

# Child Care Subsidy Management Policy



## Background

Child Care Subsidy (CCS) is the main way the Government assists families with their childcare fees. The CCS is paid directly to childcare providers to be passed on to eligible families as a fee reduction.

Beaconsfield Neighbourhood Centre (BNC) is an approved Centre Based Day Care provider under Family Assistance Law. Family Assistance Law is the description for the several different pieces of legislation governing CCS. BNC must accept the legal responsibilities associated with operating a childcare service and pass any fee reductions on to eligible families.

Each person liable to pay childcare fees at our service can apply for this subsidy and meet the criteria of the Australian Government to reduce their fees payable. All administrative processes in place at BNC must support the integrity of data supplied to the Department of Education and Training (DET).

## Aims of the Policy:

The aims of the policy are:

- To ensure BNC meets its legal obligations to have policies and procedures in place in relation to governance and management of the service.
- To ensure the accuracy and secure record-keeping of information relating to childcare enrolments, attendance and CCS payments.
- To detail the procedures relating to roles in the organisation, background checks, access to third party software, training, compliance and reporting.

## Policy Statements

The Committee of Management (COM) holds the ultimate responsibility for ensuring the integrity of the governance of BNC. The COM determines what policies are adopted, who makes decisions and develops procedures, how risks are managed and the financial viability of the organisation.

## Responsible Parties

For CCS purposes, specific individuals within the organisation are identified as responsible parties for the provision of childcare services. BNC must perform checks to ascertain that specified individuals can be declared fit and proper within the scope of their role.

## Persons with management or control of the provider:

People who participate directly or indirectly in the decision making or management of the provider (the legal entity) that operates the childcare service. This refers to the BNC COM and the Centre Coordinator. These people may:

- change bank account details and other information regarding the childcare service
- add and remove other persons, such as persons responsible for the day-to-day operation of the service from the Child Care Subsidy System
- authorise data submission transactions to the Child Care Subsidy System
- notify the Department of Education and Training of the cessation of operations
- submit an application to add or remove a service.

**Persons responsible for the day-to-day operation of the childcare service:**

Nominated by the persons with management or control of the provider, these people handle the daily operation and obligations of the service. This refers to the Children's Room Coordinator and the Bookkeeper. These people may:

- add and remove persons responsible for the day-to-day operation of the service and service contacts
- authorise data submission transactions to the Child Care Subsidy System
- notify the Department of Education and Training of changes in respect of the service for which they are responsible, excluding bank account details and cessation of operations

**PRODA**

PRODA is an online authentication system used to securely access government online services. All individuals related to the provision of childcare at the Centre will be required to register for an individual account. Refer to the PRODA Registration Procedure.

**Background Checks**

The Centre Coordinator will ensure background checks are completed for any person to be involved in the administration of Child Care Subsidy and Additional Child Care Subsidy. These checks are detailed in the Safety Screening Policy.

**Software**

The Centre will select a registered Child Care Subsidy software product to manage administrative systems pertaining to the Occasional Childcare service and the CCS system, including recording attendance and absences, provide Statements of Entitlement, invoices and receipts.

**Access to Software and Roles:**

The Centre Coordinator and Bookkeeper will have secure access to software to oversee all functions, including the enrolment process, attendance, invoicing and submission of reports.

The Children's Room Coordinator will have access to enrolment and attendance information for verification purposes to ensure accuracy of the session reports. The Children's Room Coordinator will identify children who require extra support through Additional Child Care Subsidy (child wellbeing).

Parents and guardians will have secure access to third party software for the purposes of signing children in/out in real time and making payments for their listed children.

**Training**

Relevant training and induction will be provided for each party using the software. This will include an understanding of the role responsibilities under Family Assistance Law.

**Data Quality**

Random data checks are carried out by persons with management or control of the provider to ensure accuracy of data records and reports. Session reports must include information as outlined in the Child Care Provider Handbook.

## **Record keeping**

BNC will keep and maintain the following records:

- Records of attendance for each child for whom care is provided (regardless of eligibility for Child Care Subsidy and/or Additional Child Care Subsidy, including records of any absences from care)
- Statements or documents demonstrating that Additional absence days in excess of the initial 42 absence days meet the criteria
- Copies of invoices and receipts issued in relation to the payment of childcare fees.
- Copies of all Statements of Entitlement issued, and any statements issued to advise of a change of entitlement.
- Any notice given to a state or territory body about a child at risk of abuse or neglect
- Copies of the evidence and information provided with an application for approval about persons with management or control of a provider and persons responsible for the day-to-day operation of a service
- Any evidence or information produced to obtain police checks and working with children checks for personnel and to support any statements about these checks in an application for provider or service approval.
- Complaints relating to compliance with the Family Assistance Law
- Required background checks for all specified personnel.
- Records will be kept for a minimum of seven years.

## **Breach**

The Committee of Management, Centre Coordinator, Children's Room Coordinator and Bookkeeper will adhere to the policy and procedures related to CCS Management and respond in a timely manner to a breach of the policy or procedures.

In the case of a breach of this policy, the following process will be followed:

1. All information is to be documented and stored securely including details of the breach, name of parties involved, time and date of breach.
2. Details of the breach to be discussed with relevant parties and investigated by a BNC representative.
3. BNC representative to determine recommendations to prevent a similar breach and to initiate disciplinary procedures.

## **CCS Complaints**

If parents, carers, volunteers or employees have a complaint or concerns about practices relating to the administration of subsidies by the Centre, they are advised to contact the Department of Education and Training Child Care tipoff line:

Phone: 1800 664 231

Email: [tipoffline@education.gov.au](mailto:tipoffline@education.gov.au)

## **Related Documents:**

Governance & Management Policy  
Safety Screening Policy  
CCS Information Sheet  
PRODA Registration Procedure

## Document History

Version	Title	Author	Authorised	Date	Changes to Previous
1	Child Care Subsidy Management Policy	Centre Coordinator	COM	May 2019	Original
2	Child Care Subsidy Management Policy	Centre Coordinator	COM	Aug 2022	Review & minor updates