



Approving Special Child Care Benefit Rate

Checklist: Will my service exceed the 18% limit?

Who should use this checklist?

This checklist is for use by approved child care services approved for Child Care Benefit purposes who have exceeded or will exceed the 18% limit Special Child Care Benefit (SCCB) rate, operating under the Child Care Management System (CCMS) Service approved Special Child Care Benefit approval limit.

Completing this checklist is not a mandatory requirement. However, it may assist you in assessing any need for an application to the Department of Social Services requesting a higher SCCB approval limit. It may also ensure that your application covers all the necessary information to allow the Department of Social Services to properly assess your application. However, information written on this checklist is subject to privacy requirements. Under section 22 of the Child Care Benefit (Eligibility of Child Care Services for Approval and Continued Approval) Determination 2000 an approved child care service must not provide a client with any information that may identify a child as being at risk of serious abuse or neglect. In this section "client" means any person who is or has been liable to pay child care fees, and any member of the family of such a person.

Service approval limit

Quarterly Period ending _____

Name of service _____

Special Child Care Benefit approval limit for service \$ _____

Quarterly Periods 2015-16

Quarter One: 6 July 2015 to 4 October 2015
Quarter Two: 5 October 2015 to 3 January 2016
Quarter Three: 4 January 2016 to 3 April 2016
Quarter Four: 4 April 2016 to 3 July 2016

Quarterly Periods 2016-17

Quarter One: 4 July 2015 to 2 October 2015
Quarter Two: 3 October 2015 to 1 January 2016
Quarter Three: 2 January 2016 to 2 April 2016
Quarter Four: 3 April 2016 to 2 July 2016

Unless the Department of Social Services has approved a higher limit, the SCCB approval limit is 18% of the total Child Care Benefit (CCB) fee reductions paid to your service in the quarter before last.

You can calculate the 18% limit from the total amount of CCB fee reductions advised against attendance record reports for the quarter before last. The total of CCB fee reductions includes amounts of Grandparent CCB and SCCB. It does not include amounts of Child Care Rebate (CCR) or Jobs, Education and Training Child Care Fee Assistance.

For example – 18% of \$10,000 of CCB fee reductions advised on attendance record reports is \$1,800.

For vacation care, this amount will need to be adjusted if the term breaks are for different lengths. For example, if the previous term break was for three weeks and the next term break will be for two weeks, then the SCCB limit for the two week term break is determined using two-thirds of the CCB fee reductions in the previous term.

Service approved Special Child Care Benefit approval limit

Section 79 of the A New Tax System (Family Assistance) Act 1999 prohibits a service from certifying SCCB rate for a child after the service has exceeded the 18% limit unless a higher limit has been approved by the Department of Social Services. A service that certifies further SCCB after it exceeds the appropriate 18% limit without the Department of Social Services' approval is contravening family assistance law and may have sanctions imposed on it. A limit higher than 18% may be approved by the Department of Social Services.

If approving a period of SCCB rate for a child will mean that the total cost of all approvals made during the quarter is greater than the approval limit, you must seek approval from the Department of Social Services or alternatively, forward all individual SCCB applications for the current quarter to the Special Child Care Assessment Team in the Department of Human Services.

A table is provided to assist you in calculating whether you have exceeded or will exceed the 18% limit SCCB rate.

Service approved Special Child Care Benefit approval limit

[illegible]

Please circle as appropriate

1. Have you included all service approved SCCB for the current quarter? **Yes/No**
2. Have you excluded SCCB approved by the Special Child Care Assessment Team in the Department of Human Services? **Yes/No**
3. Have you considered the number of new applications you are likely to receive and the number of weeks remaining in the current quarter? **Yes/No**
4. Is the total cost of all approvals made during the quarter greater than the 18% approval limit? **Yes/No**

If YES you must seek approval from the Department of Social Services to increase the approval limit.

5. Have you calculated the percentage of the higher SCCB limit required? **Yes/No**

To calculate actual or forecasted SCCB service approvals in the current quarter as a percentage of the total CCB, SCCB and GCCB paid in the quarter before last, take the value of the approvals, divide it by the CCB paid in the quarter before last and multiply it by 100.

For further information about this checklist, please contact the Department of Social Services CCMS Helpdesk on 1300 667 276 (local call cost).

If you become aware that the limit will be exceeded you should complete the 'Approving Special Child Care Benefit – Application for a higher limit where 18% limit has been reached' form (08-310) or alternatively forward all individual SCCB claims for the current quarter to the Special Child Care Assessment Team in the Department of Human Services.