

Child Care Benefit (CCB) & Child Care Rebate (CCR)

The Child Care Benefit and Child Care Rebate are separate payments available to all families to assist with the costs of childcare provided by an approved childcare centre. BCDN is an approved Childcare centre.

The Family Assistance Office (FAO) administers the Child Care Benefit and the Child Care Rebate scheme. Further information may be found at:

<http://www.familyassist.gov.au/payments/family-assistance-payments>

Child Care Benefit (CCB) is a payment made by the Commonwealth Government to families to assist with the cost of Child Care fees. Child Care Rebate (CCR) assists families with out of pocket expenses and covers 50% of out of pocket expenses, up to a maximum of \$7,500 per child per financial year. Families using Brunswick Creche & Day Nursery may be eligible to claim CCB and CCR as the Centre are approved by the Department of Education and Training.

The Department of Human Services will withhold 15 per cent of the payment to ensure that you do not accumulate a debt or overpayment within a financial year. The balance of these funds withheld will be reconciled at the end of the financial year (when your tax returns have been lodged and all your child care attendance information has been received).

The Family Assistance Office (FAO) will assess your income based on information provided by you; a re-assessment can be requested if families' circumstances change. The FAO will advise you of what percentage of the hourly fee they will pay, and a gap fee will apply. You must apply to claim CCB before commencing care or full fees will apply. All claims can be made by phoning the FAO on 13 61 50.

CCB will not be paid if a child does not attend on the first day of expected attendance or the last day of attendance, if leaving the Centre. Full fees will apply in these circumstances.

IMPORTANT: Children **MUST** be signed in and out of the Centre daily. Brunswick Creche is subject to spot checks by the FAO and the Centre cannot claim CCB for any child who is not signed in our out. Should this occur the family will be charged full fees for that day. Absences are also recorded on attendance records.

To claim Child Care Benefit families are required to provide the Centre with the following information:

- Child's Full Name and Date of Birth
- Child's Customer Reference Number (CRN)
- Registered Parents Full Name and Date of Birth
- Registered Parents Customer Reference Number (CRN)
- Notification of if the child attends another service.

Total number of children who are registered with Centrelink and are accessing any type of registered care (As this will determine the number of child percentage, the family will receive).

It is the responsibility of the Parent to notify Brunswick Creche & Day Nursery of any change to the number of children the family has accessing Registered Care, and failure to update these details may result in a debt incurred by the family.

Formal Enrolment

Formal enrolments are used for sessions of care provided to parents/guardians and children with Customer Reference Numbers (CRN) issued by the FAO. The CRN'S and the date of birth of the child and parent/guardian must be provided to the Centre so that a formal enrolment record can be created and sent to DEEWR. A match can then made between this information and that already provided to DEEWR by the FAO.



Informal Enrolment

An information enrolment is one where the parent/guardian and child's CRN'S have not been provide to the service or where they have CRN'S but have not tested for CCB eligibility with the FAO. In these circumstances no information is sent to the FAO and no CCB calculation is performed.

What are the main features?

- Contact the Family Assistance Office before you start care:
Ask to be assessed for CCB and choose the "reduced fees" payment option. Do this even if your Income is too high for CCB, so you can get Child Care Rebate.
- Tell us the correct enrolment details:
Make sure your date of birth and CRN details exactly match your FAO records.
- Tell us if your children attend other Centre's:
If you have other children in care or if one child attends more than one centre, this can affect the amount of CCB you get and how any absences CCB is paid for.

For further information on the management of your CCB please refer to the:

<http://www.familyassist.gov.au/payments/family-assistance-payments>

Who is eligible to claim?

To be eligible for CCB for approved child care families must:

- Meet Australian Residency requirements
- Have a Family Tax Benefit (FTB) child (including a relationship child) or regular childcare (or a child deemed to be a regular care child) attending an Australian Government approved child care centre
- Be liable (or their partner must be liable) to pay for childcare
- Have the child care provided in Australia
- Ensure the child compiles with immunization requirements

Foster families who meet the eligibility criteria are also able to claim CCB.

How is CCB% calculated?

The Family Assistance Office (FAO) calculates fee reductions using family eligibility information and the online weekly attendance information the centre provides on Attendance Record Reports. This information is an overview of how the FAO makes fee reduction calculations.

