



# Application to submit, vary, substitute or withdraw session reports for a previous financial year

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## When to use this form?

In limited specified circumstances a provider may need to submit, vary, substitute, or withdraw session reports after the end of the financial year in which the care occurred. Where this occurs, this form needs to be completed and a delegate of the Secretary of the Department of Education (the department) will make an assessment and decide whether to agree to the provider's request.

This form must be completed when applying to submit, vary, substitute, or withdraw session reports for a previous financial year for **one family only**. If you are seeking to make changes to multiple families, please complete Part A, D and E in this form and Part B and Part C can be provided in an excel file spreadsheet.

### Please note:

- **under the Family Assistance Law, providers are required to submit complete and accurate session reports within 14 days after the end of the week in which the session of care was provided.** Failure to do so is an offence and attracts a civil penalty. It may also result in a fine (infringement notice), even where the report is later varied, substituted or withdrawn. There are limited circumstances providers are permitted to later vary, substitute, or withdraw session reports.
- the department cannot accept applications for varying or substituting session reports from more than two financial years ago, where it would result in an increase to an individual's weekly entitlement. For example, in the 2025-26 financial year, an individual's weekly entitlement in 2022-23 cannot be reviewed if the varied or substituted session reports would result in an increase in the individual's entitlement.
- the submission, variation, substitution or withdrawal of session reports relating to care provided in a previous financial year may financially impact both child care providers and individuals. This application process seeks to ensure changes to previous year session reports are permitted only in appropriate circumstances and in accordance with the department's policy and process in this regard.
- Where a varied, substituted or withdrawn report is submitted, it is open to the department to use this report in assessing provider compliance with conditions for continual approval.
- A provider may be found liable for debts assessed as part of this submissions, variation, substitution or withdrawal.

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## Application process

Where child care providers wish to submit, vary, substitute or withdraw session reports for the previous financial year, they need to apply to the department using this online application form and provide all required information.

Submitting, varying, substituting or withdrawing a session report for a previous financial year may only be permitted:

1. in limited specified circumstances, including:
  - to submit a session for the first time;
  - to correct an inaccurate enrolment notice;
  - to correct an inaccurate attendance record;
  - to correct a fee error; and
2. where the change will impact on an individual's CCS entitlement for the session of care; and
3. where the application and proposed change contain true and accurate information.

The assessment outcome will be communicated to you along with advice regarding next steps or a request for supporting documentation via the nominated email address you have provided to the department. If you need to update this email address, please do so using your approved child care software or Provider Entry Point before submitting this form.

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## PART A – Provider and Service details (all fields mandatory)

Provider name:

Provider ID (CRN – nine digit number with a letter on the end):

Service name:

CCS Service ID (CRN – nine digit number with a letter on the end):

**Please note:** If you are applying to submit/vary/substitute/withdraw attendance data for multiple individuals, you may provide information in Part B, Part C and Part D in an [excel file spreadsheet](#). This will only be accepted if relevant information is provided in full.

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## PART B – Family details

### Parent/Guardian

Parent/Guardian name:

Parent/Guardian CRN:

Parent/Guardian date of birth (dd/mm/yyyy):

### Child One

Child name:

Child CRN (CRN – nine digit number with a letter on the end):

Child date of birth (dd/mm/yyyy):

Child Enrolment ID:

### Child Two

Child name:

Child CRN (CRN – nine digit number with a letter on the end):

Child date of birth (dd/mm/yyyy):

Child Enrolment ID:

### Child Three

Child name:

Child CRN (CRN – nine digit number with a letter on the end):

Child date of birth (dd/mm/yyyy):

Child Enrolment ID:

**Please note: If the family has more children an additional form will need to be completed**

## PART C – Session reports – Intended changes

In the table below, you need to reflect the changes you intend to make within the CCS system. Each row represents one week. If you are applying to submit, withdraw or vary sessions for multiple weeks of attendance, you may provide the information required in **Part B** and **Part C** in an [excel file spreadsheet](#). **Do not send this spreadsheet in a separate email, your application will only be accepted if relevant details are provided in full.**

**Please note:** If you are requesting to withdraw **all** session reports within a week **OR** you are submitting session reports for the first time, you are **only** required to complete the first two columns of the table below.

Attendance Week Ending (Sunday)	Educator Name (In Home Care/Family Day Care only)	Dates of session of care in the week ending period	Hourly fee charge per session of care	Total hours per session of care

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## PART D – Detailed explanation of why you are requesting this change/s (all fields mandatory)

Please provide a detailed explanation that supports your application. You must specify the reason for submitting, withdrawing or varying session reports for a previous financial year.

Select the action/s you are intending on making:

**First time session submission**

**Session withdrawal**

**Session variation**

If you selected **first time session submission**, your explanation below must answer the following:

- What prevented the initial submission?
- How did your service identify the session/s were not initially submitted?
- Have you implemented changes to prevent this from happening again in the future?
- If you are moving sessions from a different guardian, we will require written confirmation they have agreed to this arrangement. Please attach this with your application form/s.

