



Suspension on Request Form

Child Care Subsidy Approval

NOTE: This form is a SmartForm designed to be used in Adobe Acrobat Reader. Adobe Acrobat Reader software must be set as the default program for .pdf documents. If you do not do this you may experience difficulties using this form. If you do not currently have the Adobe Acrobat Reader software program, it is available as a free download from the [Adobe website](#).

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.

Please submit this form to the department's CCS Assessments Team by email at CCSAssessments@education.gov.au

This form must be signed by a person *currently specified on the CCS approval as a Person with Management or Control of the Provider*.

Provider Entity Details

Provider Name:

CCS Provider ID:

Person with Management or Control of the Provider Details

Name:

Role:

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). You can notify us using the [Notification to sell, close or relocate a child care service form](#) on our website.
- 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:

Proposed CCS Provider Approval Suspension End Date:

Date of Request:

Reason for seeking voluntary suspension under family assistance law

Privacy Statement

Personal information

Your personal information is protected by law, including under the *Privacy Act 1988* (Privacy Act).

Personal information is information or an opinion about an identified or reasonably identifiable individual. Personal information includes an individual's name, signature and contact details.

Collection of your information

Your personal information will be collected by the Australian Government Department of Education (the department) under the Family Assistance Law when you provide information and documents in response to this form.

Purpose of collecting your information

Your personal information is collected for the purposes of administering the Family Assistance Law and assessing your eligibility for CCS approval.

Your personal information may also be used for other purposes where you have agreed, or where it is otherwise permitted under the Privacy Act.

If you are unable to provide some or all of the personal information requested, you should email CCSAssessments@education.gov.au for further assistance.

Disclosure of your personal information

Your personal information may be disclosed to third parties, including but not limited to:

- State Regulatory Agencies in each State and Territory;
- The Australian Children's Education and Care Quality Authority (ACECQA).

Your personal information may also be disclosed to other parties where you have agreed, or where it is otherwise permitted under the Privacy Act.

Your personal information is unlikely to be disclosed to overseas recipients.

Privacy policy

The department's [Privacy Policy](#) contains more information about how the department will manage your personal information, including information about how to make a complaint and seek access to and correction of your personal information.

To contact the department about your personal information, email privacy@education.gov.au

To contact the department about this notice email CCSAssessments@education.gov.au

Your consent

By checking the box, I confirm that I have read, understood and agree to the collection of my personal information in accordance with this privacy statement and consent form.

By checking the box, I confirm that to the extent I have provided personal information about another individual, I have obtained that individual's consent to provide their personal information and for their personal information to be handled in accordance with this privacy statement and consent form.

Declaration and Authorisation

As a *Person with Management or Control of the Provider* for this provider, I confirm the above details are correct. I acknowledge that providing false or misleading information is a serious offence.

Name:

Position:

PRODA Person ID:

Telephone:

Mobile:

Signed:

Date: