



Australian Government
Department of Education

Community Child Care Fund Restricted Grants

GUIDE FOR GRANT RECIPIENTS



ISBN

978-1-76114-051-8 [PDF]

978-1-76114-034-1 [DOCX]



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The document must be attributed as the Community Child Care Fund Restricted Grants guide for grant recipients .

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1. Introduction

About the grant

The Community Child Care Fund Restricted (CCCFR) Grant is an element of the Community Child Care Fund (CCCF) program. It supports services to address barriers in child care participation, particularly targeting disadvantaged and vulnerable families and communities. The CCCFR grant supplements the fee income your service receives from families, the Child Care Subsidy (CCS) and the Additional Child Care Subsidy (ACCS).

CCCF has a number of elements:

- [Restricted grant](#)
- Restricted grant expansion
- [Open grant](#)
- [Special Circumstances grant](#)
- [Connected Beginnings program](#).

CCCF Restricted grant expansion

On 5 August 2021, as part of the launch of the Commonwealth's Closing the Gap Implementation Plan, the Australian Government announced additional funding over four years to establish up to 20 new CCCFR services in mainly remote locations.

The focus is to increase participation rates of Aboriginal and Torres Strait Islander children in early childhood education and care settings.

The new services will be delivered, where possible, by Aboriginal Community Controlled Organisations, in line with the Closing the Gap National Agreement.

Purpose of this guide

This guide provides information to help you to meet your obligations if you are a child care service that has a CCCFR grant agreement.

The CCCFR grant supplements the income your service receives from families, the Child Care Subsidy (CCS) and the Additional Child Care Subsidy (ACCS).

Child care services that have a CCCFR grant agreement will typically be one of the following:

- former Budget Based Funded (BBF) service
- former Non-Formula Funded Occasional Child Care (NFFOCC) service
- former Indigenous Advancement Strategy (IAS) funded service
- a new service receiving a CCCFR Expansion grant.

This guide provides information about:

- the obligations and responsibilities of child care services under the CCCFR grant agreement

- laws and conditions that apply to these services
- where to go for further assistance.

To better understand your obligations and details about the grant you should also refer to:

- your grant agreement
- the grant guidelines
- the [*Child Care Subsidy Minister's Rules 2017 \(Minister's Rules\)*](#)
- [the Child Care Provider Handbook](#).

2. Your obligations

You must follow the obligations required in your grant agreement and under laws including:

- Family Assistance Law
- Minister's Rules.

To continue to receive CCCFR grant funding you must:

- maintain approval to administer CCS by meeting the requirements of Family Assistance Law
- comply with the requirements of Section 49 of the Minister's Rules, if:
 - you are not approved under National Law, or
 - not a former NFFOCC service.
- meet all grant agreement requirements including submitting milestone reports on time.

Your grant agreement will specify how long you will receive CCCFR funding. Most grant agreements are for between three and five years.

Family Assistance Law

Family Assistance Law (FAL) is a broad term that covers a range of legislation and instruments.

To receive the CCCFR grant, you must:

- be CCS approved
- follow rules under FAL.

The [Child Care Provider Handbook](#) provides practical guidance on how you can apply for and maintain CCS approval.

The following are some examples of the FAL rules you must follow:

Fit and proper people

You must ensure the provider, people with management or control, and people responsible for day-to-day operations of the service are 'fit and proper'. This means they must have:

- National Police Certificate
- Working with children check.

You will need to have a copy of the current working with children check for:

- the service director
- all staff (including volunteers in most jurisdictions)
- all educators, and
- all members of the governance committee.

Note that a person with management or control of your service will also require additional checks.

You may be asked to provide this documentation at any time. The requirements for working with children checks vary across Australian states and territories.

The Australian Institute of Family Studies provides state contact details.

① Australian Institute of Family Studies

▶ aifs.gov.au ▶ [Pre-employment screening: Working with children checks and police checks](#)

A person with management or control of your service will also require additional checks.

① Child Care Provider Handbook

▶ dese.gov.au/child-care-provider-handbook ▶ [Applying to become an approved provider ▶ Specified personnel](#)

Updating contact information

All specified personnel must be registered on [Provider Digital Access \(PRODA\)](#). You must keep the details of specified personnel up to date in the [CCS System using the Provider Entry Point \(PEP\) or your third party software](#).

Specified personnel roles are:

- persons with management or control of the provider
- persons with responsibility for day-to-day operation of the service.

You must tell us of any change in specified personnel within specific timeframes. This means you must tell us when:

- you get new specified personnel
- contact details for current specified personnel change. New specified personnel must be registered on [PRODA](#).

When you do this, you must declare that all background checks are completed.

① Child Care Provider Handbook

▶ dese.gov.au/child-care-provider-handbook ▶ [Software and systems](#)
▶ dese.gov.au/child-care-provider-handbook ▶ [Applying to become an approved provider ▶ Specified personnel](#)
▶ dese.gov.au/child-care-provider-handbook ▶ [Record keeping and notifications](#)

① Services Australia

▶ www.servicesaustralia.gov.au ▶ [PRODA \(Provider Digital Access\)](#)

Arrangement with parent or carer

You must have an arrangement with the responsible person for all children in your care. This is usually a parent or carer.

