



Inclusion Support Program and Child Care Subsidy eligibility requirements

This Fact Sheet provides an overview of Child Care Subsidy (CCS) eligibility requirements and addresses relevant enrolment scenarios in relation to Inclusion Development Fund (IDF) Subsidy cases. It should be read in conjunction with the [Inclusion Support Program \(ISP\) Guidelines](#) which provide information on the eligibility requirements for IDF funding streams that must be met in addition to CCS eligibility requirements.

CCS eligibility requirements

Early childhood education and care (ECEC) services eligible for support through the ISP are services that have been approved by the department for the provision of CCS under Family Assistance Law. For CCS to be paid for a session of care provided for a child, that child and their parents or carers must meet certain eligibility requirements. These are stipulated in the [Child Care Provider Handbook](#) and include:

- [Age requirements](#)
- [Immunisation requirements](#)
- [Residency requirements](#)
 - Note requirements may also be met if the child's parent is a student from overseas, sponsored by the Australian Government to study in Australia, or are in hardship, or special circumstances apply.

Service responsibility

ECEC services seeking to access support from the ISP must ensure each child included on an IDF Subsidy application meets the eligibility requirements for CCS. By including a child in an IDF Subsidy case the service is certifying that the child meets the individual CCS eligibility requirements. If the child is enrolled in the state or territory funded kindergarten/preschool program and IDF Subsidy is requested at this time, the service must confirm that the child attracts CCS during the kindergarten/preschool program by adding a note to the IS Case.

IDF Subsidy cases and children without a Complying Written Arrangements

If a child has an enrolment arrangement other than a Complying Written Arrangement (CWA), the service is still able to link this child to an IDF Subsidy application. The service must have the child's enrolment listed in their child care software, or through the Provider Entry Point (PEP). This will enable the child's enrolment to be updated when the service selects *Add enrolled children* on the *Children* tile on the Strategic Inclusion Plan (SIP), and the *Children* and *Enrolments* tile on the IS Case. The child's enrolment will show as informal on the IS Portal.

Relevant Arrangement or Organisational Arrangement enrolments

Relevant Arrangement (RA) and Organisational Arrangement (OA) are enrolment arrangements which relate to how child care fees are paid. In some cases families may pay all child care fees or they may be paid by a third party (such as the parent's employer or state government department). The child enrolled under an RA or OA may be included on an IDF Subsidy application if CCS eligibility requirements are met.

IDF Subsidy cases and enrolment arrangements

If the child's enrolment arrangement changes and they are included in an approved IDF Subsidy case, and this does not change automatically in the IS Portal, the service should contact the Inclusion Development Fund Manager (IDFM) to request the child's enrolment be updated. The request must include the SIP ID, Case ID, child's name and enrolment number which needs to be linked to the case. It is important that the child's new enrolment arrangement has already been updated in the service's child care software, or through the Provider Entry Point (PEP), before contacting the IDFM.

Further information

- Further information on CCS eligibility is available in the [Child Care Provider Handbook](#)