Other Subsidies & Discounts
CBC

This tip sheet explains how to transition to the new CCS-compliant Other Subsidies & Discounts model effective 7 July 2025, including updating legacy bookings, applying new discounts, and forecasting sessions. It is essential that all services update bookings before 7 July to avoid disruption to CCS submissions and invoicing.

This tip sheet will assist you in navigating the following areas:

Contents

Background

From 7 July 2025, approved child care providers are required to report discounts and subsidies applied to session fees in accordance with updated Child Care Subsidy (CCS) legislation.

To support this requirement, we have introduced enhanced functionality in the system to capture discount data at the session level under the "Other Subsidies and Discounts" section.

This tip sheet explains how to use the updated interface to enter and manage discount data at the booking and session level, and how it affects invoicing and gap fee calculations.

Understanding the New Other Subsidy Discount Categories

To meet new Child Care Subsidy (CCS) reporting obligations, services must now record and report session level discount data using a set of standardised discount categories defined by the Department of Education. These are grouped into two types: prescribed and non-prescribed discounts.

Prescribed Discounts

Prescribed discounts are reportable to CCS but do NOT reduce the session fee submitted. They reflect external or provider funded support, typically in the form of fee offsets or support for specific families. These are used by the Government for policy transparency and tracking.

Prescribed Discount Types:

Category	Example Use
Prescribed third party payment – preschool	State/Territory government funding for preschool programs (e.g., NSW Start Strong Funding)
Prescribed third party payment – vulnerable/disadvantaged	Community or government-funded support for at-risk families
Provider funded educator/cook discount	Staff discount provided to employees (educators or cooks)

Category	Example Use
Prescribed emergency discount	Financial relief for families impacted by natural disasters or major events (aka gap fee waiver)

These discounts must be captured per session, but the session fee submitted to CCS remains unchanged.

Non-Prescribed Discounts

Non-prescribed discounts do reduce the session fee submitted to CCS. These reflect internal or third party discounts applied at the service's discretion.

Non-Prescribed Discount Types:

Category	Example Use
Employer subsidy	Fee reduction paid by a parent's employer (note: invoice may not be reduced, but CCS session fee is if reported)
Third party payment (non-prescribed)	Discounts from charities, churches, or local councils not classified as prescribed
Provider enrolment incentive	Marketing related discounts (e.g. 10% off first month of enrolment)
Other provider discount	Goodwill gestures or ad hoc fee relief not classified under other categories

These discounts must be applied per session and will reduce the session fee submitted to CCS.

Subsidy Scheme Configuration

The new discount types have been **pre-configured in your system** to align with the new CCS requirements. You'll only be able to apply the new subsidy types to bookings and sessions from 7 July 2025 onwards. If you attempt to use an old

discount for sessions or bookings after 7 July 2025, the system will throw an error and prompt you to update the subsidy type before proceeding.

You will still be able to use old subsidy types for sessions prior to and including 6 July 2025.

New Subsidy Scheme Categories

To review the new subsidy scheme categories, click on the cog in the top right-hand corner of your screen and select **"Setup"**.
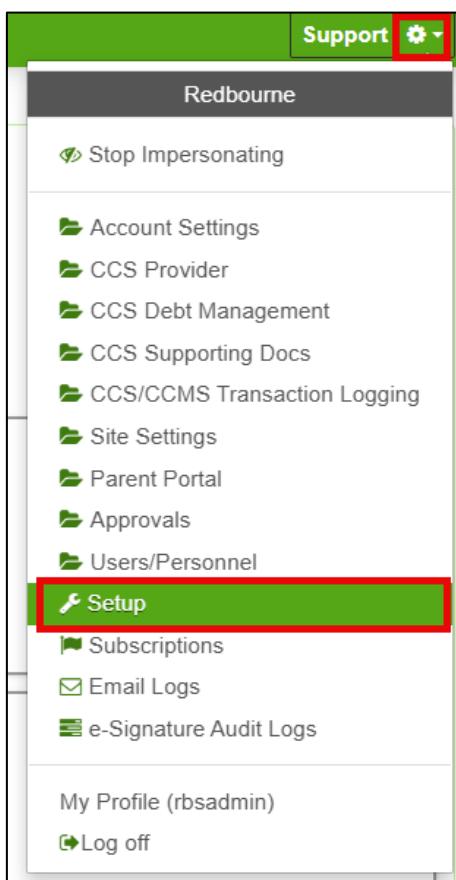
You will be redirected to the "Setup" screen. Click on the "Subsidy Scheme" tab. The following screen will appear:

You will notice two new subsidy scheme categories – Prescribed Discounts and Non-Prescribed Discounts. These have been hard coded and cannot be edited.

Following 7 July 2025, **only the following subsidy schemes will be active**:

- **CCS** – this is the default subsidy scheme category attached to all bookings and sessions. If non-CCS or EXEMPT has not been selected, it will be assumed that the data will be submitted to CCS.
- **Non-CCS** – when selected, the system will assume that the family are not eligible for CCS. No subsidies are paid for sessions with this subsidy scheme attached. This is relevant for scenarios like first day or last day absences.
- **EXEMPT** – when selected, the system will assume that the family is not eligible for CCS and will not submit any session reports to CCS for the family. No subsidies will be paid to families using this subsidy scheme.
- **Prescribed Discounts** – this enables you to capture discounts to be submitted to CCS and used to reduce family gap fees.
- **Non-Prescribed Discounts** – this enables you to capture discounts which you can optionally submit to CCS and optionally reduce the gap fees for.

Old Subsidy Scheme Categories

You will be unable to attach any old subsidy schemes (outside of those listed above) to new bookings or sessions from 7 July 2025 onwards. For example, if you are a service who receives the NSW Start Strong Funding and you have a NSW Start Strong Funding subsidy scheme configured, you will no longer use this subsidy scheme as it will be covered by the Prescribed preschool funding discount category.

Discounts Against Bookings

To comply with the new CCS discount reporting requirements effective from 7 July 2025, any bookings or sessions that still have legacy (old) "Other Subsidy" discounts attached will need to be updated.

From 7 July 2025, these old subsidy types will be deactivated in the system. If they remain attached to a booking or session, your service will be unable to save or forecast those sessions, and a system error will prompt you to take action.

What you need to do

To ensure sessions are forecasted correctly from 7 July 2025 onward, you must update affected bookings **prior to this date** by following these steps:

1. **End the current booking** by entering an **end date of 6 July 2025**

2. **Create a new booking** with a **start date of 7 July 2025**

3. **Attach the correct new subsidy discount** (prescribed or non-prescribed) to the new booking

4. **Forecast sessions** from 7 July onwards to ensure fees, discounts, and CCS submissions are accurate

This update must be completed before 7 July 2025 to avoid disruption to forecasting, invoicing, and CCS reporting.

1. End Current Booking

First you will need to locate the booking/s that need to be ended. To do this, click on the **"Child Care"** option in the top navigation menu and select **"Bookings"**.
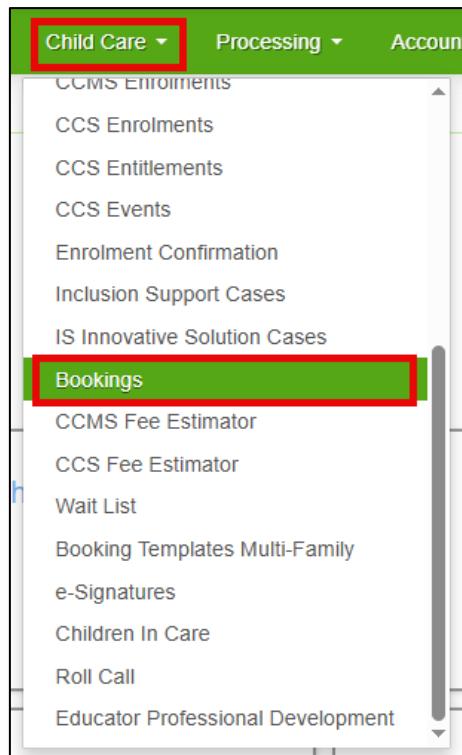
Locate the booking to update and click on the **"Edit"** button in the corresponding far right hand column of the Bookings table.