To access CCS or ACCS, a Complying Written Arrangement (CWA) must be in place. If you don't have a CWA you must have another arrangement to ensure you can record children's attendance. This is called a Relevant Arrangement.

You must show you have an arrangement by lodging an enrolment notice in the in the CCS System.

Child Care Provider Handbook

▶ dese.gov.au/child-care-provider-handbook ▶ [Updating and ending arrangements and enrolments](#)

Updating a child's information

You must update the CCS System when a child's information changes. Examples of such changes include:

- changed custody arrangements
- changed home address.

Child Care Provider Handbook

▶ dese.gov.au/child-care-provider-handbook ▶ [Updating and ending arrangements and enrolments](#)

Notifications

You must notify the department about changes relating to your service using PEP or your third-party software.

This includes changes in a provider's or service's circumstances, like:

- unexpected closure of the service
- ceasing to operate the service
- changes to your fees or bank account details
- changes to operating hours
- changes to anticipated vacancies
- changes to physical or postal address
- changes to the provider or service name
- changes to contact information
- changes to specified personnel including new specified personnel.

You must also inform the department if you become aware that certain personnel:

- has a serious conviction
- is an undischarged bankrupt

- was a director or secretary of a corporation when the corporation went into administration, receivership or in the past 12 months
- can no longer be considered fit and proper
- stops having management or control of the provider.

See the Child Care Provider Handbook for specific guidance and instructions.

Child Care Provider Handbook

▶ dese.gov.au/child-care-provider-handbook ▶ [Record keeping and notifications](#) ▶ [Notifications](#)

Minister's Rules

This section refers to [Division 5, Section 49](#) of the Minister's Rules.

Additional conditions for continued approval

Services that must meet additional conditions for continued CCS approval are:

- services that are former BBF or IAS funded services, and
- not approved under National Law.

Develop and implement an education program

You must include activities that acknowledge and strengthen the cultural identity of the children in your care.

Supervise

You must ensure children are supervised at all times.

Provide a safe environment

You must ensure that the environment is safe for children so that they are not injured or harmed while in your care.

Hold a first aid qualification

At least one staff member providing care must hold a current approved first aid qualification.

Complete additional requirements

You must complete any additional requirements specified by the department to ensure your service provides high quality child care.

Manage and report serious and work health and safety notifiable incidents

You must have appropriate arrangements to manage serious incidents and workplace health and safety in relation to the service.

Obtain insurance

You must have workers compensation insurance as well as a minimum cover of \$10,000,000 in public liability insurance. Refer below for more information about insurance details.

Have a Quality Improvement Plan

You must have a Quality Improvement Plan in place for your service within 6 months of CCS approval. You will need to provide it to the department on request.

You must review your Quality Improvement Plan each year (see how to prepare and review your Quality Improvement Plan below).

Even if you are not currently required to, you should work toward meeting the National Quality Standard. Doing so will help you:

- foster children's growth and development
- build an environment that is safe, comfortable and protects children from harm, injury and infection
- hire nurturing, warm and attentive staff
- develop positive relationships within your community.

Resources that will help you to improve the quality of education and care in your service are:

- National Quality Framework: The NQF includes legislation, national quality standard and learning frameworks
- National Quality Standard: The NQS sets a national benchmark for early childhood education and care.

Australian Children's Education and Care Quality Authority

- ▶ www.acecqa.gov.au ▶ [National Quality Framework](#)
- ▶ www.acecqa.gov.au ▶ [National Quality Standard](#)
- ▶ www.acecqa.gov.au ▶ [Quality Improvement Plan](#)

Minister's Rules

- ▶ www.legislation.gov.au ▶ [Section 49](#)

Serious incidents notifications

This section refers to *Section 49(3)* and *49(4)* of the [Minister's Rules](#).

You must have arrangements to manage serious incidents. This includes notifying the department in writing within 24 hours after:

- a serious incident occurs, or

- a circumstance occurs that could have resulted in a serious incident.

Examples of a serious incident include:

- the death of a child
- a child has gone missing
- a child has been taken from your service without parental approval
- a child is accidentally locked in or out of your service’s premises
- injury, illness, harm or trauma to a child when a child needed the services of a medical professional, or needed to go to hospital
- any incident when an emergency service (police, fire department, ambulance) has attended your service’s premises.

The definition of a serious incident includes allegations or incidents of physical or sexual abuse.

 ⓘ Minister’s Rules
<p>▶ www.legislation.gov.au ▶ Section 49(3)</p> <p>▶ www.legislation.gov.au ▶ Section 49(4)</p>

Abuse or neglect

This section refers to [Part 2 \(Div 2\)\(9\)](#) of the Minister’s Rules.

A child at risk of serious abuse or neglect may suffer harm as a result of being subject to, or exposed to:

- serious physical, emotional or psychological abuse
- sexual abuse
- domestic or family violence
- neglect.

‘Harm’ means any detriment to the child’s wellbeing.

‘Neglect’ means a failure to be provided with the basic needs that are essential for the child’s physical and emotional wellbeing.

