Child Care Subsidy Governance Policy

To comply with legislation when either applying or maintaining the Child Care Subsidy (CCS) a CCS Governance Policy is required. Our policy covers: evidence ensuring ongoing compliance with Education and Care National Law and Regulations, Family Assistance Law, Australian Taxation laws, Australian Securities and Investment Commission (ASIC) and the Australian Government's guidelines provided in the Child Care Provider Handbook (2019).

Our financial integrity is transparent as we provide information about our organisation size and structure, decision making processes, employment procedures, fit and proper checks operational structure, financial viability and risk management.

Purpose

Our Service aims to comply with the Child Care Subsidy legislative requirements associated with operating a fee reduction service for eligible families. We understand the Department of Education, Skills and Employment (the department's) approach to maintaining the financial integrity of all child care funding.

Our Service has a genuine commitment to meet our obligations to maintain financial integrity and have effective compliance systems in place to ensure child care funding we receive is administered appropriately. Our Service accepts the legal responsibilities associated with claiming Child Care Subsidy within the Family Assistance Law.

We will continuously examine our business and service model to identify opportunities to cater to the needs of our families and community.

Approved Provider Details

To claim Child Care Subsidy to pass onto families as a fee reduction, our Service must be approved by a delegate of the Secretary of the Department of Education, Skills and Employment by showing the required evidence and information to ensure ongoing compliance with the Family Assistance Law.

Our Service will ensure all reporting requirements for claiming and administering CCS payments will be maintained. These include the requirement for the provider to undertake fit and proper checks on all relevant key personnel and ensuring background checks have been undertaken for relevant key personnel

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Source: Australian Government Department of Education, Skills and Employment. *Applying for Child Care Subsidy (CCS) Approval* https://www.education.gov.au/applying-child-care-subsidy-ccs-approval Australian Government Department of Education, Skills and Employment. *New Child Care Package for providers (from 2 July 2018)* https://www.education.gov.au/child-care-package-providers Australian Government Department of Education, Skills and Employment. *Child Care Provider Handbook (2018)* https://www.education.gov.au/child-care-provider-handbook-0 Australian Government Department of Education, Skills and Employment. *Guide to Additional Child Care Subsidy (child wellbeing)* (2019) https://www.education.gov.au/accs-child-wellbeing-guide Australian Government Department of Education, Skills and Training. *Business support tools and resources for child care services* https://www.education.gov.au/business-support-tools-and-resources-child-care-services Australian Government Department of Education, Skills and Employment. *Child Care Financial Integrity Strategy, 2019* https://docs.education.gov.au/node/52656 Australian Government Department of Education, Skills and Employment. *Mandatory Documents for Care Subsidy Approval Applications August 2019* https://docs.education.gov.au/node/50221 Australian Government Department of Education, *Child Care Subsidy (CCS) Specified Personnel Roles* (2020) https://docs.education.gov.au/documents/child-care-subsidy-specified-personnel-roles

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National Quality Standard – NQS		
Quality Area 7: Leadership and Management		
7.1	**Governance**	Governance supports the operation of a quality service
7.1.2	**Management Systems**	Systems are in place to manage risk and enable the effective management and operation of a quality service
7.1.3	**Roles and Responsibilities**	Roles and responsibilities are clearly defines, and understood and support effective decision making and operation of the service
Education and Care Service National Regulations		
2.1	Provider approvals	
2.2	Service approvals	
Division 1	Applications for Service approvals	
Division 3	Transfer of Service approvals	