

CHILD CARE SUBSIDY (CCS) GOVERNANCE POLICY

To comply with legislation when either applying or maintaining the Child Care Subsidy (CCS) a CCS Governance Policy is required. Dalas Family Day Care 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 check's operational structure, financial viability and risk management.

NATIONAL QUALITY STANDARD (NQS)

QUALITY AREA 7: GOVERNANCE AND LEADERSHIP		
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 defined, and understood, and support effective decision making and operation of the service.

EDUCATION AND CARE SERVICES NATIONAL REGULATIONS

2.1	Provider approvals
2.2	Service approvals
Division 1	Applications for Service approvals
Division 3	Transfer of Service approvals

RELATED LEGISLATION

Child Care Subsidy Secretary's Rules 2017	Family Law Act 1975
A New Tax System (Family Assistance) Act 1999	
Family Assistance Law – Incorporating all related legislation for Child Care Provider Handbook in Appendix G	
https://www.education.gov.au/early-childhood/resources/child-care-provider-handbook	

RELATED POLICIES

CCS Notifications Policy	Payment of Fees Policy
CCS Personnel Policy	Personnel Policy
CCS Account Policy	Privacy and Confidentiality Policy
Cyber Safety Policy	Professional Development Policy
Dealing with Complaints Policy	Recruitment Policy
Enrolment Policy	Record Keeping and Retention Policy
Fraud Prevention Policy	Staffing Arrangement Policy
Governance Policy	

PURPOSE

Dalas Family Day Care 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 Family Day Care 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. Dalas Family Day Care 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. (Child Care Financial Integrity Strategy, 2019).

SCOPE

This policy applies to the Approved Provider, Coordinator, Educators, Educator Assistants and families of the Family Day Care Service.

APPROVED PROVIDER DETAILS

To claim Child Care Subsidy to pass onto families as a fee reduction, our Family Day Care 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 Family Day Care 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.

- each person who has management or control of the provider
- each person who has responsibility for the day-to-day operation of the service
- Family Day Care educators

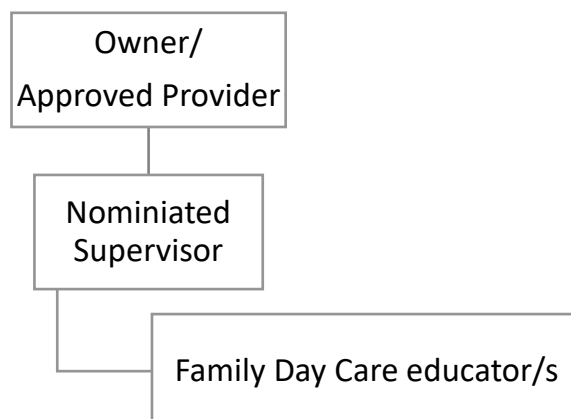
Required information includes:

Provider Approval Number	4000307
Service Approval Number	4000292
Business Name	Dalas Family Day Care
Trading Name	Dalas Family Day Care Pty Ltd
Contact Person	Shamsa Hassan
Telephone	(03) 94672441
Mobile	0423752437
Email	dalasfdc@gmail.com
Address	78 Snakegully Drive, Bundoora 3083
NQA IT System details	Are you registered? YES ☒ NO ☐
Provider Entity Name	Dalas Family Day Care Pty Ltd

Dalas Family Day Care Service Business structure

The following information describes the type and size of our family day care service operation, including personnel, recruitment and professional development strategies, fee structure, philosophy and financial position.

Organisational Structure Diagram



Source: CCS Provider Handbook <https://www.education.gov.au/child-care-provider-handbook>

The Family Day Care hourly cap is \$11.00

<https://www.servicesaustralia.gov.au/individuals/services/centrelink/child-care-subsidy/how-much-you-can-get/type-child-care-you-use-affects-it>

There is no entitlement to Child Care Subsidy or Additional Child Care Subsidy where a Family Day Care Educator, or their partner, cares for:

- their or their partner's child, including a foster care child, adopted child, kinship child or child for which they otherwise have legal responsibility, or
- their or their partner's brother, sister, half-brother or half-sister, step-brother or step-sister.

The Family Day Care provider must ensure that less than 50 per cent of the children to whom the Family Day Care educator is providing care within the Child Care Subsidy fortnight at the service are related to the Family Day Care educator as a:

- niece or nephew
- cousin
- grandchild (including a great-grandchild).

FAMILY DAY CARE RECORD KEEPING

Family Day Care providers are responsible for ensuring they comply with the below requirements. Providers are encouraged to:

- update policies and procedures to reflect the requirements
- communicate the requirement with all Family Day Care (FDC) educators
- create a log for FDC educators to confirm on a regular basis that they are not in breach of the requirement
- incorporate a question in the provider's Complying Written Arrangement and enrolment notice asking if a child is related to the FDC educator so necessary information is gathered
- ensure there is a log of any educators who are currently providing care to the specified relatives across a given fortnight
- establish a weekly or fortnightly reporting mechanism for educators to flag what, if any, care is delivered to relatives
- provide details of the name of the individual who would otherwise be eligible for Child Care Subsidy (for example, the parent or their partner)

- provide the name of the Family Day Care Educator (whether this is the same individual) and their child care personnel identification number (ID), the relevant child and their customer registration number (CRN)
- whether the child is still eligible for Family Day Care because the child is an eligible disability or Inclusion Support Program child, or is a remote area child, or the educator is usually in paid work or formal study at the time care is usually provided
 - engage with the provider's child care software provider regarding the incorporation of a reporting mechanism into the attendance reporting system.

NON-COMPLIANCE RISK MANAGEMENT

To ensure our continued commercial, operational and financial viability our Family Day Care Service will maintain a current Quality Improvement Plan, Professional Development and Training Plan, Personnel files, Professional Indemnity and Public Liability Insurance and a Child Care Management System. We understand our obligations to comply with requirements for the governance and financial administration of payments of child care funding and continually monitor and evaluate our FDC Service's financial viability.

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>

Australian Government Department of Education and Training (2017) *Child Care Services Business*

Support Resource – A guide for considering your business

https://docs.education.gov.au/system/files/doc/other/business_support_resource_1.pdf

REVIEW

POLICY REVIEWED	August 2022	NEXT REVIEW DATE	August 2023
MODIFICATIONS	• Inclusion of Personnel requirements • Additional source of references • Addition of reference to Family Law requirements • Update of source of references • Update to review the scope of who this policy refers to		
POLICY REVIEWED	PREVIOUS MODIFICATIONS		NEXT REVIEW DATE
August 2020	New Policy DRAFT Additional guidance added Policy checked for currency Financial management checks added Criminal history check added Inclusion of Child Care Financial Integrity Family Day Care Service specific requirements for logging information about relatives attending service included Policy purchased from Child Care Desk top		August 2021