You must consider risk factors and signs of abuse such as sexualised behaviour or suspected grooming.

It is a criminal offence if you do not report a reasonable suspicion of child abuse at your service. This includes any incident or allegation where you believe a child has been, or is being, physically or sexually abused.

[The Australian Institute of Family Studies](#) website provides information on how to report suspected child abuse and neglect and the contact details for the reporting authority in each state and territory.

If a serious incident occurs at your child care service you must:

1. Notify the department within 24 hours

You must notify the department of any actual or potential serious incidents. Refer to the factsheet and use the Serious Incidents Form on the [CCCFR Notification of Serious Incidents webpage](#).

2. Talk to your staff

You must talk to your staff and others in attendance. Make sure those who witnessed the event write down all details of how it occurred, and everyone involved.

3. Notify the state or territory regulatory authority

This applies to services that are approved under National Law or services licenced and/or approved under state or territory law.

ACECQA's webpage has information on reporting requirements about children, including reporting on child abuse and neglect.

4. Notify your CCCFR program officer

Contact your CCCFR program officer at CCCFRestricted@education.gov.au.

📘 Minister's Rules

▶ www.legislation.gov.au ▶ [Part 2 \(Div 2\)\(9\)](#)

📘 The Australian Institute of Family Studies

▶ aifs.gov.au ▶ [Reporting child abuse and neglect](#)

📘 Department of Education

▶ dese.gov.au ▶ [CCCFR Notification of serious incidents](#)

Work health and safety notifications

This section refers to [Section 49\(5\)](#) the Minister's Rules.

You have two levels of reporting as part of managing your service's work health and safety (WHS) obligations.

The first is to your state or territory regulator. WHS is managed by the state and territories and Safe Work Australia. They set WHS policy and obligations and will be your first point of contact in the event of a notifiable WHS incident. For more information refer to the [Safe Work Australia website](#), the [incident notification information sheet](#) and your [local regulator](#).

For information on how to reduce risks and protect children from injury and harm, see the [NQF Quality Area 2: Children's health and safety](#).

Safe Work Australia define a WHS notifiable incident below:

- the death of a person
- a serious injury or illness
- a dangerous incident.

Notification requirements differ in each state or territory. Refer to your local WHS regulator to check their reporting conditions.

To be notifiable, the incident must arise out of the conduct of your service's business and covers both adults and children at your service.

Examples of notifiable incidents include:

- musculoskeletal injuries requiring immediate treatment at a hospital
- loss of vision or serious eye injury requiring immediate treatment
- serious burn requiring immediate treatment
- spinal injury that requires serious treatment
- severe deep wound that requires immediate treatment.

The second level of reporting is to the department.

A factsheet is available from your CCCFR program officer to guide you on how to report to the department.

When a notifiable WHS incident has occurred, you must:

- immediately notify your WHS regulator.
- immediately notify the department in writing
- within 14 days, complete a detailed report for the department. A report email template is available from your CCCFR program officer.

The report must include:

- circumstances of the incident
- results of the investigations into its cause
- any recommendations or strategies for prevention in the future
- copies of all notices and correspondence you receive from the WHS regulator, within 24 hours of receiving them.

Immediately notify the department if you are directed to stop working at your service as it is unsafe under the WHS laws.

Notify the department within 24 hours if any of the following occurs:

- you feel any employee or individuals within your service are breaking WHS laws
- any WHS Entry Permit holder or an inspector is at your service or where care is being provided
- your regulator has instructed you or has informed you of a decision or request.

① Minister's Rules

▶ www.legislation.gov.au ▶ [Section 49\(5\)](#)

① Safe Work Australia

▶ [Safe Work Australia](#) ▶ [Incident Reporting](#)

▶ [Safe Work Australia](#) ▶ [WHS regulators](#)

① Australian Children's Education and Care Quality Authority

▶ www.acecqa.gov.au ▶ [National Quality Standard Quality Area 2](#)

Insurance

This section refers to *Section 49(8)* of the Minister's Rules.

You must always have the following current insurance policies:

- workers compensation insurance
- public liability insurance with a minimum cover of \$10,000,000.

We may request copies of your insurance certificates.

It is important your service has the necessary insurance because you or your staff becoming injured or sick at work could result in costs to you, like:

- the injured employee's salary while they are unable to work
- medical expenses
- rehabilitation expenses
- costs should your service be held accountable for negligence.

Workers compensation insurance helps to cover these costs. You must have public liability insurance to protect your service from this financial risk.

These resources can help you understand your insurance obligations:

① Minister's Rules

▶ www.legislation.gov.au ▶ [Section 49\(8\)](#)

① Fair Work Ombudsman

▶ www.fairwork.gov.au ▶ [Workers compensation](#)

① Business.gov.au

▶ business.gov.au ▶ [Business insurance](#)

Quality Improvement Plan

[Section 49\(9\)](#) of the Minister's Rules outlines that each child care service must have, within 6 months after CCS approval of the service, a Quality Improvement Plan (QIP).

QIPs assess a service's strengths and weaknesses against each of the 7 key quality areas of the [National Quality Standard](#) of the [NQF](#).

