



# Task card - how to create a new Additional Child Care Subsidy determination in the Provider Entry Point

## How to create a new Additional Child Care Subsidy determination in the Provider Entry Point

### Overview

This task card provides an overview of how to create a new Additional Child Care Subsidy (ACCS) (child wellbeing) determination via the Provider Entry Point (PEP).

A description of the fields and important information is outlined above each image.

Overview .....	1
Step 1: Opening the Additional Child Care Subsidy menu.....	2
Step 2: Searching for the child .....	3
Step 3: Entering in the start date.....	3
Step 4: Read and accept the Minister’s Rules 2017, then select “Next” to proceed .....	4
Step 5: Enter the details of the Determination.....	4
Step 6: Evidence Requirements .....	6
Step 7: Summary of the Determination.....	8
Step 8: Declaration.....	9
Step 9: Receipt .....	9

## Step 1: Opening the Additional Child Care Subsidy menu

After signing into the PEP (using your username and password you created for your PRODA account), select the **'More details'** button from the **'Additional Child Care Subsidy'** tile.

The screenshot shows a dashboard with six menu tiles, each with a 'More details' button. The tiles are:

- Sessions**: Create, vary/substitute or withdraw session reports.
- Enrolments**: Create, view and edit child enrolments.
- Manage Details**: Update, add or remove details about the Provider and/or Provider Services and Personnel.
- My Inbox**: View received correspondence and notification messages.
- Additional Child Care Subsidy**: For a child identified as being at risk, create, edit and renew certificates and determinations. This tile is highlighted with a yellow border.
- Payments**: View your Child Care Subsidy payment information.

This screen details any children identified as being “at risk” by the service within the last 12 months. If no certificates or determinations have been created, the message ‘No children have been identified as ‘at risk’ at this service in the last 12 months’ will appear.

The screenshot shows the 'Additional Child Care Subsidy' page. At the top, there is a home icon and the page title. Below this, there are summary statistics:

- ACCS (child wellbeing) cap percentage: 100 %
- Percentage reached (as at calculation date): 100 %
- Cap percentage calculation date: 25/10/2021

There is a search button and a 'Search' button. Below the statistics, there is a section titled 'Children 'at risk' in the last 12 months'. The text below this section reads: 'The following children have been identified as being 'at risk' by your service within the last 12 months. The most recent certificate or determination is shown. Select **View** to see the ACCS (child wellbeing) history for the selected child. Select **New Certificate or Determination** to search for an 'at risk' child at your service.'

There is a search input field with the placeholder text 'Enter search text...'. Below this is a table with the following data:

Child CRN	Child name	Date of birth	Type	Status	Actions
987654321B	Cindy Citizen	31/10/2015	Determination	Approved	<a href="#">View</a>

Below the table, it says 'Showing 1-1 of 1'. At the bottom right, there are two buttons: 'Return Home' and 'New Certificate or Determination'.

- **ACCS (child wellbeing) cap percentage:** Previously this was 50%, now will show as 100% unless a lower percentage has been imposed on the service.
- **Percentage reached (as at calculation date):** This field is no longer in use, unless the service has a percentage cap less than 100%

- **Cap percentage calculation date:** View and calculate the ACCS cap for the service by inputting a calculation date. You can use the calendar icon to select the date.
- **Search function:** The search text allows you to filter to individual children
- **View:** Selecting this button will allow you to see the ACCS (Child wellbeing) history for the child
- **New Certificate or Determination:** Select this button to create a new determination for a child.

## Step 2: Searching for the child

In the PEP, search for the child you wish to create a new determination for by entering in the child's CRN and clicking on the magnifying glass:

Additional Child Care Subsidy / ACCS Child Wellbeing Application

ACCS (child wellbeing) cap percentage: 100 %  
 Percentage reached (as at calculation date): 0 %  
 Cap percentage calculation date: 29/11/2021

Children enrolled at calculation date

Search 123456789A

## Step 3: Entering in the start date

Update the "Cap percentage calculation date" field to the date you're wanting the determination to start from. The day the determination takes effect must be a Monday under Family Assistance Law. Determinations can be backdated up to 28 days, or up to 13 weeks where services can demonstrate exceptional circumstances. Use the "select" button to select the appropriate child

Additional Child Care Subsidy / ACCS Child Wellbeing Application

ACCS (child wellbeing) cap percentage: 100 %  
 Percentage reached (as at calculation date): 0 %  
 Cap percentage calculation date: 25/10/2021

Children enrolled at calculation date

Search 987654321B

Child CRN	Child name	Date of birth	Enrolment start date	Actions
987654321B	Cindy Citizen	31/10/2015	15/02/2021	Select

Showing 1-1 of 1

Back Return Home

## Step 4: Read and accept the Minister's Rules 2017, then select "Next" to proceed

 Additional Child Care Subsidy / ACCS Child Wellbeing Application

---

**Minister's Rules 2017**

The Child Care Subsidy Minister's Rules 2017 describe the circumstances where a child is considered 'at risk of serious abuse or neglect':

A child is taken to be at risk of serious abuse or neglect if the child is at risk of suffering harm as a result of being subject to, or exposed to, one or more of the following events:

- a) serious physical, emotional or psychological abuse;
- b) sexual abuse;
- c) domestic or family violence;
- d) neglect.