Assign an end date of 6 July 2025 in the **"End Date"** field and then click on the **"Save"** button.
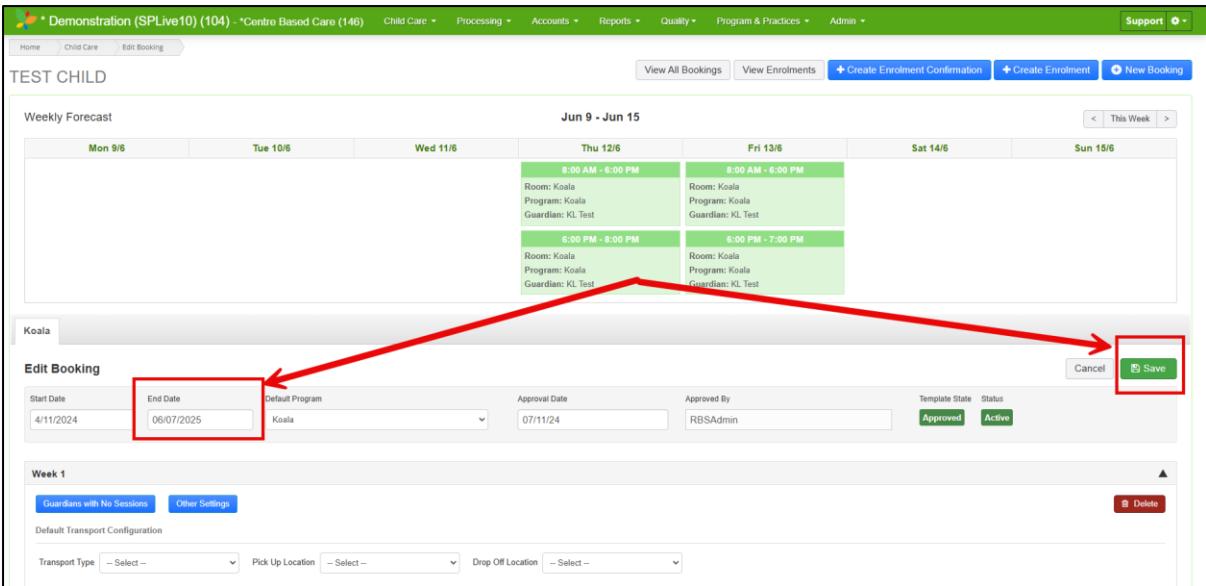
You will receive the following message:

Warning

Your changes have been saved. If sessions have already been forecasted, you will need to forecast again for the booking update to be applied.
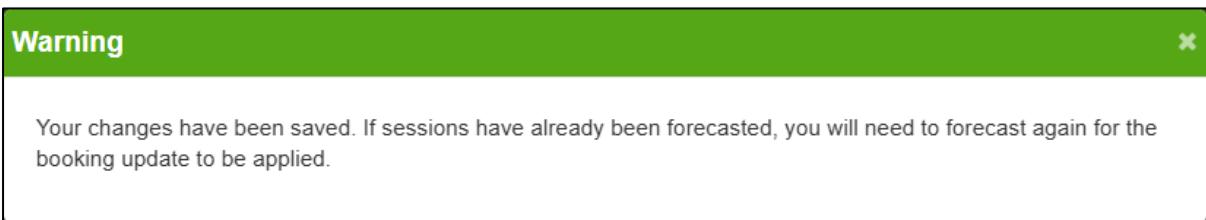
2. Create New Booking

From the "Bookings" module, click on the **"New Booking"** button.
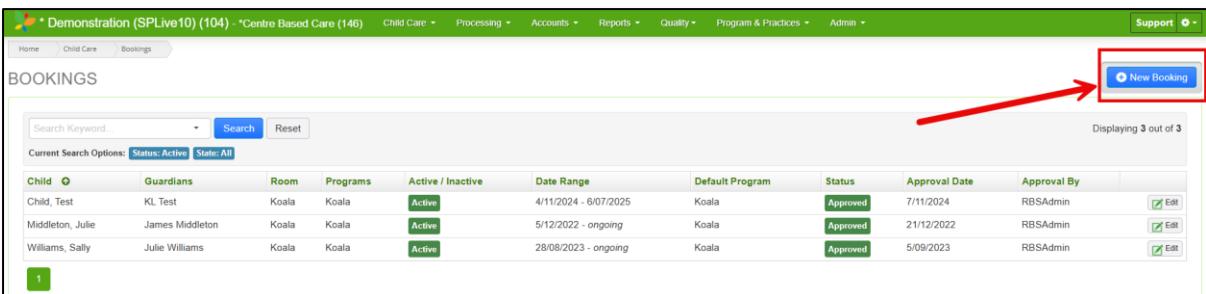
The following window will appear. Capture the mandatory data and select the **"Create"** button.

Remember to ensure that the start date for the booking is **7 July 2025**.

The following screen will appear.

To add booked hours to the week, click on the + (plus) button:

If you selected a **"Default Program"** when creating the booking template, the data in the session will default to the configuration settings for that Program. If you did not select a Default Program, simply manually capture the data for each session of care per below:

3. Attach the New Other Subsidy Discount

You will notice that once you add the session, the "Discount" button will be greyed out. Before you can add a discount against as session, **you must first save the session/s which will activate the "Discount" button by clicking on the "Save" button.**

Please note that pre 7 July 2025, discounts were applied at the **week level** and apportioned across each session that occurred during the week. From 7 July 2025 onwards, discounts must be applied **at the session level**.

Next, click on the **"Discount"** button to apply the relevant discount against the session. The following window will appear.

Click on the **"+Add"** button to add a discount to the session. The following fields will appear:


- **Type –** this refers the type of discount to be applied. The options are Prescribed and Non-Prescribed.

Prescribed Discounts

These are **reportable to CCS** but **do not reduce the session fee submitted**.

Discount Type	What It Means
Prescribed third-party payment – preschool children	Funding provided by a **State or Territory government** to reduce fees for children attending an approved **preschool program**.
Prescribed third-party payment – vulnerable or disadvantaged children	Financial support from a **government or agency** for families experiencing **hardship or disadvantage** (e.g., through a family support program).
Prescribed provider-funded educator/cook discount	A **fee discount for staff**, such as **educators or cooks**, who have children enrolled at the service. Funded by the provider.
Prescribed provider-funded discount – families affected by emergencies	Temporary financial relief offered by the service to families impacted by **natural disasters or other emergencies**, such as floods, bushfires, or pandemics.

These must be recorded at the **session level** and submitted to CCS but will **not affect the reported session fee** for CCS.

Non-Prescribed Discounts

These discounts are **optional to report to CCS**, and if reported, **reduce the total session fee submitted to CCS**.

Discount Type	What It Means

Employer subsidy	Fee reduction paid by a parent's **employer**. Note that the family must still have a gap portion to pay.
	
	  o Must report the name of the Employer.
	  o Optional to report to CCS.
	  o Optional to reduce family gap fees.

Third-party payment	A **fee contribution from a non-government source,** such as a charity, church, or community organisation. Note that the family must still have a gap portion to pay.
	
	  o Must report the name of the third party making the contribution.
	  o Optional to report to CCS.
	  o Optional to reduce family gap fees.

Provider enrolment incentive	A discount offered to attract enrolments, such as "first week free" or "10% off for 4 weeks." o Optional to report to CCS.
Other provider discount	Any other service-funded discount not covered above, such as goodwill gestures or fee relief offered at the provider's discretion. o Optional to report to CCS.

These non-prescribed discounts are optional to report to CCS. To indicate that you wish to submit the discount to CCS, select the **"Submit to CCS"** tick box.

Please note that reporting this discount to CCS will reduce this session's total cost of care and may subsequently lower the subsidy payable to the family. Reporting this discount is optional. If left unticked, the discount is recorded for your records only and not submitted to CCS.