A QIP is important for the following reasons:

- the [National Quality Standard](#) sets a national benchmark for the quality of early childhood education and care services
- while your service may not have to comply with the NQF, you should have a QIP so your service can improve
- a QIP helps you understand your service's ability to meet the National Quality Standards
- you must have a QIP and a copy available for the department if requested.

You must review and revise the QIP each year. The QIP must cover each of the seven quality areas in the NQF:

- educational program and practice
- children's health and safety
- physical environment
- staffing arrangements
- relationships with children
- collaborative partnerships with families and communities
- leadership and service management.

The [Quality Improvement Plan template](#) provides a format for you to use when writing your QIP.

Australian Children's Education and Care Quality Authority resources

ACECQA has an online course to help you [develop a Quality Improvement Plan \(QIP\)](#) for your service.

ACECQA has also developed a [self-assessment tool](#) to help identify strengths and opportunities for quality improvement.

📄 Minister's Rules

▶ www.legislation.gov.au ▶ [Section 49\(9\)](#)

📄 Australian Children's Education and Care Quality Authority

- ▶ www.acecqa.gov.au ▶ [National Quality Standard](#)
- ▶ www.acecqa.gov.au ▶ [National Quality Framework](#)
- ▶ www.acecqa.gov.au ▶ [Quality Improvement Plan online course](#)

CCCFR grant conditions

The CCCFR grant supports specific child care services to:

- operate sustainably under the Child Care Package
- increase participation by Indigenous children.

What you can use CCCFR grant funding for

Grant funding can be used to:

Improve service viability and sustainability

For example, improving business practices and introducing innovative solutions.

Address community level barriers to child care participation

For example, by helping vulnerable and disadvantaged families participate in child care.

Undertake capital works

Capital works must be necessary for the service to operate sustainably under the Child Care Package. Some examples include:

- extending or modifying buildings
- making building modifications to address workplace safety requirements.

This work could be to refurbish, repair or maintain buildings, landscape works, fencing and outdoor play areas.

You will need to submit a minor capital works business case for proposed additional funds for capital works. Your CCCFR program officer will provide you with the factsheet and template to use.

Other approved activities

Such activities must increase Indigenous children's participation in early education and child care.

Refer to section 4.1 of the Community Child Care Fund – Restricted Grant Opportunity Guidelines for further detail. Your grant agreement will specify what activities you can use your CCCFR grant for.

What you cannot use CCCFR grant funding for

The following are some examples of activities you cannot use grant funding for:

- buying land
- activities that are not directly related to the delivery of child care
- activities that have not been identified by the department as eligible activities for your service.

You should contact your CCCFR program officer about any proposed activity. They will advise if the activity is eligible for CCCFR grant funding.

Section 4 of the Community Child Care Fund – Restricted Non-competitive Grant Opportunity Guidelines also provides more information on what grant funding can and cannot be used for.

Grant funding amounts

Your grant agreement specifies how much funding you can receive. Other important information is included below:

- your CCCFR grant is usually paid in three instalments (July, October and April). However, there may be more than three instalments depending on any grant agreement variations
- your grant agreement will specify how much funding you will receive in each instalment
- in May, for each year of funding, the department will review the amount of CCS and ACCS income you have received
- your CCCFR grant funding may be adjusted if the amount of CCS and ACCS you have received varies significantly from the estimate in your CCCFR budget.

Grant funding to increase participation

The CCCFR grant aims to:

- ensure continuity of child care services
- reduce barriers to accessing child care, particularly in disadvantaged, and vulnerable families and communities
- increase Indigenous children's participation in child care.

The CCCFR grant recognises the unique circumstances that CCCFR services operate in. Funding is in addition to any Child Care Subsidy and fees the service receives.

Supporting families to access the care they need

Services can use their CCCFR grant funding to support vulnerable and disadvantaged families to access child care for:

- hours beyond a family's entitlement under the CCS activity test
- families who are transitioning to CCS

- families who may need the additional support provided by ACCS (child wellbeing), but may have concerns about accessing ACCS
- covering child care fees for families who may otherwise disengage or withdraw from child care.

Payment

Before the department can make a CCCFR payment to you, you must:

- be approved to administer CCS on behalf of families
- provide evidence that you have achieved the milestones and Key Performance Indicators (KPIs) outlined in your grant agreement
- meet any other conditions of payment outlined in your grant agreement.

You may need to provide evidence that you have completed capital works, including:

- certificates of completion
- photos of completed work
- evidence of payment to builders.

Disputes

If you disagree with a CCCFR decision, you should contact your CCCFR program officer in the first instance.

If you still disagree with a CCCFR decision, you may request a review of your circumstances by the program delegate.

The delegate will revise a funding decision only if you can demonstrate that the:

- original decision was based on flawed information or
- decision process was not completed as specified in the grant guidelines.

Other income

You should maximise the income you receive. You can do this by:

- enrolling more families that can claim CCS
- receiving co-payments from families
- fundraising
- applying for grants from other government or non-government organisations.

If you receive income from other sources, it must be included in the Budget and Business Planning Tool and Financial Report.