If you selected **session withdrawal**, your explanation below must answer the following:

- Why do the session/s need to be withdrawn?
- Why were the session/s originally submitted?
- How did your service identify the session/s needed to be withdrawn?
- Have you implemented changes to prevent this from happening again in the future?
- If you are moving sessions from a different guardian, we will require written confirmation they have agreed to this arrangement. Please attach this with your application form/s.

If you selected **session variation**, your explanation below must answer the following:

- Why do the session/s need to be varied?
- How did your service identify the session/s needed to be varied?
- Have you implemented changes to prevent this from happening again in the future?

**Please note:** Explanations such as the examples below are not acceptable, and your application will not progress unless you provide sufficient details to support it:

- I need to remove an error message.
- The sessions need to be resubmitted so CCS can be applied.
- We need to access the session reports for this child.

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## PART E – Privacy Statement

### Personal information

Personal information is protected by law, including under the *Privacy Act 1988* (Cth) (Privacy Act). Personal information is information or an opinion about an identified or reasonably identifiable individual. Personal information includes names, date of birth, contact details, and details of personal circumstances.

Sensitive information is a subset of personal information. It includes information or an opinion about racial or ethnic origin, political opinions, religious beliefs or affiliations, philosophical beliefs, membership of associations or unions, sexual orientation or practices, criminal record, or health, genetic or biometric information.

### Purpose of collecting your personal information

The department's collection of personal information, including any sensitive information, via this form is authorised by or under the *A New Tax System (Family Assistance) (Administration) Act 1999*.

The information is being collected in connection with administering child care subsidy payments and for the purposes of assessing and processing your application form to submit, vary or withdraw previous financial year data.

The department may also collect personal information from third parties, including other Commonwealth agencies such as Services Australia, for the purposes of processing the application.

If you do not provide some or all of the information required, the department may not be able to assess your application.

### Disclosure of your personal information

The department may disclose the personal information (including sensitive information) to other Commonwealth agencies such as Services Australia for the purposes of processing the application. The personal information provided may also be disclosed to other parties where you have agreed, or where it is otherwise permitted under the Privacy Act.

The personal information collected is unlikely to be disclosed to overseas recipients.

### Privacy policy

The department's Privacy Policy, including information on how to make a complaint and access and correct your personal information, can be found at <https://www.education.gov.au/privacy> or by requesting a copy from the department at [privacy@education.gov.au](mailto:privacy@education.gov.au).

To contact the department about your personal information email [privacy@education.gov.au](mailto:privacy@education.gov.au).

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## PART F – Declaration by provider (all mandatory)

**This form must be signed by a person authorised to act on behalf of the provider.  
The authorised person must have Operational Responsibility or higher.**

### **I understand that:**

- I am required to provide a session report about child for whom care provided under section 204B of the A New Tax System (Family Assistance) (Administration) Act 1999 (Administration Act). Failure to provide a complete and accurate report is an offence and civil penalties may apply. A breach of this condition for continued approval may also result in sanction;
- Submitting, varying, substituting or withdrawing session reports for a previous financial year can only happen in limited circumstances and where the requested changes impact on the individual's CCS entitlement;
- where an amended session report results in a debt for the individual, a provider may be found liable for that debt;
- the department may use this report to consider compliance with any conditions for continued approval;
- knowingly providing a false or misleading statement is a criminal offence and may carry a penalty of up to 12 months imprisonment;
- if requested, I will need to provide evidence to support the proposed changes.

### **I declare that:**

- I have the authority to request to vary, substitute or withdraw session reports for a previous financial year on behalf of the provider;
- The information I have given on the Application Form and on any other attachments is true and accurate;
- the provider of the service named in this application has taken reasonable steps to ensure the child's parent/carer is aware of the matters set out in the privacy statement on this form.

Name:

Signature:

Date (dd/mm/yyyy):

Date of birth (dd/mm/yyyy):

Position:

PRODA Number or Person ID:

### **Before submitting this form, please ensure:**

Your application is for sessions that fall in a previous financial year. Applications for the current financial year data will not be processed.

**Part A – Provider and service details have been entered**

**Part B - Guardian and child/ren details provided**

**Part C - Intended session report changes reflected**

**Part D - Detailed explanation of changes provided**

**Part E – Reviewed the Privacy Statement**

**Part F - Declaration completed by authorised personnel**

Once complete, email this form along with any related spreadsheets directly to [ccshelpdesk@education.gov.au](mailto:ccshelpdesk@education.gov.au).

If you have any questions about how to complete this form, please contact the CCS Provider Helpdesk on **1300 667 276** or email [ccshelpdesk@education.gov.au](mailto:ccshelpdesk@education.gov.au).