The **"Employer Subsidy"** and **"Other Third Party Payments"** subcategories have an additional tick box to apply the discount against the family's gap fee invoice.

Tick this box to apply the discount to the family's invoice, reducing the gap fee payable by the family. Leave unticked if another party (e.g. employer or third-party funder) is covering the discounted amount and the family should still be invoiced the full gap fee.

- **Calculation Type** – select from one of the following options:

  o **Subsidy Amount $ - Use this to reduce the total session fee by a dollar value.** In the "Value" field, enter the amount of other subsidy you want the guardian to receive for the session.

    For example, Child's session fee is $100, CCS is $60 for the session, and you want the parent to receive $20 discount.

    Gap Fee = $100 (Session Fee) less $60 (CCS) less $20 (discount) = $20

  o **Subsidy Rate % - Use this to reduce the session gap fee by a percentage amount.**

    In the "Value" field, enter the other subsidy amount as a percentage of the gap fee for the session.

    For example, Child's session fee is $100, CCS is $60 for the session, and you want the parent to receive 75% of the gap gee as a session discount.

    Gap Fee = $100 (Fee) less $60 (CCS) = $40
    Discount = $40 (Gap) x 75% = $30
    New Gap Fee = $100 (Fee) less $40 (CCS) less $30 (Oth Sub) = $10
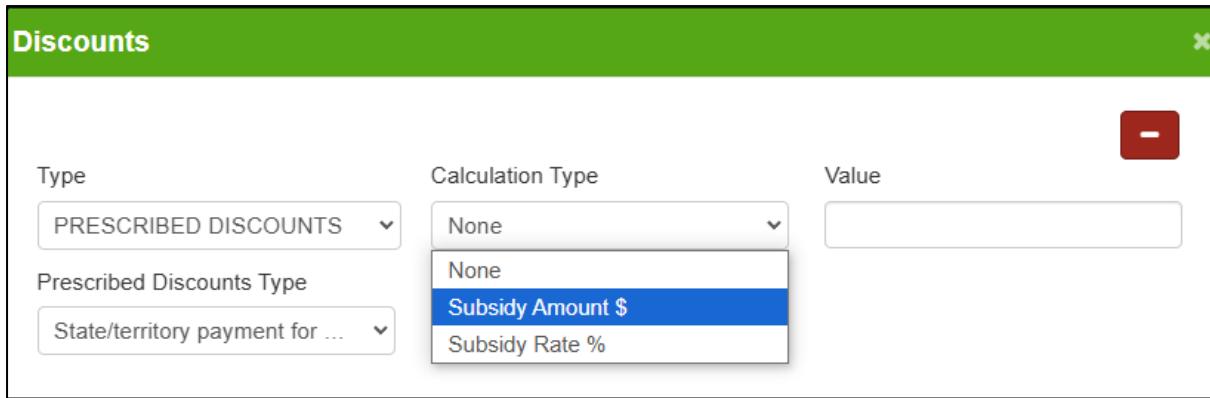
- **Value** – type in the dollar value or percentage discount to apply.

Once you have captured the discount data, click on the **"Save"** button.

Repeat the above steps for each session you wish to apply the discount against, noting that one session may have one or more discounts of each type applied.

Please note that the "Copy" functionality **does not extend to discount data.** Discounts will need to be applied manually against each session.

