

CHILD CARE SUBSIDY RECORD KEEPING AND RETENTION POLICY

The Approved Provider and Management are responsible for overseeing and ensuring that all records required to establish and maintain eligibility to receive Child Care Subsidy are maintained in accordance with relevant legislation.

LEGISLATION

LEGISLATION/ INSTRUMENT	MAIN REFERENCES
<i>A New Tax System (Family Assistance) (Administration) Act 1999</i>	Division 3 – Requirements in relation to records Section 204F – Requirements to notify Secretary of certain matters
Child Care Subsidy Minister’s Rules 2017	Part 5 – Provider requirements
Child Care Subsidy Secretary’s Rules 2017	Part 4 – Provider requirements Division 3 – Requirement to make records Division 4 – Requirement to keep records

PURPOSE

In addition to those required by the Education and Care Services National Regulations, Services are required to keep records pertaining to the administration of Child Care Subsidy (CCS). We aim to accurately maintain and manage all required CCS records in a private and confidential manner, working in accordance with all legislative requirements and best practice.

SCOPE

This policy applies to the Approved Provider and management of the Service.

DEFINITIONS

Written records include records that are either ‘hard copy’ paper records, or records that are stored electronically. Electronic records must be stored securely, and any changes, other than incidental changes related to their storage and display, must be recorded.

IMPLEMENTATION

Written records to be kept and maintained by the Approved Provider:

The following records are to be retained in a secure location at the Service:

- Complaints made to the Provider (or to any of the services of the provider), relating to compliance with the Family Assistance Law.
- Record of attendance for each child for whom care is provided (regardless of eligibility for CCS and/or Additional Child Care Subsidy [ACCS]).
- Record of any absences from care for each child and the reason for the absence (regardless of eligibility for CCS and/or Additional Child Care Subsidy [ACCS]).
- Statements or documents demonstrating that Additional absent days in excess of the initial 42 absent days meet the criteria.
- Copies of invoices and receipts issued in relation to the payment of child care fees.
- Copies of all Statements of Entitlement issued, and any statements issued to advise of a change of entitlement.

Providers must also keep a written record of the following, even if they would not otherwise record this information in writing:

- Any notice given to a state or territory body about a child at risk of abuse or neglect.
- Copies of the evidence and information provided with an application for approval about persons with management or control of a provider and persons responsible for the day-to-day operation of a Service.
- Any evidence or information produced to obtain police checks and Working with Children Checks for personnel and to support any statements about these checks in an application for provider or service approval.

SOURCE

A New Tax System (Family Assistance) (Administration) Act 1999:

<https://www.legislation.gov.au/Details/C2017C00225>

Australian Government Department of Education and Training. (2018): www.education.gov.au

Child Care Provider Handbook. (2018): www.education.gov.au/child-care-provider-handbook

Child Care Subsidy Minister's Rules 2017: <https://www.legislation.gov.au/Details/F2017L01464>

RESOURCES

Australian Government Department of Education and Training:

<https://www.humanservices.gov.au/organisations/business/your-business-sector/child-care-providers>

Child Care Subsidy System Helpdesk (9am-5.30pm Monday to Friday):

Phone: 1300 667 276

Email: ccmshelpdesk@education.gov.au

Department of Education and Training: <https://www.education.gov.au/child-care-providers>

REVIEW

POLICY REVIEWED	DECEMBER 2018	NEXT REVIEW DATE	JANUARY 2021
MODIFICATIONS	Policy created to assist Services to manage the Child Care Subsidy		