



Nature Alliance Family Day Care Service

Additional Child Care Subsidy



POLICY IN THIS SECTION AS REQUIRED BY:

Education and Care National Law (WA) Act 2012 Section 3(3)(c);175

National Quality Standards for Early Childhood Education and Care and School Age (2010)
Standard 7.1.2

Australia Department of Education - Childcare Provider Handbook – Appendix B

PURPOSE:

Child Care Subsidy (CCS) is designed to assist eligible families with the cost of childcare. The Additional Child Care Subsidy - Wellbeing (ACCS) rate may cover up to the full cost of care and is available to assist children at risk. Parents experiencing financial hardship can apply direct to the Department of Human Service for assistance.

SCOPE:

This policy applies to the Family Day Care Service, Educators and families.

PRINCIPLE:

The approved provider of an education and care service has the responsibility to ensure that the Family Day Care Service has in place policies and procedures in relation to the use of Additional Child Care Subsidy – Child Wellbeing.

POLICY:

Nature Alliance Family Day Care Service will assist families and children that have been identified by a third-party agency as being “at Risk”. A Certificate of Additional Child Care Subsidy – Child Wellbeing for a period of up to six weeks, will be applied for and a subsequent Determination will be submitted to the Department of Human Services (DHS) for an additional 13 weeks where applicable with the aim that this will follow on from the dates of the Certificate.

PROCEDURES:

1. The Educator or support agencies such as, but not limited to Department of Child Protection (DCP), may contact Nature Alliance Family Day Care Service to enquire about the family’s eligibility to access Additional Child Care Subsidy- Child Wellbeing where they believe that the child/ren may be at risk.
2. If the Educator is enquiring, then notes of concern about the child will need to be recorded by the Educator and forwarded to the service. The Service will discuss these concerns with the Educator, and if deemed necessary, will contact DCP and report the situation.
3. If DCP believes that the child is at risk, supporting documentation will be sought and a 6-week ACCS Certificate will be submitted provided that the service percentage limit has not been reached. If the percentage limit has been reached, a Determination will be applied for.
4. If the referring agency is DCP, a written confirmation of “The Agreement To Pay” for the full cost of care or the Parent Gap Fee if CCS is approved, must be in place prior to the care commencing, in the event that ACCS is rejected or withdrawn. This agreement will cover up to 100hours per fortnight unless otherwise authorised by DCP in exceptional circumstances. The Enrolment Fee and the two weeks Gap Fee in Advance on enrolment may be waived in this situation.

5. The Educator will be advised via email that care cannot take place until the Determination has been approved by the Department, or DCP has confirmed in writing that they will be responsible for the payment of the parent Gap Fee in the interim.
6. If the Educator believes that additional support will be required beyond the initial 6-week period, the supporting documentation will be loaded onto the system via Harmony for “Determination” at least 28-days from the end date of the Certificate.
7. When Certificates or Determinations are granted a copy of these details will be forwarded to the Educator at the time of approval.
8. The Service will be advised through the Harmony software system of Services Australia’s decision to or approve or reject a Determination and Educators will be notified via email of the details and the timeframe.
9. Supporting documentation can be up to but not exceeding 6 months old at the time of the application for Determination is loaded.
10. Additional 13-week periods for Determinations can be applied for with existing documentation provided the supporting documentation is still current.
11. At least 28-days prior to the intended finish date of the funding the Educator or supporting agency will be contacted by Nature Alliance Family Day Care Service to discuss any further funding options or if they will be returning to normal payment arrangements.
12. If a family has accessed ACCS from the commencement of care and is no longer eligible for ACCS but choose to continue with care, the following processes must be followed before care can continue:
 - (a) redPAY Authorisation completed and returned to the office.
 - (b) 2-week Parent Gap fee paid in advance.

Supporting Documentation

Child Care Provider-Handbook -Appendix B
 Guide to Additional Child Care Subsidy (Child Wellbeing)
 DCP “Agreement to Pay”