



Suspension on Request Form

Child Care Subsidy Approval

This form is used by a provider to request a voluntary suspension of its approval under the family assistance law for any or all of its services for a specific period of time not exceeding 12 months if:

- the service is not regulated by Education and Care Services National Law (the National Law); or
- the National Law Approval is not suspended,

but it will not meet its minimum annual operating requirements due to a temporary closure.

A Suspension on Request (if approved) is granted under Section 197AA of the *A New Tax System (Family Assistance) (Administration) Act 1999*.

Suspension on Request of Child Care Subsidy (CCS) Approval will not be granted to a provider or service that has not submitted this form to the Department of Education.

Please submit this form to the department's CCS Assessments Team by email at

CCSAssessments@education.gov.au

Do not complete this form if the National Law Provider and/or Service Approval has been voluntarily suspended under National Law. In this instance, the corresponding CCS Approval will be suspended for the same period as the National Law suspension under Section 197AB of the *A New Tax System (Family Assistance) (Administration) Act 1999*.

Provider Entity Details

Provider Name:	
CCS Provider ID:	
Provider ABN:	

Provider Representative Details

Contact Name:	
Role:	
Main telephone number:	
Email address:	

Are you seeking a voluntary suspension under family assistance law for all of your services that were granted CCS Approval?

Yes (please complete the provider approval suspension request section of this form)

No (please complete the service approval suspension request section of this form)

Important – please note

- Voluntary suspension under family assistance law is intended as a temporary measure only and has a maximum timeframe of 12 months.
- The Secretary may choose not to grant the voluntary suspension request in circumstances where the reason for the situation is not considered to be reasonable or appropriate.
- No government child care payments are payable for any care provided by a child care service which is voluntarily suspended under family assistance law for the period that the voluntary suspension is in effect.
- A service to which a Suspension on Request has been granted has a reduced minimum operating requirement for the period during which the suspension occurs.
- Any provider granted CCS Approval must [notify the department in writing at least 42 days in advance, if it decides to cease operating a child care service](#) (for example, if the service is sold to another provider, or if the service is permanently closed).
- A request to vary the end date of an approved voluntary suspension should be made in writing to the department.

Provider Approval Suspension Request Section

Complete this section only if seeking a voluntary suspension for all services linked to the provider's existing CCS Approval.


Proposed CCS Provider Approval Suspension Start Date: (DD/MM/YYYY)	
Proposed CCS Provider Approval Suspension End Date: (DD/MM/YYYY)	
Date of Request: (DD/MM/YYYY)	


Reason for seeking voluntary suspension under family assistance law

Declaration and Authorisation

This form must be signed by two Authorised Persons from your organisation unless only one person has been listed. Authorised Persons are those persons from your organisation that have been identified to the department through PRODA as a person with Management or Control of the provider.

As the authorised persons for this provider, I/we confirm the above details are correct. I/We acknowledge that providing false or misleading information is a serious offence.

Name	
Position	
PRODA ID	
Main Telephone Contact	
Signed	
Date (DD/MM/YYYY)	

Name	
Position	
PRODA ID	
Main Telephone Contact	
Signed	
Date (DD/MM/YYYY)	