Note: The new **"Discount"** button only applies to discounts applied post 7 July 2025. If you attempt to apply discounts via the **"Discount"** button to bookings with a "Start Date" **prior to 7 July 2025**, you will receive the following error:
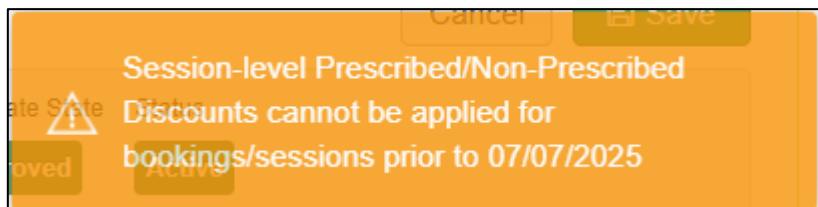
All other subsidy or discounts pre 7 July 2025 need to be applied via the **"Other Settings"** button:
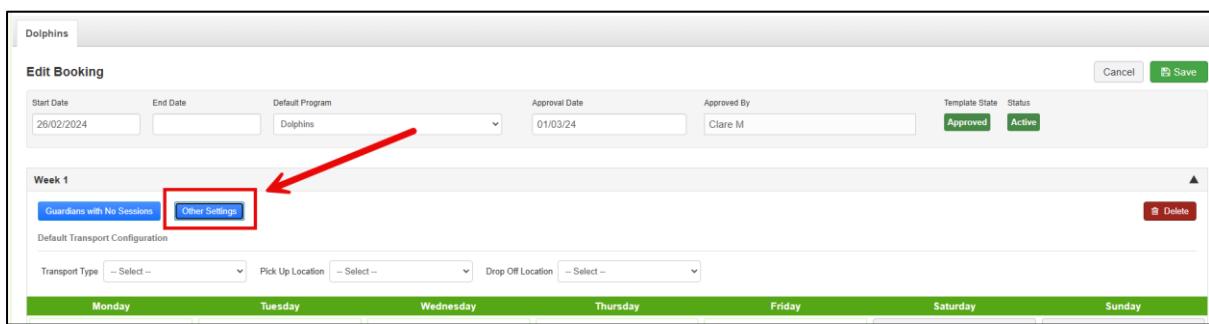
The "Other Settings" button will no longer be visible for bookings with a 'Start Date" from 7 July 2025 onwards.
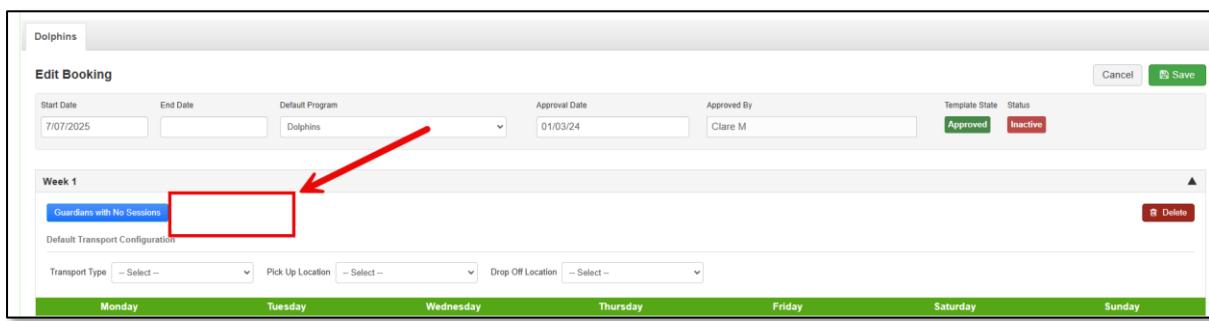
4. Forecast Sessions

Once you have updated all of the bookings that have other subsidies or discount attached, you will need to forecast the sessions for the relevant period (if you wish to view the sessions or invoice for this period).

To forecast daily sessions, go to **"Processing"** in the top navigation menu and then select **"Daily Sessions"**.
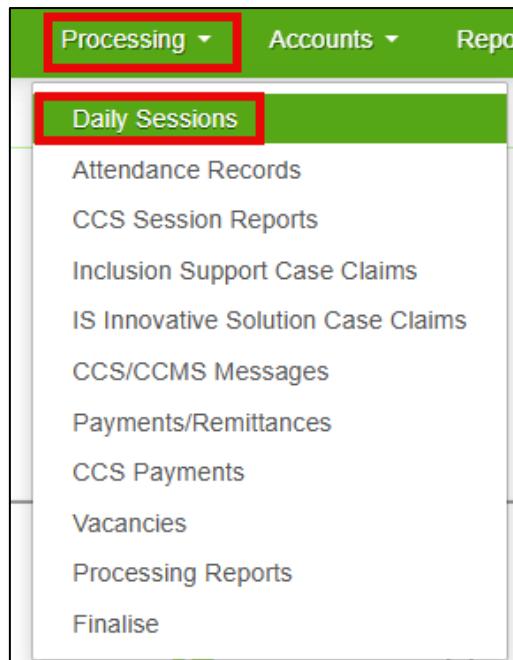
Enter the date range from 7 July 2025, select the relevant room and/or program and click on the **"Forecast"** button.