Interest on CCCFR grant funds

You must treat interest earned from the investment of CCCFR funds in the same way as funding received under the grant agreement. This means that:

- interest must be included as anticipated or actual income in the Budget and Business Planning Tool and Financial Report

- if you have entered into a grant agreement with only one activity schedule, the interest can only be spent on items in that activity schedule
- if you have entered into a grant agreement with more than one activity schedule, you can choose to spend the interest on any items in any of the activity schedules based on need. You must report this in your financial report.

Managing risk

You must put in place policies, procedures and controls to manage risks related to your CCCFR grant agreement.

Suggestions for what you can do to manage risks include:

- before spending CCCFR funding, check that it is an approved activity in your grant agreement
- keep receipts for all purchases made with CCCFR grant money
- ensure only authorised people have access to your bank account, so that no unauthorised payments are made
- ensure that more than one person can perform key financial and operating roles, so that if you are sick or on holidays someone else can perform these roles
- perform bank account reconciliations each month
- monitor utilisation so that if demand for your service is reducing/increasing you can reduce/increase staffing levels and make any other necessary changes.

Notifying the department

In addition to the notifications that are required relating to your CCS approval, you must also notify your CCCFR program officer when any of the following occur.

Closure or service reduction

If you are planning to close your service, either temporarily or permanently, or reduce the capacity of its services, you must do the following:

- contact your CCCFR program officer via phone or email before any action is taken
- let your CCCFR program officer know what your plans are. This is important because you may not be eligible to receive any payments (including CCCFR) while closed
- for temporary closures (for a few hours, days or weeks) depending on the circumstances and duration of the closure, the department may decide to continue payments in the short term
- where you are planning to close your service permanently, your CCCFR program officer will advise you in writing of what you will need to do to finalise your CCCFR grant agreement with the department.

You must also notify your CCCFR program officer if you are planning to reduce the capacity of the services delivered by your service, for example:

- reducing or increasing the sessions of care offered by your service
- changes to the maximum number of children that can attend your service
- changes to the location/s of mobile delivery sites.

Your CCCFR program officer will provide information on the proposed change and any relevant factsheets and templates.

Changing the owner of the service

Contact your CCCFR program officer if you are thinking about changing the owner of your service. There are processes that must take place to:

- ensure the new owner is suitable to operate a CCS approved child care service
- confirm their eligibility to receive the CCCFR grant.

Viability concerns

Contact your CCCFR program officer immediately if you have concerns about the viability of your service. Support may be available to:

- help your service through a temporary period of financial stress
- help you manage long-term viability issues.

Milestones and reporting

You will generally receive three CCCFR grant payments (July, October and April) each financial year.

To be eligible to receive the payments you must meet the obligations of your grant agreement. You must also submit the following reports to the department each financial year:

1. Activity Budget by 31 July each year.
2. Minor Capital Project Work Plan (if applicable) by 31 July each year.
3. Compliance and Operations Report by 31 March each year.
4. Financial Report by 31 October each year.

To ensure the reports you provide the department are of a satisfactory standard, consider the following:

- have you used the appropriate report template?
- is the report complete? Have you provided the required information?
- is the information you provided in the report accurate? Is it consistent with information you have previously provided to the department and supported by evidence?
- does the report show that you have complied with your grant agreement (for example, are you making progress towards achieving the KPIs contained within your grant agreement)?
- When you submit your reports, you should do the following:
- refer to your CCCFR grant agreement to ensure you understand your reporting obligations, including the due date of each report
- once you submit a report to the department, your CCCFR program officer will assess whether the report is satisfactory or not
- submit all reports to the department by their due date and that the reports are of a satisfactory standard

Activity Budget

There are a number of steps you need to follow to prepare for your budget and planning tool, you need to:

1. Prepare a CCCFR grant budget each year

Use the Activity Budget template and factsheet provided by your CCCFR program officer.

2. Complete the Activity Budget by 31 July each year

The activity budget should be aligned to your funding and should include information on how you plan to spend your CCCFR grant in the period 1 July to 30 June. Provide a copy to your CCCFR program officer.

3. Base your budget on estimates and assumptions for the future

It's important that you are comfortable with these estimates as you will need to acquit against the budget in the Financial Report.

4. Submit a business case for proposed additional funding

Services may find that they need to apply for additional funding to cover operating costs, or to pay for minor capital repairs and maintenance, or to undertake a major capital expenditure project.

Talk to your CCCFR program officer, who will provide you with the relevant business case template and a factsheet. These will outline what you need to include to complete and submit your business case request. For example, you will need to provide the last six months expenditure reports, a detailed description of why your service requires additional funding and how you will use it.

5. Changes to your Activity Budget

Notify your CCCFR program officer if you want to alter your activity budget or spend your grant money on anything not specified in your CCCFR grant agreement, you must first receive approval from your CCCFR program officer.

Minor Capital Project Work Plan

For each year that you are going to receive pre-approved minor capital funding, you must prepare a Minor Capital Project Work Plan. You need to provide proof of how you have spent minor capital funding as part of the Financial Report. Your CCCFR program officer will provide you with a template.

The plan is due by 31 July each year. You should provide information on how you plan to spend your capital funding that financial year (period 1 July to 30 June).

