



Claiming Child Care Subsidy (CCS)

A GUIDE FOR FAMILIES

Welcome

There are 5 key steps to ensuring you are eligible for childcare subsidy.

1. Head to my.gov.au and log in or register as a new user. If you haven't done it before, you'll need to link your myGov account to Centrelink and complete the Centrelink registration.



2. Confirm your Activity Hours

The screenshot shows the main menu of the Centrelink mobile app. A green arrow points to the 'MENU' icon at the top. Another green arrow points to the 'My family' menu item. A third green arrow points to the 'Child care' menu item, which is expanded to show a list of options. A fourth green arrow points to the 'Activity test' option, which is highlighted with a green box. The 'Activity test' option is located under the 'Child care' section, along with 'Child Care Subsidy summary', 'Allocate hours', 'Withholding percentage', 'Enrolments', 'Manage child education details', 'Attendance record', 'Temporary financial hardship', 'Payment Balancing', and 'Absences'. Other menu items include 'Return home', 'My details', 'My tasks', 'Payments and claims', 'Family assistance', 'Income and assets', and 'Documents and appointments'.

Within the main menu, navigate to:
> My Family > Child Care > Activity Test

The screenshot shows the 'Activity Test' page in the Centrelink mobile app. The page title is 'Activity Test' and it includes a 'Help' icon. Below the title is an 'Activity Test Summary' section with a note: 'The following recorded activities are used to work out your hours of subsidised care per fortnight'. Underneath is a table titled 'You' with the following data:

Activity type	Hours per fortnight	Start date
Volunteering	1	27 Oct 2015
Other activity	2	01 Dec 2016
Paid Work	60	01 May 2017

At the bottom of the page, there are two buttons: 'Return to Home' and 'Update Activity Test'. A green arrow points to the 'Update Activity Test' button, and a green callout box next to it says 'Update you hours if required.' There is also a green arrow pointing to the table of activity hours.

3. Check your Subsidy Rate

The screenshot shows the main menu of the system. A green arrow points to the 'MENU' icon at the top. Another green arrow points to the 'My family' section in the left-hand menu. A third green arrow points to the 'Child Care Subsidy summary' link under the 'Child care' section. The menu items include: Return home, What are you looking for?, My details, My tasks, Payments and claims, My family, Family assistance, Child care, > Child Care Subsidy summary, > Allocate hours, > Activity test, > Withholding percentage, > Enrolments, > Manage child education details, > Attendance record, > Temporary financial hardship, > Payment Balancing, > Absences, Income and assets, and Documents and appointments.

Withing the main menu, navigate to:

> My Family > Child Care > Child Care Subsidy Summary

The screenshot shows the 'Child Care Subsidy (CCS) summary' page. The breadcrumb trail is 'Home > Child Care Subsidy summary'. The page title is 'Child Care Subsidy (CCS) summary' and the subtitle is 'Children assessed for CCS'. The user's name is 'John Doe' (Age 8). The 'Child Care Subsidy' section shows a '75% subsidy rate' and '100 eligible hours per fortnight'. A callout box states: 'If your subsidy rate and the eligible hours are showing ZERO, call Family Assistance 13 61 50'. There is also a 'View details' button. At the bottom, there are links for 'Family income estimate (2021 - 2022)' and 'Activity test hours'.

4. Book with TeamKids



Head to teamkids.com.au and **Log In** to make a booking, OR search for a venue first.

A screenshot of the Team Kids website. At the top left is the Team Kids logo. To its right is a navigation menu with links for ABOUT, PROGRAMS (with a dropdown arrow), PARENTS, PARTNERS, CAREERS, NEWS (with a dropdown arrow), FAQs, and CONTACT. Further right are two buttons: a blue "LOG IN" button and an orange "REGISTER" button. A green arrow points down to the "LOG IN" button. Below the navigation is a large image of children working on a project. Overlaid on this image is a search bar with the text "FIND A VENUE NEAR YOU". Below the search bar is a text input field containing "Enter SUBURB here" and an orange "Search" button. A green arrow points from the input field towards the left. At the bottom of the image is a blue banner with the text "We exist to enchant children's lives".

5. Confirm your Enrolments

The screenshot shows the Centrelink portal menu. A green arrow points to the 'MENU' button at the top. Another green arrow points to the 'My family' menu item. A third green arrow points to the 'Child care' menu item. A fourth green arrow points to the 'Enrolments' sub-item under 'Child care', which is highlighted with a green box.

Back on the Centrelink portal, navigate to:
> My Family > Child Care > Enrolments

The screenshot shows the 'Child Care Subsidy Enrolments' page. It features a table with the following data:

Enrolment status	Child name	Child care service name	Child care service type	Received date	Action
Confirmed	John Doe	TeamKids - Leichhardt	Outside School Hours Care	24/01/2022	View details
Ceased - Confirmed	John Doe	TeamKids - Leichhardt	Outside School Hours Care	01/10/2021	View details
Ceased -	John	Our Space OOSH	Outside School	27/01/2021	View details

A green arrow points to the 'View details' link for the first row of the table.

Check all enrolments have been confirmed, if not go to 'view details' and follow the prompts to confirm.

You're done!

Your child care subsidy is now sorted!

TeamKids is here to help.
If you get stuck, simply give us a call
1300 035 000