When you forecast, the discount settings from the booking will be applied to the sessions that are created in Daily Sessions.

To view or change the discount settings for a session for a child, click on the session settings cog:

In the "Other Subsidies" section of the session, click on the "Discounts" button.

The discounts that were applied at the booking session level will appear against the session:
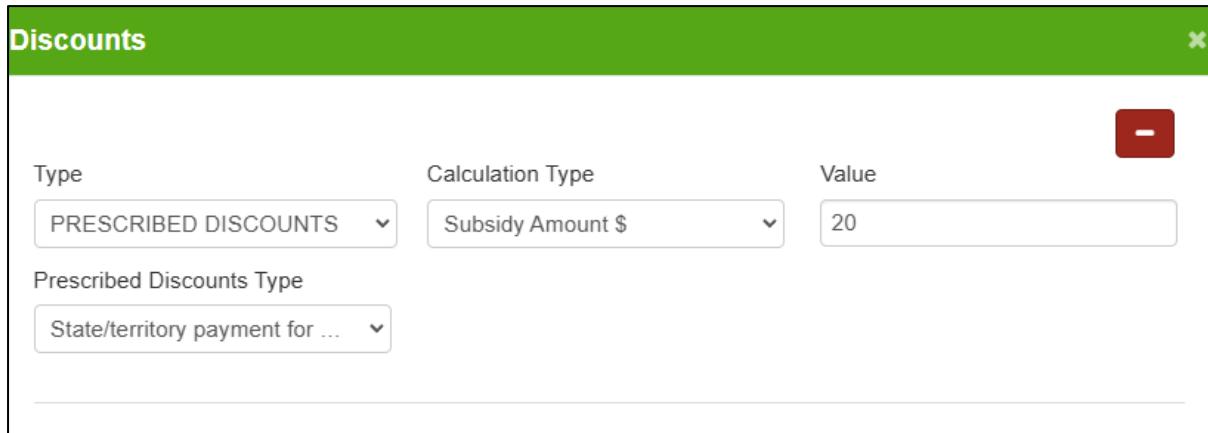
These can be added to or removed at the session level too.

Errors in Daily Sessions

If you fail to update your bookings with the new discount rates and forecast **after 7 July 2025**, you will receive the following error message when forecasting.
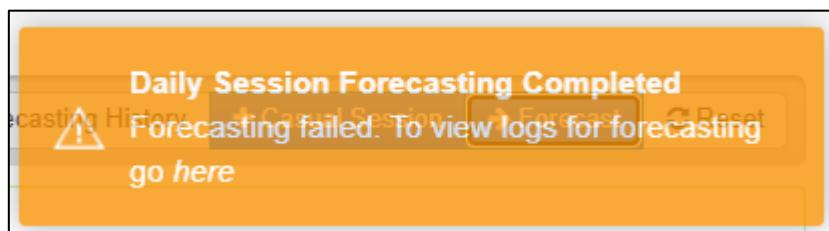
You will note that your system now has a **"Forecasting History"** button which gives you information on any errors that have occurred when you attempt to forecast sessions.