If you do not spend your minor capital funding budget within the financial year, you will need to repay it to the department. You should monitor your minor capital funding budget carefully throughout the financial year.

Compliance and Operations Report

Each year, you must prepare a Compliance and Operations Report (COR) and provide a copy to your CCCFR program officer.

The COR is due by 31 March each year and should provide information for the current financial year. Your CCCFR program officer will provide you with a template to use.

Financial Report

Each year, you must prepare a Financial Report and provide a copy to your CCCFR program officer.

You need to follow the below steps:

- the Financial Report is due by 31 October each year, and you should provide information on how you spent your CCCFR grant funding during the previous financial year. Your CCCFR program officer can provide you with a template
- it's important you keep track of your income and expenses during the year which will help you to prepare your Financial Report
- you need to provide proof of expenditure for any minor capital purchases as part of your Financial Report.

For all other expenses, while you don't need to provide proof as part of the Financial Report, you should make sure that you have evidence of the purchases. The department may request this information.

Evidence may include a combination of:

- tax invoices for purchases and payments
- payroll records for wages and other staff entitlements
- bank statements to show that you did pay for the purchase.

If your grant exceeds a total of \$100,000 (excluding GST), an independently audited financial acquittal report which verifies that the grant has been spent in accordance with the grant agreement must be provided. You may use CCCFR grant funding to pay for professional services.

3. Overview of the laws

National Quality Framework

The National Quality Framework (NQF) includes:

- [National Law and National Regulations](#)
- [National Quality Standard](#)
- [assessment and quality rating process](#)
- [national approved learning frameworks](#).

The NQF sets the standard for all child care services to achieve. The framework aims to provide better educational and developmental outcomes for children.

Key aspects of the NQF include:

- higher educator qualifications, to equip staff to provide the kind of activities that help children learn and develop
- improved educator-to-child ratios, so each child gets the individual care and attention they need
- more information for parents through a transparent ratings system.

① Australian Children's Education and Care Quality Authority

- ▶ www.acecqa.gov.au ▶ [National Law and National Regulations](#)
- ▶ www.acecqa.gov.au ▶ [National Quality Standard Quality Area 7](#)
- ▶ www.acecqa.gov.au ▶ [Assessment and quality rating process](#)
- ▶ www.acecqa.gov.au ▶ [National approved learning frameworks](#)

National Law

The *Education and Care Services National Law* sets a standard for children's education and care across Australia. Providers must follow the rules in the National Law and Regulations.

The regulations provide details on the rules, including:

- application processes for provider and service approval
- rating scales
- the process for rating and assessment of services against the National Quality Standard
- requirements against the seven quality areas in the National Quality Standard
- staffing arrangements and qualifications
- fees for a range of transactions
- jurisdiction-specific provisions.

Services approved under the National Law

If your service is approved under the National Law, you must comply with the NQF, including the National Law, Regulations and the National Quality Standard.

Services not approved under the National Law

Working towards these requirements will improve the quality of the early learning and care for children attending your service.

There are a number of CCCFR-funded services that do not need to hold National Law approval. These services are either:

- specified services under [Section 50](#) of the Minister's Rules. You are a specified service if you were in receipt of Budget Based Funding or Indigenous Advancement Strategy funding and your service was not approved under the *Family Assistance Law*
- services that are not education and care services under section 5 of the National Regulations (such as those that offer care to children on a non-regular or ad hoc basis).

For information on services that are not an education and care service and are excluded by National Law and Regulations, see page 36 of the [Guide to the National Quality Framework](#).

Most CCCFR services must also be licensed and/or approved under state or territory law. This means they must comply with regulations under that legislation.

📘 Minister's Rules

▶ www.legislation.gov.au ▶ [Section 50](#)

4. Contact information

For questions about your grant

For questions relating to your CCCF Restricted Grant agreement contact your CCCFR program officer at CCCFRestricted@education.gov.au.

For questions about CCS

For questions relating to the Child Care Subsidy or Additional Child Care Subsidy, contact the Child Care Subsidy System Helpdesk.

Email: CCSHelpdesk@education.gov.au

5. Resources

It is important that you read and use other resources in addition to this guide, such as:

- [Child Safe Policy](#)
- Your CCCF Restricted Grant agreement
- Community Child Care Fund – Restricted Grant Opportunity Guidelines
- [Quality Improvement Plan template and self-assessment tool](#)
- [ACECQA information sheets](#).

Child Care Provider Handbook

The Child Care Provider Handbook includes more information on CCS and ACCS. It can help you understand:

- how CCS and ACCS work
- what you need to do to maintain your CCS
- what you need to do to comply with the law
- requirements of services not approved under National Law
- other funding that may be available to providers
- how the Minister’s Rules apply to you.

Child Care Subsidy

The Department’s website includes information on the subsidies available, these include:

- [CCS is paid to approved providers](#) who pass it on to families as a fee reduction. Families pay the difference between the provider’s fee and the subsidy amount
- [ACCS is an extra payment](#) on top of the Child Care Subsidy for families who need more help
- [ISP helps child care services](#) address barriers to participation for children with additional needs, particularly children with disability.

