00	\$35.00 per session

Casual sessions

Casual care fee: \$35.00 for BEFORE HOURS

Are these enrolment details correct?
☒ Yes ☐ No

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CHILD CARE SUBSIDY

What you need to know!

Is Child Care Subsidy easy to use online?

We have seen many changes to a child's enrolment with Centrelink and their Childcare service provider since 2nd July 2018.

One significant change is you having a more hands on approach to your account which now sees you confirming your child's enrolment with a new Child Care Centre and then the continuing management of this enrolment - via your MyGov account.

Your child's enrolment will go through different stages throughout their time at a service. From Pending to Confirmed and then Ceased. The enrolment status definition can be seen in the table below.

If you see a status of 'ceased' within your child's enrolment this means the enrolment is no longer active and CCS will not be applying.

The enrolment will automatically change to 'Ceased' after 8 weeks on non-attendance. This is perfectly fine and the expected behaviour of the enrolment.

We would expect to see a ceased status when:

- Your child no longer attends the service and hasn't for 8 weeks or more
- Your child only attends Vacation Care and it's currently the normal school term. There will always be a break of more than 8 weeks between Vacation Care periods
- Your child's immunisations are not up-to-date
- Enrolment end date reached (fixed term booking)

If you see a 'Ceased' status on your account and your child is still attending the service, please contact the Admin team as the enrolment would need to be reactivated. Once reactivated on our end - you will be required to log onto MyGov and confirm this reactivated enrolment.

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CCS Enrolment Statuses*					
Status	When status applies	Next steps	Parent entitlement displayed?	Can submit session reports?	Can CCS be paid?
Received	New enrolment submitted without child and/or parent CRN (previously 'informal')	Parent needs to provide CRN/s to provider → provider updates enrolment with CRN/s	No	Yes	No
Pending Eligibility†	Parent has not lodged a CCS claim for <u>this child</u> (may have claimed for other children)	Parent should lodge a claim as soon as possible → enrolment confirmation will be part of claim process	No	Yes	No
	Parent has lodged a CCS claim and it is being processed (requires manual assessment)	Parent notified when claim assessment is finalised → needs to confirm the enrolment			
	Parent has lodged a CCS claim and is not eligible for the child	Parent notified if not eligible → may lodge new claim if circumstances change (e.g. residency status)			
Pending Confirmation	Parent has claimed (and is eligible) for the child before the enrolment was submitted	Parent notified → needs to review the enrolment	No	Yes	No
Confirmed	Parent has reviewed and confirmed the enrolment	Provider notified → parent entitlement information available → processing of session reports submitted before confirmation is triggered → CCS can be paid	Yes	Yes	Yes
Disputed	Parent has reviewed the enrolment and indicated one or more details are not correct	Provider notified → review enrolment → discuss with parent and submit update notice	No	Yes	No
Rejected	Parent has reviewed the enrolment and indicated the child is not enrolled at the service	Provider notified → review enrolment → discuss with parent and submit new enrolment notice if child is enrolled	No	No	No
Ceased	Enrolment end date reached	Ceased enrolments cannot be reactivated → submit new enrolment notice if child is enrolled again	No	No	No
	8 continuous weeks of non-attendance				
	Service/provider operations cease				