A child is at risk if:

- a) the child is currently experiencing one or more of the events set out above; or
- b) the risk of the child experiencing one or more of the events in the future is real and apparent.

A child may be taken to be at risk of suffering harm in relation to an event mentioned above even if the event occurred before a certificate was given or an application for a determination was made.

A child is also taken to be at risk of serious abuse or neglect where the child is in need of care and protection under relevant State/Territory law.

For more information please see the Child Care Provider Handbook - Child Care Provider Handbook | Department of Education, Skills and Employment.

## Step 5: Enter the details of the Determination

The screens presented will vary, dependant on how you respond to the questions.

### Question: Child under the care and protection of the State/Territory and in formal foster/kinship question

If you answer **YES** to this question, You need to upload supporting evidence.

**Determination Details**

Start date: 25/10/2021

Is **CINDY** under the care and protection of the State/Territory and in formal foster/kinship care?  Yes  No/Unsure

Do you hold evidence that supports this view?  Yes  No

If you answer **NO/Unsure** to this question, You must notify an appropriate Support Agency within the relevant timeframes. For more information, refer to the [Guide to ACCS \(child wellbeing\)](#). You are able to submit this information at a later stage, refer to the "Changes to Certificates & Determinations" Task card for instructions on how to complete this function.

If the child is not under the care and protection of the State/Territory and in formal foster/kinship care, or you are unsure, you must notify an appropriate Support Agency of the child being at risk within the relevant timeframes. Please see the Guide to ACCS (child wellbeing) for more information on referrals.

### Determination Details

Start date: 25/10/2021

Is <b>CINDY</b> under the care and protection of the State/Territory and in formal foster/kinship care?	<input type="radio"/> Yes	<input checked="" type="radio"/> No/Unsure
Have you formed the view that <b>CINDY</b> is or was at risk, or continues to be at risk?:	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Do you hold evidence that supports this view?	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Have you notified an appropriate Support Agency that <b>CINDY</b> is at risk?	<input checked="" type="radio"/> Yes	<input type="radio"/> No

### Question: Number of weeks considered to be at risk & Risks identified:

Once a certificate/s have been granted for for a six week period, services can lodge a determination. The system will make the decision based on the information already in the system. A determination can be given for a period of up to 13 weeks and extended up to 52 weeks for example when children who are subject of a long-term protection order . Refer to the [Guide to ACCS \(child wellbeing\)](#) on when a determination can be extended. Use the drop down box to select between 1-52 weeks.

Next, select the risks you have identified by clicking on the box next to each one.

Number of weeks considered to be at risk:

Risks identified - please select all that apply:

Is currently suffering harm due to:

- Experiencing physical, emotional or psychological abuse
- Being subjected to sexual abuse
- Exposure to domestic or family violence
- Neglect

Suffered harm in the past due to:

- Experiencing physical, emotional or psychological abuse
- Being subjected to sexual abuse
- Exposure to domestic or family violence
- Neglect

### Question: Please select reason for backdating child wellbeing more than 28 days

This question will appear if at Step 3 you keyed in a date which is more than 28 days. If ACC008 – Evidence of exceptional circumstance is not attached to the determination, when attempting to submit you will receive an error.

Please select reason for backdating child wellbeing more than 28 days:

Please Select
<b>Please Select</b>
Delay in evidence beyond Provider's control
Other

## Step 6: Evidence Requirements

A list of evidence requirements will display based on the responses you selected. *When applying to backdate an ACCS (child wellbeing) determination up to 13 weeks the evidence **must** demonstrate the relevant exceptional circumstance. This is **in addition** to the evidence required to show that a child is considered at risk. Refer to [the Guide to ACCS \(child wellbeing\)](#) on backdating in exceptional circumstances.*

### Evidence Required

Please attach any evidence you have to support your claim that **CINDY** is or was at risk, or continues to be at risk of the following:

Current risk reasons

- Experiencing physical, emotional or psychological abuse
- Being subjected to sexual abuse
- Exposure to domestic or family violence
- Neglect

Any evidence that you provide should be no more than six (6) months old.

Where this case is known to Child Protection, you should attach the information that was supplied to you by the notifying body.

Select the evidence that you have to attach. If you have more than one document they will need to be attached individually.

<input type="checkbox"/> Attach	ACC002 - ACCS child wellbeing evidence
<input type="checkbox"/> Attach	ACC003 - Notice from a State/Territory body (204K)
<input type="checkbox"/> Attach	ACC004 - ACCS child wellbeing supporting document
<input type="checkbox"/> Attach	ACC005 - Advise of child no longer at risk evidence or supporting document
<input type="checkbox"/> Attach	ACC008 - Evidence of exceptional circumstance
<input type="checkbox"/> Attach	Statutory declaration

Back

Cancel

Next

To add evidence, click on the  Attach button next to the evidence you are wanting to include and click '**next**'. To select the documents to be uploaded, click on '**Choose a file**'

**Select your document**

Accepted formats: **PDF, PNG, TIFF, JPG.**

Total file size cannot exceed 10 Mb

Please ensure all pages are in a single file and review your document for clarity and correctness before submitting.