For further information on how CCB is calculated, please refer to:

Child Care Centre Handbook 2011 /2012 - www.deewr.gov.au

Special Child Care Benefit (SCCB)

Special Child Care Benefit (SCCB) is an extra payment provided where a family experiences financial hardship, or in other exceptional circumstances. There is a maximum period of 13 weeks available if criteria's are met. Families should advise the Centre Director if they believe that SCCB may apply to them.

Jobs, Education and Training Child Care Fee Assistance (JETCCFA)

Jobs, Education and Training Child Care Fee Assistance (JETCCFA) is available to parents receiving the following Centrelink payments:

- Parenting Payment
- Newstart Allowance
- Youth Allowance (for job seekers, not full-time students)
- Widow B Pension
- Widow Allowance
- Partner Allowance
- Carer Payment



- Special Benefit (who would otherwise be eligible for Parenting Payment or Newstart Allowance but who do not meet residency requirements)
- Community Development Employment Projects Participant Supplement (only when the parent had immediate previous entitlement to a JETCCFA eligible income support payment but it is no longer payable due to the supplement income).
- Means -tested ABSTUDY payments.

JETCCFA provides extra help with the cost of approved child care for eligible parents undertaking activities such as job search, work, study or rehabilitation as part of an Employment Pathway Plan, to help parents enter or re-enter the workforce.

Families wishing to request additional assistance through JETCCFA must apply directly to the FAO. If approved the FAO will apply JETCCFA eligibility in calculating weekly fee reductions. DEEWR will pay JETCCFA amounts to the Centre. Families who are eligible for JETCCFA are required to provide the Centre with their JET Child Care Fee Assistance Notice, before JETCCFA can be applied to their account.

Grandparent Child Care Benefit (GCCB)

Grandparent Child Care Benefit (GCCB) is available to grandparents who:

- Meet the existing CCB eligibility requirements and
- Are receiving an income support payment from Centrelink or the Department of Veterans' Affairs and
- Are the sole or major provider of the ongoing daily care for the grandchild and have the responsibility for the day to day decisions about the grandchild's care, welfare and development.

GCCB covers the full cost of the total fee charged for CCB eligible hours up to 50 hours for each child in approved care each week.

Grandparents claiming GCCB need to apply directly to the FAO. Grandparents must notify the FAO prior to a grandchild/ren leaving their care or of any other change in their circumstances

Adult Migrant English Program (AMEP)

The Australian Government Department of Immigration and Citizenship provides free Child Care for non-school children if their parents are required to attend classes while participation in the Adult Migrant English Program (AMEP). The cost of AMEP related Child Care is the responsibility of the AMEP service providers. The participant is not eligible for CCB or JETCCFA because the AMEP is paying for the child care.

Allowable Absences

Each child is eligible to receive CCB for an initial forty two (42) days of absences in a financial year, across all services. These can be used for any reason (and includes Public Holidays). The number of absences is provided to families on their Statement and is shown as "YTD Absences". Once these days have been exhausted, full fees will apply for any absences, excluding the listed Approved Additional Absences.

Approved Additional Absences can be claimed and will be payable for absences taken as below (once initial 42 days have been exhausted) :

- Illness (with a Medical Certificate).
- Outbreak of an infectious disease and child is not immunised (with written evidence).
- Parents on a rotating shift or rostered day off (with written evidence).
- Temporary closure of a school or pupil free day.
- Period [of local emergency.
- Shared care/custody arrangements due to a court order, parenting plan or parenting order (with copy of documentation).
- Attendance at Preschool.
- Exceptional circumstances.
- There is no limit to the number of Approved Additional Absence days for which CCB may be paid, as long as:



- They are taken for the reasons specified above, and
- Supporting documentation (where required) is provided, and
- They are days on which care would otherwise have been provided. Further clarification of the requirements of additional absence days should be sought from the Centre Director and reference to the Child Care Service Handbook issued by the Department of Education, Employment and Workplace Relations (DEEWR).

Please let Centre know when your child is absent and the reason for their absence. Your Statement will inform you if your child is getting close to meeting the number of allowable absences for the year.

Source: Family Assistance Office www.familyassist.gov.au, Childcare Centre Hand Book 2010 - 2011
www.deewr.gov.au

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