Encourage and promote the benefits of CCS for the community. These include high-quality and safe child care and early learning for families and children, and employment opportunities for the community.

National Quality Standard

[The National Quality Standard \(NQS\)](#) sets a high national benchmark for early childhood education and care and outside school hours care services in Australia.

There are a range of resources on the ACECQA website to help you apply the quality standards in your service:

- [Guide to the NQF](#)
- [Information sheets](#)
- [Policies and procedures](#)
- [Educational leadership](#)
- [Newsletters and games](#)
- [We hear you blog](#).

Aboriginal and Torres Strait Islander children

[Secretariat of National Aboriginal and Islander Child Care \(SNAICC\)](#) can connect you with resources to help develop your education program. You can include activities that acknowledge and strengthen the cultural identity of children in your care.

Refer to the following link to [learn more about becoming a member](#) of SNAICC.

When you are developing your education program, you should consider the cultural diversity within your service. For example, children may be from Indigenous heritage or have immigrated to Australia.

Some useful SNAICC resources include:

- [Aboriginal and Torres Strait Islander children's cultural needs booklet](#) aims to enhance understanding of Aboriginal and Torres Strait Islander children's cultural needs and provides suggestions, questions and ideas to support you in practice.
- [Keeping our kids safe: cultural safety and the national principles for child safe organisations booklet](#) assists Aboriginal and Torres Strait Islander organisations, their communities and non-Indigenous organisations to embed and reinforce cultural safety across all levels of their organisations, in line with the National Principles.
- [Keeping Our Kids Safe video](#) talks through each of the 10 National Principles and what they might look like through an Aboriginal and Torres Strait Islander cultural lens.

There are also [fact sheets on the SNAICC website](#) that provide advice on the Early Years Learning Framework.

The [Cultural Connections booklet](#) by Child Australia focusses on respect for diversity and cultural competence.

6. Glossary

Term	Definition
Additional Child Care Subsidy	A payment that provides targeted fee assistance to families and children facing barriers in accessing affordable child care in certain circumstances.
Arrangement	An agreement between a child care provider and an individual or organisation to provide child care in return for child care fees.
Assessment and quality rating process	Education and care services are assessed and rated against the seven quality areas of the National Quality Standard by their state and territory regulatory authority.
Australian Children's Education and Care Quality Authority (ACECQA)	The national body established under the National Law to support states and territories to deliver best-practice regulation of early learning and child care and ensure national consistency in improving quality outcomes for children.
Budget Based Funded program	A program that supported child care services in locations where the market would not otherwise be viable. The program closed on 30 June 2018.
Capital works	Works to build, extend, modify or renovate facilities.
Centre Based Day Care	Child care that is provided in licensed or registered centres. It can include any pattern or arrangement of care provided in this setting.
Child at risk	A child at risk of serious neglect or abuse and who meets the relevant criteria.
Child Care Subsidy	Income and activity-tested Australian Government child care subsidy that replaced Child Care Benefit and Child Care Rebate from July 2018.
Child Care Subsidy System	The technical platform through which providers and families interact with Australian Government in relation to child care subsidies.
Community Child Care Fund	A fund designed to help eligible child care services address barriers to child care participation, particularly in disadvantaged and vulnerable families and communities.
Community Child Care Fund Restricted Non-competitive Grant (CCCFR)	A grant that supports specific child care services to operate sustainably under the child care package and to increase participation by Indigenous children.

Term	Definition
Compliance and operations report (COR)	<p>The template that must be completed to report on the requirements of:</p> <ul style="list-style-type: none"> • <i>Section 49 of the Minister’s Rules</i> – Additional conditions for continued approval for child care services • <i>Section 50 of the Minister’s Rules</i> – Certain providers not required to meet state or territory requirements • the grant agreement.
Complying Written Arrangement	An arrangement (between a child care provider and an individual to provide child care in return for fees) that includes required information.
Delegate	An official who has been given statutory authority, by an instrument of delegation, to make particular decisions or perform particular functions.
<i>Education and Care Services National Law (National Law)</i>	The law that sets a national standard for children’s education and care across Australia. In effect, the same law is applied in each state and territory but with some variation for the needs of each state or territory.
<i>Education and Care Services National Regulations (National Regulations)</i>	Support the National Law by providing the detail on a range of operational requirements for an education and care service.
Educational program	<p>A program that:</p> <ul style="list-style-type: none"> • is based on an approved learning framework • is delivered in a manner that accords with the approved learning framework • is based on the developmental needs, interests and experiences of each child • is designed to take into account the individual differences of each child.
Educator	A person who provides care for someone else’s child or children at a child care service, in their own home or, in the case of In Home Care, in the child’s own home.
Family Assistance Law (FAL)	<p>The Family Assistance Law is the basis for Commonwealth child care fee assistance, which includes the Child Care Subsidy and Additional Child Care Subsidy. It also provides for the approval of child care provider to administer child care fee assistance on behalf of families.</p> <p>It includes:</p>