Choose a file

Return

Navigate through your folders to find the file you're wanting to attach. The file must be an accepted format (PDF, PNG, TIFF or JPG) and not exceed 10 MB.

Once you have located the evidence, click **"Open"**.

You will know the evidence is attached when you see a green tick next to the document name:

**Select your document**

Accepted formats: **PDF, PNG, TIFF, JPG.**

Total file size cannot exceed 10 Mb

Please ensure all pages are in a single file and review your document for clarity and correctness before submitting.

Status	Document name
✓	TEST.pdf

Choose a file

Return

Select **"Return"**

This will take you back to the "Evidence Required" screen. From here you can "Delete" any evidence which was added incorrectly, or select "Next" to progress.

**Evidence Required**

Please attach any evidence you have to support your claim that **CINDY** is or was at risk, or continues to be at risk of the following:

Current risk reasons

- Experiencing physical, emotional or psychological abuse
- Being subjected to sexual abuse
- Exposure to domestic or family violence
- Neglect

Any evidence that you provide should be no more than six (6) months old.

Where this case is known to Child Protection, you should attach the information that was supplied to you by the notifying body.

Select the evidence that you have to attach. If you have more than one document they will need to be attached individually.

Attach ACC002 - ACCS child wellbeing evidence

Attach ACC003 - Notice from a State/Territory body (204K)

Attach ACC004 - ACCS child wellbeing supporting document

Attach ACC005 - Advise of child no longer at risk evidence or supporting document

Attach ACC008 - Evidence of exceptional circumstance

Status	Document name	Evidence Type	Action
✓	TEST.pdf	ACC008	Delete
✓	TEST.pdf	ACC002	Delete
Attach	Statutory declaration		

Back Cancel Next

## Step 7: Summary of the Determination

Here you will be presented with a summary of all the selections you have made for the determination. Review the information and hit "Edit" to amend any information which isn't correct.

If all sections are accurate, click "**Next**" to progress.

### Summary

---

You are about to submit an application for a determination for ACCS (child wellbeing)

Name of child:	Cindy Citizen
Start date:	25/10/2021
Expected end date:	02/01/2022

---

Is child under care and protection:	No	<a href="#">Edit</a>
Have you formed a view that child is or was at risk:	Yes	
Do you hold evidence that supports this view:	Yes	
Have you notified an appropriate Support Agency that child is at risk:	Yes	
Number of weeks considered 'At Risk':	10	
Reason child wellbeing backdated:	Delay in evidence beyond Provider's control	
Current Risks identified:	Experiencing physical, emotional or psychological abuse Being subjected to sexual abuse Exposure to domestic or family violence Neglect	
Past Risks identified:		

---

Name of Support Agency notified:	Tester	<a href="#">Edit</a>
Type of body/class of organisation:	Parenting Assist, Family Support Program	
Date advised:	15/11/2021	
Additional details:	Test	

---

Type/s of evidence attached:	Third Party Files • TEST.pdf Statutory File	<a href="#">Edit</a>
------------------------------	---	----------------------

[Back](#) [Cancel](#) [Next](#)

## Step 8: Declaration

When the determination declaration is displayed, review for accuracy, before checking the checkbox and clicking “**Submit**”.

### Declaration

I declare that:

- The information I have provided is true and correct; and
- Where necessary, I have made reasonable but unsuccessful attempts to identify an individual eligible for CCS for this child; and
- That this certificate is provided under 85CB of the A New Tax System (Family Assistance) Act 1999.

I understand that:

- The provider must give an appropriate State and Territory body notice that this provider considers the child to whom this certificate relates is or was at risk of serious harm of abuse or neglect no later than six (6) weeks after the day this certificate takes effect.
- Giving false or misleading information is a serious offence.
- I must notify Services Australia of any change(s) to this information.
- I must keep records of observations and evidence to support my certifying that the child is at risk.

I declare that I have read, understand and accept my obligations.

Declaration made by: Margaret Makebelieve  
Declaration made on: 01/12/2021

[Back](#) [Submit](#)

## Step 9: Receipt

A receipt will display, notifying you of the outcome of your update. For cases of backdating more than 28 days, you will receive a message to say that you will be ‘notified of the outcome’ and the determination will show as provisional on the Additional Child Care Subsidy screen in the PEP. A provisional status means the Determination is being assessed by the relevant team.

### Receipt

The ACCS (child wellbeing) determination for CINDY has been received. You will be notified of the outcome.

ACCS Document ID: 9000016221  
Submitted by: KO PO  
Submitted on: 02/12/2021  
Time: 08:34:09 am

[Continue](#)