



Task card – How to Update Fees in the Provider Entry Point (PEP)

How to update fees in the Provider Entry Point.

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Overview

This task card outlines how to update your service fees in the Provider Entry Point (PEP) to meet your reporting obligations under Family Assistance Law (FAL).

Under FAL you are required to report your fees within 14 days of:

- receiving CCS approval (or opening the service if that occurs at a later date)
- changing your fees
- twice a year – after the end of the financial year and calendar year, including reporting no change in fees.

Find more [task cards](#) for the PEP on our website.

If you need further assistance, contact the Child Care Subsidy Provider Helpdesk on 1300 667 276 from 9 am to 5 pm AEST or [via email](#) anytime.

Note: Only certain special characters can be used in the PEP:

- full stop (.)
- comma (,)
- hyphen (-)
- slashes (/, \)
- apostrophe (').

All other special characters will cause an error in the system.

Logging In

Step 1

Log in to the [Provider Entry Point \(PEP\)](#).



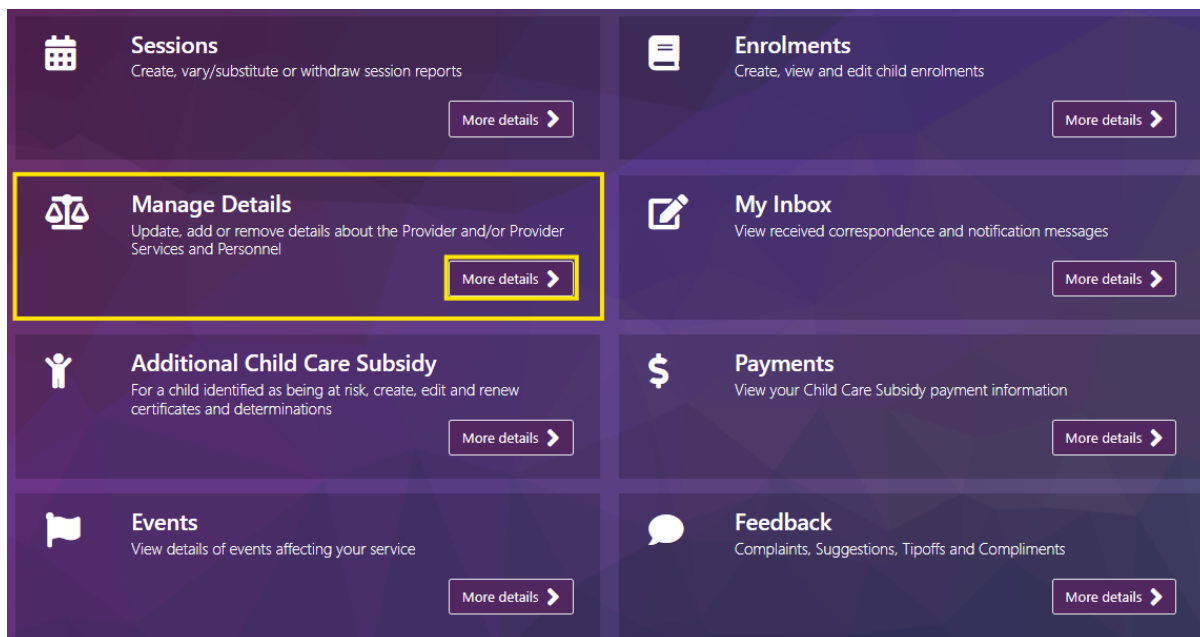
Fees and Inclusions

Step 1

Navigate to the homepage of the service where you want to update fees.

It is important that you are in the appropriate service context for the fees you will be submitting.

Select the **Manage Details** tile.



Step 2

Select **Fees and inclusions**. From here you can select to update your fees as either detailed fees and inclusions or a link to your fee schedule on your business website.

Service Details	Business Details
Service name	Contact details
Contact details	Hours of operation
Financial details	Fees and inclusions
Address Details	Vacancies offered

Circumstances and Notifications	Personnel Details
Location of records	Manage Personnel
Notify matters affecting approval	Add personnel
Approval Conditions	

Operational Details
Temporary ceasing of operations
External management
Trustee
Service Operation
ACCS Cap Percentage

Fee and Inclusion Details

Step 1

Select **Fee & Inclusion Details** and enter the **Date of event** – this is the date that the fees will be in effect.

Note – Fees cannot be backdated, the date of event must be either the day of submission or a future date.

Session Fees and Inclusions

The information below will be displayed on the 'Starting Blocks' website.

Do you want to provide website details or specific information for fee information?

