



# 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 7.3.Element 7.3.2; 7.3.5.

## **PURPOSE:**

Child Care Subsidy (CCS) is designed to assist eligible families with the cost of child care. The Additional Child Care Subsidy - Wellbeing (ACCS) rate covers up to the full cost of care and is available to assist:

- Children at risk

## **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” by issuing a Certificate of Additional Child Care Subsidy – Child Wellbeing for a period of up to six weeks or apply for a Determination for up to 13 week.

## **PROCEDURES:**

1. The educator or support agencies such as but not limited to DCP, may contact Nature Alliance Family Day Care Service to enquire about the family’s eligibility to access Additional Child Care Subsidy- Child Wellbeing.
2. On the receipt of supporting documentation from an approved agency Nature Alliance Staff will discuss the situation with the educator and if it is believed that the situation may fit the criteria for a Certificate of Additional Child Care Subsidy – Child Wellbeing, the data will be entered onto the system via Harmony Software. This will be for an initial six- week period provided that the service percentage limit has not been reached. If the percentage limit has been reached, a Determination will be applied for.
3. A copy of the details of the Certificate will be forwarded to the educator at the time of approval.
4. If additional support is required, after the initial 6-week period, the supporting documentation will be loaded onto the system via Harmony for “Determination” and if approved by the Department of Human Service, a further 13 weeks of Additional Child Care Subsidy -Child Wellbeing may be granted.
5. The service will be advised through the Harmony software system of the Department of Human Services decision and educators will be notified via email of the notification and details of the timeframe.

6. Supporting documentation can be up to but not exceeding 5 months old at the time of the application for Determination is loaded.
7. Additional 13 week periods for Determinations can be applied for provided the supporting documentation is current.
8. Prior to the intended finish date of the funding the educator or supporting agency should contact Nature Alliance Family Day Care Service to discuss any further funding options if necessary.

### **Supporting Documentation**

Child Care Services Handbook

Australian Dept of Education - Guide to Additional Child Care Subsidy (child wellbeing)

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