



**ADMINISTRATIVE OFFICER: Clare Robinson**

**Administrative Requirements of Carers from Bayside Family Day Care**

*and*

**Information on the Child Care Management System (CCMS) Pilot Project**

**Administrative Requirements –**

**Documents Submitted to Bayside Family Day Care on a fortnightly basis:**

- Timesheets must be submitted by 9am on the Monday of timesheet week (As the number of Carers who join our scheme increase, the longer its going to take to process timesheets)
- Please put timesheets in strict alpha order of the child's surname
- Then place the attendance sheet behind
- Regular Outing forms must to submitted each fortnight. It is a legislative requirement that both parents and Coordinators are advised of outings away from the primary place of care
- Enter the child's absences on the timesheet. This must be kept up to date to prevent any payment of Child Care Benefit to parents that they are not entitled to and then being in a position of having to collect the overpayment
- Shared care!! Please call me if you have a child you are doing alternate care/shared care for. Especially when they are over the 37.5 hours in a shared placement in any week

**Child Care Management System (CCMS) Pilot Project**

- Bayside Family Day Care will be a pilot scheme for the new Child Care Management System
- The Pilot will take place in late February (or when the Harmony Software is ready)

**Changes Under the new CCMS system  
(These do not come into effect during the pilot project)**

- We will no longer be dealing with the Family Assistance Office – only parents can contact FAO when the CCMS is introduced
- The scheme will interface electronically with Centrelink for calculations of Child Care Benefit and for percentages
- Parents must have contacted FAO/Centrelink to establish a CRN before commencing with BFDC and they must provide their documentation to the office prior to commencement of childcare

**Change to Timesheet/Attendance sheets**

- Schemes will no longer have to do quarterly acquittals as payments will be weekly or fortnightly in arrears. Currently schemes are paid childcare Benefit in advance to administer (pay Carers) on behalf of parents
- Special Child Care Benefit will have to be approved by FAO it will no longer be granted at a scheme level
- There will be a combined allowance of 42 Allowable Absences (this includes Public Holidays) after using the 42 days a special discompensation will need to be submitted to be approved. For instance a Medical Certificate
- As yet, it is to be decided whether we will be submitting weekly or fortnightly data