Term	Definition
	<i>A New Tax System (Family Assistance) (Administration) Act 1999;</i> and legislative instruments made under those Acts, including the <i>Child Care Subsidy Minister's Rules 2017</i> and the <i>Child Care Subsidy Secretary's Rules 2017</i> .
Financial report	The template that must be completed to report a service's financial income and expenditure in accordance with the requirements of the grant agreement.
Fit and proper person	A person who is considered suitable to be involved in the administration of child care subsidies on behalf of the Australian Government and families, having regard to matters including their history of compliance with the law and responsible financial management.
Harm	Detriment to a child's wellbeing.
In Home Care	A flexible form of early childhood education and care where an educator provides care in the child's home. It is restricted to families who are unable to access other forms of early childhood education.
Inclusion Support Program	A program that assists child care services to include children with additional needs by providing tailored inclusion advice and support from contracted inclusion agencies as well as funding to address more challenging inclusion barriers.
Indigenous Advancement Strategy (IAS) funded service	This is a previous model of funding that is no longer available to child care services.
Individual	The person who is liable to pay the child care service fees. The individual is often the child's parent (or the parent's partner) but may be another adult with legal responsibility for the child.
Minister's Rules	A legislative instrument that provides certain details about how Family Assistance Law is implemented.
Minor capital works business case	A submission to the Department of Education for additional funding under the CCCFR grant to meet an immediate and unforeseen need or respond to an emergency situation. The business case submission must include a detailed minor capital project work plan.
Minor Capital Works Project Work Plan	Is the template that must be completed for each minor capital works business case submission and must include: <ul style="list-style-type: none"> supporting documentation, for example quotes from contractors or retailers (a minimum of three quotes should be provided)

Term	Definition
	<ul style="list-style-type: none"> • details of co-contributors and funding amounts for the project • a budget detailing how the minor capital works funding will be spent.
<i>National Law and National Regulations</i>	Refers to the Education and Care Services National Law Act 2010 and the Education and Care Services National Regulations 2011, which set a national standard for children’s education and care across Australia. In effect, the same law is applied in each state and territory but with some variation for the needs of each state or territory.
National learning frameworks	Under the National Law and Regulations, services are required to base their educational program on an approved learning framework. This should focus on addressing the developmental needs, interests and experiences of each child, while taking into account individual differences.
National Quality Framework	A jointly governed uniform national approach to the regulation and quality assessment of education and care services, including a national legislative framework that consists of the National Law and National Regulations; a National Quality Standard; and an assessment and rating system.
National Quality Standard	<p>The National Quality Standard sets a high national benchmark for early childhood education and care and outside school hours care services in Australia.</p> <p>The National Quality Standard includes 7 quality areas that are important outcomes for children.</p>
Neglect	A failure to be provided with the basic needs that are essential for the child’s physical and emotional wellbeing.
Non-Formula Funded Occasional Child Care (NFFOCC) service	Non-Formula Funded Occasional Care Operational Support is an older model of child care service funding that is no longer available.
Work Health and Safety Notifiable incident	<p>A notifiable incident is:</p> <ul style="list-style-type: none"> • the death of a person • a ‘serious injury or illness’, or • a ‘dangerous incident’ arising out of the conduct of a business or undertaking at a workplace. <p>Notifiable incidents may relate to any person—whether an employee, contractor or member of the public.</p>

Term	Definition
Outside School Hours Care	Provides care before and after school hours and during school vacations for children who normally attend school.
Provider	A person or business entity that is responsible for operating a child care service (or services).
Provider Digital Access (PRODA)	A system to authenticate an individual’s digital identity so that they may interact with various government digital and online systems without requiring identity verification for every interaction.
Quality Improvement Plan (QIP)	Aims to help providers self-assess their performance in delivering quality education and care, and to plan future improvements
Regulatory authority	The state and territory authority responsible for the administration of the National Quality Framework in each state and territory, usually as part of that state or territory’s education department or agency.
Rural/remote locations	Non-metropolitan areas that are defined in the Australian Standard Geographic Classification as ‘inner regional, ‘outer regional, ‘remote’ or ‘very remote’.
Secretary’s Rules	A legislative instrument that provides certain details about how Family Assistance Law is implemented.
Serious Incident	<p>A serious incident can include:</p> <ul style="list-style-type: none"> • the death of a child • a child has gone missing • a child has been taken from your service without parental approval • a child is accidentally locked in or out of your service’s premises • injuries or illness when a child needed the services of a medical professional, or needed to go to hospital • any incident when an emergency service (police, fire department, ambulance) have attended your service’s premises. <p>A serious incident also includes allegations or incidents of physical and/or sexual abuse.</p>
Service	The child care that is delivered by a provider in a site or setting. There are different types of child care services. One provider

Term	Definition
	may deliver one or more services, which may include different service types and/or different service sites.
Sustainability business case	A submission to the Department of Education seeking additional CCCFR grant funding.
The Secretary	The Secretary of the Commonwealth Department of Education.
Work health and safety	The objective of work health and safety is to protect the health and safety of workers; and to improve safety outcomes in workplaces.
Working with children checks	A process to screen a person’s criminal records and any reports about professional conduct that may affect their suitability to work with children. This is one of several safeguards to provide safe environments for children. The name of the check and the process may be different in different states and territories.