☐ Website Information

☒ Fee & Inclusion Details

Date of event

05/09/2024



Please select a Session Type, then for each Age Group for which a session will be run, enter Inclusion Options and the Usual Fee for the session. You must enter at least one Inclusion option and the Usual Fee for a particular Session Type and Age Group. If you do not offer a session of this Session Type for a particular Age Group, do not select an Inclusion Option and leave Usual Fee blank.

Step 2

Select the **Session Type**, tick the relevant inclusions and enter the **Usual Fee**. Complete this for all session types then select **Submit**.

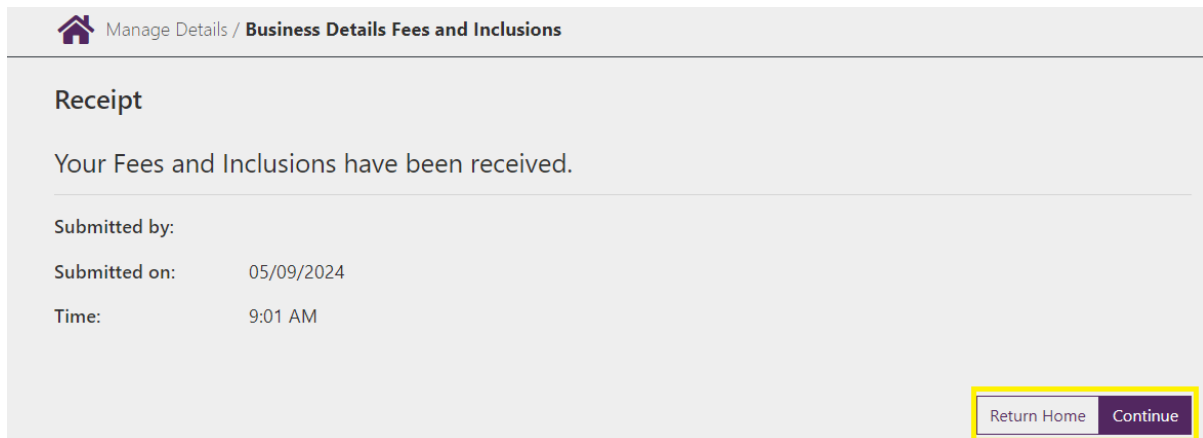
Note – To report no change, update the date of event to the date of submission and select **Submit**

Session Type	Hourly	Half Day	Full Day		
Age Group	0-12 Months	13-24 Months	25-35 Months	36 Months to Pre-School	Over Pre-School Age
NO Inclusions	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
ALL Inclusions	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
ALL Meals	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Breakfast	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Morning Tea	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Lunch	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Afternoon Tea	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Other Meals	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
All Other Inclusions	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Nappies	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Transport	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Education Programs	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Excursions / Incursions	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Usual Fee	\$\$\$\$.cc	\$\$\$\$.cc	0.01	\$\$\$\$.cc	\$\$\$\$.cc

Cancel Submit

Step 3

You will receive a receipt confirming the submission of fee information. Select either **Return Home** to return to the **Service home page** or **Continue** to return to the **Manage Details** page.



The screenshot shows a web interface for 'Manage Details / Business Details Fees and Inclusions'. It features a 'Receipt' section with the message 'Your Fees and Inclusions have been received.' Below this, it lists submission details: 'Submitted by:', 'Submitted on: 05/09/2024', and 'Time: 9:01 AM'. At the bottom right, there are two buttons: 'Return Home' and 'Continue', which are highlighted with a yellow border.

Manage Details / Business Details Fees and Inclusions

Receipt

Your Fees and Inclusions have been received.

Submitted by:

Submitted on: 05/09/2024

Time: 9:01 AM

Return Home Continue

Website Details

Note

Fees reported via URL are not displayed on StartingBlocks.gov.au. To ensure your fees are displayed, please submit detailed fees and inclusions. Including your detailed information helps parents choose the best early childhood education and care for their family.

Step 1

Select **Website Information** and enter the **Date of event**, this is the date that the fees will be in effect. Enter the full URL into the **Child Care Service Website** field and select **Submit**.

Note – To report no change, update the date of event to the date of submission and select **Submit**



Session Fees and Inclusions

The information below will be displayed on the 'Starting Blocks' website.

Do you want to provide website details or specific information for fee information?



Website Information



Fee & Inclusion Details

Date of event

05/09/2024



Child Care Service Website

<https://www.education.gov.au/early-childhood>

Cancel

Submit

Step 2

You will receive a receipt confirming the submission of fee information. Select either **Return Home** to return to the **Service home page** or **Continue** to return to the **Manage Details** page.



Receipt

Your Fees and Inclusions have been received.

Submitted by:

Submitted on: 05/09/2024

Time: 9:01 AM

Return Home

Continue