To view the forecast error log, click on the **"Forecasting History"** button within the **"Daily Sessions"** module:
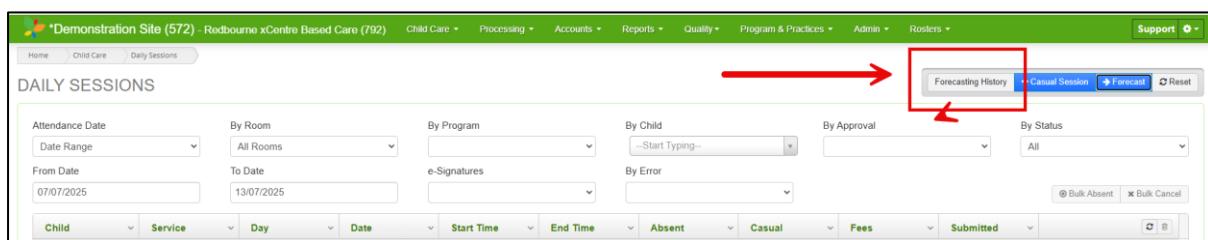
You will be redirected to the "Forecasting History" screen which will display a table of recent forecast jobs that have run (including date and time they were run) and whether they ran successfully with no errors (**Yes/No**).
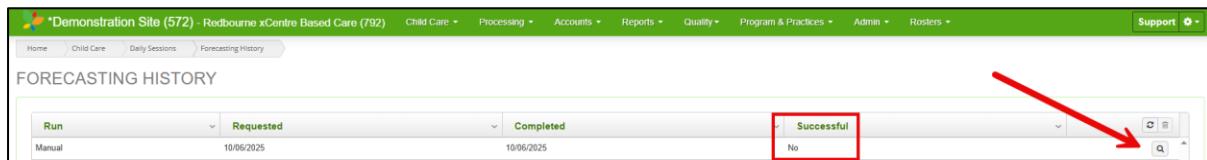
Where an error has occurred with the forecasting, the **"Successful"** status will be set to **"No"**. To view more information, click on the magnifying glass icon beside the relevant record.

In the below scenario, you will see that forecasting failed for one child because an unsupported subsidy scheme was attached to the booking.


To resolve this, you will need to end the current booking and create a new booking attached to the new discount categories.

Discounts Against Daily Sessions

You may also update discounts against the sessions themselves without first updating them against the booking. This will be relevant for one off or short term discounts.

Add Other Subsidy/Discount

To add a discount against a session/s for a child, click on the session settings cog:

In the "Other Subsidies" section of the session, click on the "Discounts" button.

Add any relevant discounts you wish to apply and then click on the "Save" button.
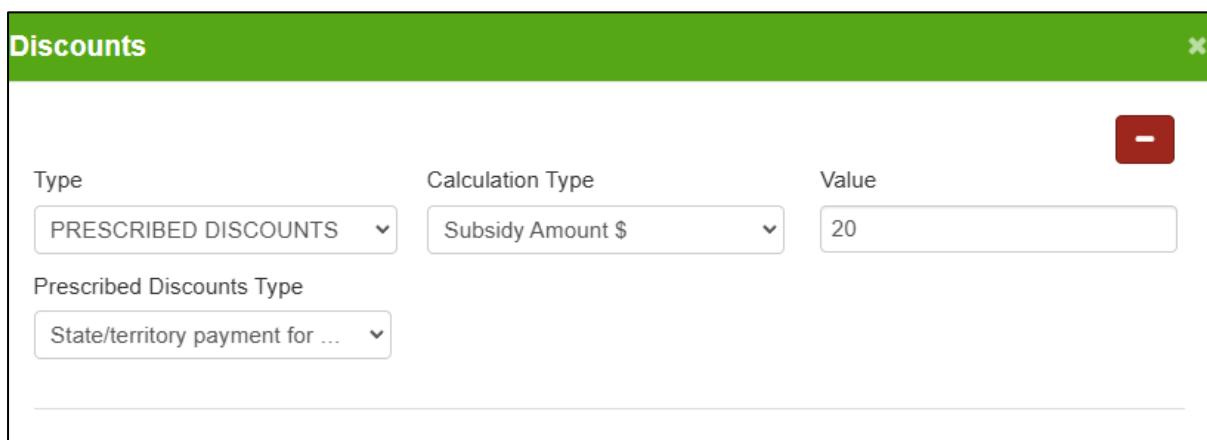
Repeat this step for all sessions you wish to apply a discount against. If you wish to remove a discount, simply click on the **"-"** icon within the session.